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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Steven Schrage, Project Manager

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TO: Finance Committee

FROM: Steven J. Schrage, Project Manager, Parks Recreation and Facilities Management

DATE: 3/25/2019

RE: Action: Award the Fire Station #1 “2019 Partial Roof Replacement Project” contract to Kaschak Roofing, Inc. in the amount of \$137,100 with a contingency of 15% for a project total not to exceed \$157,665.

The 2019 Capital Improvement Plan includes \$225,000 for a partial roof replacement at Fire Station #1. The amount of \$15,000 has been utilized for design and \$20,000 has been allocated for the modification of the mechanical systems located on the roof. Fire Station #1 was constructed in 1965, and the most recent repairs to that section of roof was in 1996. Our annual roof inspection program identifies roofing in need of replacement and allocates resources to allow for proactive replacement to protect and preserve the facility’s asset. In preparation for the roof replacement, we have to modify the mechanical systems located on the roof. This includes but is not limited to HVAC ductwork modifications, relocation of refrigerant lines, electrical relocation, and new roof drains.

The bids were received as follows:

Kaschak Roofing (low bid)	\$137,100
Walsdorf Roofing	\$159,473
Weinert Roofing	\$159,845
Northern Metal and Roofing	\$161,140
Crafts Inc.	\$164,340

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Kaschak Roofing, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to Kaschak Roofing, Inc in the amount of \$137,100 plus a contingency of 15% only to be utilized as needed.

If you have any questions regarding this project please contact Steven Schrage at 920-832-5972 or steven.schrage@appleton.org