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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/13/2020

RE: Action: Award the City of Appleton's "2019 MSB Acoustical Ceiling Upgrades Phase 1 Project - Acoustical Ceiling Replacement" contract to Cardinal Construction, Inc. in the amount of \$35,925 with a contingency of \$3,000 for a project total not to exceed \$38,925.

The 2019 Capital Improvement Plan includes \$75,000 to replace several areas of acoustical ceiling at the Municipal Services Building. Of that amount, \$8,475 was spent on design leaving a balance \$66,525 for construction. This project was bid in two different phases to maximize the dollars spent. This phase of the project was to install the acoustical grid and panels. The remaining items within the project scope were bid in an electrical package and will be in a separate memo.

The bids were received as follows:

<b>Cardinal Construction, Inc. (low bid)</b>	\$35,925
MJI Building Services, LLC.	\$36,850
KSW Construction Corporation	\$41,245

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Cardinal Construction, 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 Cardinal Construction, Inc. in the amount of \$35,925 plus a contingency of \$3,000 only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.