



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/26/2016

RE: Action: Award the City of Appleton Park Pavilions "2016 Roof Replacement Phase 2 Project" contract to Pioneer Roofing in the amount of \$35,356 with a contingency of 10% for a project not to exceed \$38,892.

The 2016 Capital Improvement Plan includes \$120,000 for replacement of several park pavillion roofs. The roofs included in this contract include Colony Oaks Pavilion, Alicia Pavilion, Pierce Pavillion, and Kiwanis Pavilion. 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.

The bids were received as follows:

**Pioneer Roofing (low bid)                      \$35,356**

Despite having five companies present at the pre-bid meeting walkthrough, only one company submitted a bid. After review with our consulting engineer, we feel we received a fair price for the work proposed.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Pioneer Roofing (see attached). Therefore the Parks, Recreation, and Facilities Management Department recommends awarding the roofing contract to Pioneer Roofing in the amount of \$35,356, plus a contingency of 10% 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.



SPECIALTY ENGINEERING GROUP LLC  
N89W16785 APPLETON AVE, SUITE 201  
MENOMONEE FALLS, WI 53051

T 262.253.4700  
F 262.253.4701  
www.str-seg.com

April 19, 2016

Mr. Steven Schrage  
Project Manager  
1819 E. Witzke Boulevard  
Appleton, WI 54911

electronic only - no hard copy to follow  
[Steven.Schrage@Appleton.org](mailto:Steven.Schrage@Appleton.org)

Re: Bid Analysis and Recommendation  
Various Park Shelters – Roof Replacement 2016  
City of Appleton  
SEG Project No. 13570-2

Dear Mr. Schrage:

The City of Appleton received bids for the above referenced project on Tuesday, April 19, 2016. For the second phase 2016 Various Park Shelters roof replacement project, one (1) responsible bidder provided a bid on the Base Bid solicited by the city. A copy of the bid tab is enclosed for your use. The bid for the Base Bid is as follows:

- Base Bid \$35,356

The lowest responsible bidder is Pioneer Roofing in the amount of \$35,356.

When asked, Pioneer Roofing stated they would execute the contract if offered to them.

### **Recommendation**

SEG recommends awarding the contract to Pioneer Roofing in the amount of \$35,356.

If you have any comments questions or concerns regarding the information contained in this letter please feel free to contact me.

Bruce Flater  
Project Manager

Enc: Bid Tab

C: Mr. Dean Gazza – CoA  
SEG – file copy