

**TOWN OF INDIAN HEAD**  
**Request for Proposals**  
**Museum Roof Replacement**

The Town of Indian Head invites sealed proposals from qualified contractors with experience in roof replacements for the following project at the Indian Head Museum, 610 Otterloo Street Indian Head;

- Please make arrangements to view work site.
- Include suggested material to be used in the proposal.
- Removal and disposal of all existing roofing material, including but not limited to: tin, tar, underlay, fasteners and flashing.
- Assess and perform any repairs to the sub structure as needed.
- Install new removable roof utilities, including but not limited to: plumbing flashing, cap flashing, drains and exhaust vents.
- Install new underlay and roofing material.
- Complete final clean up as needed.
- Provide a one-year warranty period on all work.
- Contractors must provide Certificate of Insurance as well as WCB Coverage.

It is understood that except as otherwise specifically stated in the contract, the contractor shall provide and pay for all materials, labour, tools, equipment, and transportation and all others services and facilities necessary to execute, complete and deliver the work within the specified time. All supplies and material shall be new.

The deadline to complete the job is Tuesday, November 30th, 2021. Include with your proposal an approximate commencement and timeline for completion.

Proposals will be accepted via mail or in person at the Indian Head Town Office, 419 Grand Avenue, P.O Box 460, Indian Head, SK, S0G 2K0 during working hours Monday to Friday, 8:30 a.m.-12:00 p.m. and 1:00 p.m. - 4:30 p.m. ***Unsealed or late proposals will not be accepted.*** Proposals must be clearly marked “Indian Head Museum Roof Replacement” on the outside of the envelope. Proposals will be received until 12:00 o’clock noon, Tuesday, October 12th, 2021

Proposals will be opened and reviewed at 7:00 p.m. on Tuesday, October 12th, 2021 in the Council Chambers at the Indian Head Town Office and will be evaluated on set criteria and Council will consider which option will be the best solution to the current situation.

For more information or to view the site, please contact MacKenzie Craigie, Facility Operations Manager at the Town Office (306) 695-3383 or by email at [ihfacilities@sasktel.net](mailto:ihfacilities@sasktel.net).