



*Cypress County*

# **REQUEST FOR PROPOSAL**

***Roof Replacement Service – Schuler Arena***

*June 2, 2026*

# INSTRUCTIONS TO BIDDERS

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# INSTRUCTIONS TO BIDDERS

## 1. INVITATION AND OVERVIEW

Cypress County (County) invites qualified roofing contractors (Proponents) to submit proposals for the replacement of roofing systems at the Schuler Arena located in Schuler, Alberta with new 26 gauge corrugated steel product, complete with all incidentals. The project consists of roof replacement work for three distinct building areas: Main Ice Arena Building – approximately 12,800 sq. ft. Front Office Area – approximately 2,160 sq. ft. Zamboni Room – approximately 1,000 sq. ft. Total approximate roof area: 15,960 sq. ft. Contractor to verify all measurements.

The County will receive sealed tenders until 2:00pm MST on June 16, 2026. Faxed tenders will not be accepted and will be returned to the Proponent.

A mandatory site meeting will be held June 8, 10am.

## 2. BACKGROUND

The County owns and operates a diverse portfolio of buildings. Cypress County is undertaking roof repair work at the Schuler Arena to maintain the facility and address identified roofing deficiencies.

## 3. OBJECTIVES

The objectives of this project are to: Replace aging roofing systems; Improve building envelope integrity; Reduce leaks and moisture intrusion; Enhance energy efficiency where feasible; Minimize operational disruptions; Obtain long-term warranty protection. Warranty details; Expected service life. Acceptable systems may include SBS modified bitumen, TPO membrane, EPDM membrane, or equivalent systems suitable for Alberta climate conditions.

## 4. SUBMISSION OF TENDERS

- 4.1 Each tender shall be addressed to the County in a sealed envelope clearly marked with the Proponent's name and address, and marked Schuler Arena Roof. The sealed envelope containing the Tender shall be delivered before the Tender Closing to the County at:

Cypress County  
816 2<sup>nd</sup> Avenue  
Dunmore AB, T1B 0K1  
Attention: Purchasing  
OR

Email to: [Bids@cypress.ab.ca](mailto:Bids@cypress.ab.ca)

- 4.2 Proponents are responsible for ensuring their submission is received before the deadline. Late submissions may be rejected at the County's sole discretion.
- 4.3 All inquiries are to be directed to the County Purchasing Coordinator

# INSTRUCTIONS TO BIDDERS

at [purchasing@cypress.ab.ca](mailto:purchasing@cypress.ab.ca) Enquiries and responses will be recorded and will be distributed to all Proponents.

## 4.4 Submission Checklist

- Completed Lump Sum Price Table
- Rate sheet for found or change ordered work
- Roof repair methodology
- Commercial General Liability Insurance Certificate, \$5,000,000
- Auto Insurance Certificate, \$2,000,000 liability
- WCB Clearance Letter
- COR Certificate
- Work Schedule including start date and completion date.
- Warranty length and structure on roofing system and workmanship

## 4.5 Proposal Costs

All costs associated with the preparation and submission of a Proposal, including attendance at meetings, site visits, interviews, presentations, or negotiations, shall be borne solely by the Proponent.

The County shall not be responsible for any costs, expenses, losses, damages, or liabilities incurred by any Proponent in connection with the preparation or submission of a proposal or participation in this RFP process, regardless of the outcome of the procurement process

## 5. PROCUREMENT SCHEDULE/KEY DATES

ACTIVITY	DATE	TIME	NOTES
RFP Issued	June 2,2026		RFP Publicly Posted
Site Meeting and Walk Through	June 8, 2026	10:00am	Address: Schuler Rink, 17 1 <sup>st</sup> East, Schuler
Deadline For Proponent Questions	June 11, 2026	4:00pm	Questions Submitted in Writing to County Representative
Final Addendum Issued to all Proponents (If Required)	June 12, 2026	4:00pm	Final Clarifications
RFP Closing Deadline	June 16, 2026	2:00PM	Proposal Submissions Due
Proposal Evaluation Period	June 16-19, 2026		Administrative And Technical Evaluation

