

June 25th, 2024

**NOTICE OF REQUEST FOR EXPRESSION OF INTEREST  
RFP No. 2024-RP06**

**Prince Albert Exhibition Incorporation is looking to partner with a professional roofing contractor business to provide the service of replacing the roof on the Octagonal Heritage building located on the grounds of the PAEX.**

The Prince Albert Exhibition Incorporation will accept Proposals from OH&S trained, WCB certified and insured roofing contractor. The roofing contractor business will be required to provide a Professional replacement of the Octagonal roof, soffits & fascia.

**CRITERIA:**

The PAEX expects the work to be done in a timely manner and completely finished by September 20<sup>th</sup>, 2024.

**Note:** No work to be performed during 5 days of the 2024 summer fair from July 30<sup>th</sup> – August 3<sup>rd</sup>, 2024.

Work can begin subject to notification of successful business.

The roofing contractor to:

- 1) Obtain ensure Building permit is in place.
- 2) Obtain Certificate of Insurance for \$5,000,000. And provide to PAEX;
- 3) Obtain any approvals required from City of Prince Albert;
- 4) Be covered under WCB and know and practice OH&S rules and regulations;
- 5) Arrange and set up scaffolding on the exterior and interior – as deemed required;
- 6) Arrange and set up fencing around the parameter;
- 7) Determine materials required;
- 8) For safety, monitor weather, to determine if workers should be working on the roof;
- 9) For safety, all workers to be trained and comply with OH & S Rules and Regulations.
- 10) Bring own tools and equipment to perform the work;
- 11) Other relevant equipment and tasks.
- 12) Keep the PAEX project manager in the know when unable to attend the site.
- 13) The work to start and be completed with no interruptions from the contractors' other work assignments.  
The PAEX is looking for a qualified and committed roofer to complete the project no later than September 20<sup>th</sup>, 2024.
- 14) A list of your work experiences and references is appreciated.

**Where Town & Country Meet**

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P.O. Box 1538 Prince Albert, Saskatchewan S6V 5T1 – Tel. 764-1711 Fax 764-5246  
e-mail: [paex@sasktel.net](mailto:paex@sasktel.net)

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**Scope of work:**

**OCTAGONAL ROOF REPLACEMENT INCLUDES THE PEAK ROOF and ROOF ABOVE SOUTH DOOR, soffits, fascia & Octagonal Widows Walk.**

- 1) Remove old cedar shingles on the Octagonal roof including peak above the south facing door.**
- 2) Remove old wood from the widows walk. Inspect the area to determine what should be replaced.**
- 3) Remove old fascia and soffits and replace.**
- 4) Replace the above with cedar material. Provided by PAEX.**
- 5) Inspect, remove and replace rotting boards under the shingles (sub-roofing).**
- 6) Replace sub-roofing with new materials. Provided by the PAEX.**
- 7) Add ice and water protectant synthetic paper prior to placing new cedar shingles. Provided by the PAEX.**
- 8) Clean-up site.**
- 9) Take every care possible 1<sup>st</sup> for the safety of the workers and 2<sup>nd</sup> as this is a Heritage building. Any items not mentioned in this tender to be discussed with the PAEX and determined course of action.**

**The PAEX to supply and at the cost of the PAEX:**

- 1) All building materials required.**
- 2) Fencing;**
- 3) Bin from Greenland Waste to dispose of debris.**
- 4) Cost of dumping fees at the City of PA landfill site.**
- 5) Note: PAEX has purchased the cedar shingles and they are waiting at Econo Lumber. Pick-up can be coordinated with start-up.**

While we appreciate and Thank all those interested in performing the Phase 1 Octagonal Roofing Project for the PAEX and for the Community. We will only be contacting the successful business.

**Please submit your proposal on or before 4:30 p.m. Monday July 8th, 2024 to:**

**Debra Despina, General Manager [gm@paexhibition.com](mailto:gm@paexhibition.com) or stop in to the admin office–815 Exhibition Drive, P.A. All inquiries can be made to Cell Phone # 306-941-8913.**

The Prince Albert Exhibition Incorporation reserves the right, to reject any or all responses, waive irregularities contained therein and to accept any response deemed most advantageous to the PAEX.

The Lowest or any expression of interest not necessarily accepted.

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