## INSTRUCTIONS TO BIDDERS

Interviews/Clarifications (If Required)	June 22-23, 2026	TBD	At County Discretion
Notice of Intended Award	June 24, 2026		Preferred Proponent Notified
Contract Award	June 29, 2026	TBD	Subject to County Approval
Project start	July 2026	TBD	Pending Material Procurement and Schedule

The county reserves the right to modify the procurement schedule at its sole discretion through issuance of an addendum.

### 6. MANDATORY SITE MEETING

DATE: JUNE 8, 2026

LOCATION: SCHULER RINK

ADDRESS: 17 1<sup>ST</sup> ST EAST, SCHULER

TIME: 10:00AM MST

**Attendance by at least one representative of each proponent is mandatory. Failure to attend may result in the proposal being deemed non-compliant. Attendance will be recorder by the County Representative.**

The County Representative for this Project is: **Dean Kopperud**

### 7. ACCEPTANCE AND WITHDRAWLS OF QUOTATIONS

The County reserves the right, in its sole discretion, to accept or reject any proposal in whole or in part, to waive informalities and irregularities, and to cancel, amend, or re-issue this RFP at any time. A Proponent may withdraw its proposal at any time before the Submittal Deadline by providing written notice to the County. After the Submittal Deadline, proposals may not be withdrawn or amended except with the County's written consent. Negligence or mistake on the part of the Proponent in preparing the proposal confers no right for withdrawal of the proposal after closing.

### 8. GUARANTEE

Prices are to be valid for a period of 30 days after the quotation closing time to allow for evaluation of bids and award of contract.

### 9. ACCESS TO INFORMATION

Proponents are advised that Cypress County is a public body subject to Alberta's **Access to Information Act (ATIA)** and **Protection of Privacy Act (POPA)**. Information submitted to the

# INSTRUCTIONS TO BIDDERS

County may be subject to access requests and disclosure in accordance with ATIA, subject to any applicable exceptions. The County will protect personal information in its custody or control, and will collect, use, and disclose personal information in accordance with POPA. Proponents should clearly identify any information in their proposal that they believe is confidential or proprietary; however, the County does not guarantee that such information will be withheld from disclosure if required by law.

## 10. EVALUATION AND SELECTION

Proposals will be evaluated by a County evaluation committee. The County may, at its discretion, request clarifications, conduct interviews, and/or negotiate scope and fees with one or more Proponents. The County is not obligated to accept the lowest-priced proposal.

Criterion	Weight
Lump Sum Price and Rates Schedule	30%
Experience (i.e. Familiarity with requested work; quality of past deliverables; project team qualifications)	20%
Warranty & Roofing Systems	20%
Schedule and Project Management	30%
<b>Total</b>	<b>100%</b>

## 11. LAW AND FORUM OF PROPOSAL

This Request for Proposal and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. By submitting a quotation, the Proponent irrevocably attorns to the exclusive jurisdiction of the courts of Alberta for the resolution of any disputes arising out of or relating to this Request for Proposal or any resulting contract.

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# SCOPE OF WORK

## 12. SCOPE OF WORK

The successful proponent shall provide all labour, materials, supervision, tools, equipment, permits, transportation, disposal, and incidentals necessary to complete the roof replacement project. The work includes: Removal and disposal of existing roofing materials; Inspection of existing roof deck conditions; Replacement of damaged substrate as required; Installation of new roofing membrane/system; Flashings and edge detailing including snowguards, bird stops, and gutter reinforcement; Roof penetrations and sealing; Drainage improvements if required; Site cleanup and waste removal; Final inspection and warranty documentation.

12.1 Front office specific work will include removal and installation of upper wall cladding and lower roof cladding to replace/install new membrane and flashing.

12.2 Zamboni room specific work to include opening the joint between the upper roof and Zamboni room roof, resealing and caulking the joint.

12.3 Building areas:

- Main Ice arena Building: Approximately 12,800 sqft
  - Front Office Area: Approximately 2,160 sqft
  - Zamboni Room: Approximately 1,000 sqft
- All measurements to be confirmed by the proponent.

## 13. DELIVERABLES

The Proponent shall provide deliverables meeting the requirements below. Deliverables must be clear, and complete.

### 13.1 Pre-construction Deliverables

#### Project Schedule

- Detailed schedule showing mobilization, material delivery, construction milestones, and substantial completion.

#### Work Plan

- Roofing methodology
- Safety Procedures
- Weather Contingency Plan

#### Health and Safety Documentation

- COR Certification
- Fall Protection Plan

#### Insurance and WCB

- Insurance certificate for Commercial General Liability in the amount of \$5,000,000.
- Insurance certificate for Vehicle Liability in the amount of \$2,000,000 per occurrence

## SCOPE OF WORK

- Workers Compensation Board account in good standing via a WCB Clearance Letter

### Product Submittals

- Roofing system specifications
- Manufacturer Data Sheet (if available)
- Warranty Information

### Site Inspection Report

- Confirmation of existing roof conditions
- Identification of potential unforeseen deficiencies

### Subcontracted Work

- List of any 3<sup>rd</sup> party contractors completing work for this project

### 13.2 Construction Deliverables (all buildings)

- Removal and disposal of existing roofing materials
- Inspection of roof deck
- Replacement of damaged deck sections
- Installation of new roofing system
- New flashing and edge metal, gutters and downspouts
- New birdstops, snowguards, whirly bird vents, membrane and flashings, joint sealing between upper and lower roofs
- New roof penetrations and sealing
- Insulation replacement/upgrades as specified
- Daily site clean up

### 13.3 Quality Assurance Deliverables

- Mid Project Inspection
- Weekly deficiency walk down
- Deficiency List completion prior to final acceptance.

### 13.4 Close Out Deliverables

#### 13.4.1 As Built Drawings

- Marked up roof plans showing:
  - Drain Locations
  - Penetrations
  - Repairs
  - Roof System Installed

#### 13.4.2 Warranty Package

- Manufacturer Warranty (roofing system)
- Contractor Workmanship Warranty

The Proponent is responsible for the removal and proper disposal of all materials associated with the work. In keeping with the County's commitment to environmental stewardship, materials shall be recycled where feasible and otherwise disposed of in accordance with all applicable regulations and accepted environmental practices.

# SCOPE OF WORK

All deliverables produced become the property of the County upon payment, subject to any pre-existing Proponent intellectual property in standard templates/tools.

## 14. SCHEDULE

The County requires that all roofing repair work be fully completed no later than October 14, 2026. Proponents shall submit a detailed work schedule demonstrating how this completion date will be achieved.

## 15. ROLES AND RESPONSIBILITIES

### 15.1 County Responsibilities

#### Project Administration

- Designate a County representative to administer the contract and coordinate internal stakeholders.

#### Site Access

- Provide reasonable access to the facility and coordinate operational requirements and restricted areas.

#### Information Provided

- Provide available drawings, reports, and known site condition information.

#### Approvals

- Review contractor submissions, change orders, and payment applications within a reasonable timeframe.

#### Utilities

- Provide reasonable access to existing utility services unless otherwise specified.

#### Occupancy and Operations

- Coordinate facility schedules and communicate operational requirements to minimize disruptions.

#### Payments

- Process progress payments and statutory holdbacks in accordance with contract requirements and legislation.

### 15.2 Proponent Responsibilities

#### Project Management

- Provide a designated Project Manager as primary point of contact
- Coordinate all labour, materials, equipment, and Subcontractors
- Schedule and manage all work activities

#### Site Safety

- Comply with all provincial and federal safety legislation
- Provide fall protection systems and worker training
- Conduct hazard assessments and daily toolbox meetings
- Report incidents and near misses to the County

#### Permits and Compliance

## SCOPE OF WORK

- Obtain and pay for all permits required for the work
- Ensure compliance with building codes and applicable regulations
- Coordinate inspections required by authorities having jurisdiction

### Protection of Property

- Protect the building, occupants, equipment, and adjacent property
- Provide temporary weather protection during roof removal and installation
- Prevent water intrusion and damage to facility contents
- Repair any damage caused by construction activities

### Construction Activities

- Remove existing roofing materials and complete installation of the new roofing system in accordance with contract requirements.

### Quality Control

- Ensure all work complies with manufacturer specifications and correct deficiencies at no additional cost.

### Environmental Responsibilities

- Maintain a clean site and properly dispose of waste materials in accordance with regulations.

### Documentation:

- Submit schedules, warranty documents, inspection reports, and final completion documentation.

### Security

- Secure the construction site and control access during the project.

## 16. EXISTING CONDITIONS

Proponents are responsible for reviewing and verifying all existing site conditions prior to submission. Quantities, dimensions and existing conditions are approximate and must be independently confirmed by the Proponent.

## PRICING TABLE

### PRICING

Proponents shall provide lump sum pricing in Canadian dollars, exclusive of applicable taxes, and inclusive of all labour, travel, subsistence, equipment, printing (if any), and other expenses necessary to complete the roof repairs. Proponents shall price each portion of the facility separately. Additionally, proponents shall include an hourly rate sheet for labour craft and equipment for any found or additional work.

Main Arena Roof	\$
Office Roof	\$
Zamboni Room	\$
Total Cost	\$

Option pricing is requested for the removal and replacement of the front building cladding. This work shall include the installation of smaller, raised vents to reduce snow infiltration into the attic space. The scope includes the removal and replacement of all wall cladding and trim, reinstallation of all gutters, and relocation and adjustment of vent grilles as required to prevent snow entry into the attic. Pricing shall also include any necessary electrical modifications or additions. This optional scope will be reviewed during the site meeting.

OPTION PRICING:

\$
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**PRIME CONTRACTOR**

Cypress County hereby designates:

\_\_\_\_\_

(Company)

to be deemed the Prime Contractor for the Work and shall assume all responsibilities of the Prime Contractor as required under applicable Alberta occupational health and safety legislation on the agreed upon work site. The Prime Contractor shall be responsible for overall site safety coordination, including the coordination of its workers, subcontractors, and any other persons at the site, and shall ensure that the Work is carried out in compliance with all applicable health and safety requirements.

\_\_\_\_\_  
PRINTED NAME OF CONTRACTOR

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CYPRESS COUNTY

**DECLARATIONS**

The undersigned Contractor declares and confirms to Cypress County that:

- 1. the Contractor agrees to perform the work in compliance with the schedule required by the Request for Proposal and any schedule submitted with its quotation;
- 2. no person, firm, or corporation other than the undersigned has any interest in the proposed contract, except as expressly disclosed in the quotation;
- 3. the Contractor acknowledges that Cypress County has the right, in its sole discretion, to accept any quotation or to reject any or all quotations;
- 4. this quotation is signed, sealed, and submitted on behalf of the Contractor by a duly authorized representative of the Contractor; and
- 5. the undersigned has the authority to bind the Contractor to the statements and commitments contained in the quotation.

**SIGNATURES**

Company: \_\_\_\_\_  
 (Name)

\_\_\_\_\_

(Street Address or Postal Box)

\_\_\_\_\_

(City, Province & Postal Code)

\_\_\_\_\_

(Phone Number)

\_\_\_\_\_

(email)

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Witness: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

# MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between Cypress County, a municipal corporation in the Province of Alberta (the "County"), and \_\_\_\_\_ (the "Contractor"). The County and the Contractor may be referred to individually as a "Party" and collectively as the "Parties."

The Parties agree that this Agreement sets out the terms under which the Contractor will provide preventative maintenance program development and related consulting services for Cypress County buildings, as more particularly described in the Request for Proposal, the Contractor's submission, and any mutually agreed written amendments, all of which are incorporated into this Agreement to the extent they are consistent with this Agreement.

## 1. SERVICES

The Contractor shall perform the services described in the Request for Proposal, the Contractor's proposal, and any written scope refinements approved by the County. The Contractor shall provide the services diligently, professionally, and in accordance with the standard of care, skill, and diligence ordinarily exercised by qualified contractor performing similar services in Alberta.

## 2. TERM AND SCHEDULE

This Agreement shall commence on the effective date and shall continue until the services are completed, unless terminated earlier in accordance with this Agreement. The Contractor shall perform the services in compliance with the schedule required by the Request for Proposal and any schedule accepted by the County in writing.

## 3. COMPENSATION

In consideration of the Contractor's performance of the services, the County shall pay the Contractor the fees set out in the accepted quotation, plus applicable taxes, subject to satisfactory performance and receipt of invoices acceptable to the County. Unless otherwise agreed in writing, the Contractor is responsible for all costs and expenses incurred in performing the services.

The Parties acknowledge that, where applicable, payments under this Agreement shall be administered in accordance with Alberta's Prompt Payment and Construction Lien Act. Without limiting the foregoing, the County may retain the statutory holdback required by law, including a 10% holdback from the value of the work actually done or materials actually furnished, and any release of holdback shall occur in accordance with the applicable lien periods and statutory requirements. Proper invoices, payment timelines, notices of dispute, and any related rights or obligations shall be governed by the Act to the extent the Act applies to the Work.

## 4. CONTRACTOR OBLIGATIONS

- The Contractor shall provide qualified personnel and adequate supervision for the services.

# MEMORANDUM OF AGREEMENT

- The Contractor shall comply with all applicable laws, regulations, bylaws, safety requirements, and professional standards.
- The Contractor shall promptly advise the County of any issue that may affect scope, schedule, cost, or deliverables.
- The Contractor shall not assign or subcontract the Agreement, in whole or in part, without the County's prior written consent.

## 5. COUNTY OBLIGATIONS

The County shall provide reasonable access to available information, records, and facilities necessary for the Contractor to perform the services, and shall review and respond to submitted deliverables within a reasonable time.

## 6. OWNERSHIP AND CONFIDENTIALITY

All reports, working papers, spreadsheets, maintenance libraries, and other deliverables prepared specifically for the County under this Agreement shall become the property of the County upon payment of the fees properly due for them, subject to the Contractor's ownership of any pre-existing proprietary tools, templates, methodologies, or intellectual property. Each Party shall keep confidential any non-public information received from the other Party in connection with this Agreement and shall use such information only for the purposes of performing or administering this Agreement, except as disclosure may be required by law.

## 7. TERMINATION

The County may terminate this Agreement, in whole or in part, at any time upon written notice to the Contractor. In such event, the Contractor shall be paid for services properly performed up to the effective date of termination. Either Party may terminate this Agreement for a material breach by the other Party if the breach is not remedied within a reasonable time after written notice specifying the breach.

## 8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. The Parties attorn to the exclusive jurisdiction of the courts of Alberta in respect of any dispute arising out of or relating to this Agreement.

## 9. GENERAL TERMS

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, representations, and understandings relating to that subject matter. No amendment to this Agreement shall be effective unless made in writing and signed by both Parties. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

# MEMORANDUM OF AGREEMENT

IN WITNESS WHEREOF the Parties have executed this Memorandum of Agreement by their duly authorized representatives.

## CYPRESS COUNTY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Signature

## CONTRACTOR

\_\_\_\_\_  
Legal Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Signature