



**Industrial Roofing Services, Inc.**

13000 West Silver Spring Drive  
Butler, Wisconsin 53007  
Phone: (262) 432-0500  
Fax: (262) 432-0504  
www.irsroof.com

January 12, 2009

Mr. Tom Eeg  
City of Racine - D.P.W.  
730 Washington Avenue  
Racine, WI 53403

**SUBJECT: Proposal for Specifications for Exterior Restoration of Memorial Hall, a historical building**

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal to develop specifications for the restoration of a portion of Memorial Halls limestone exterior. IRS shall supply all services necessary to provide the following information:

**Bidding Documents:** A detailed specification package will be developed for the purpose of securing competitive bids for execution of the restoration. Detailed drawings are provided to eliminate any questions regarding the scope of the work.

**Contractor Selection:** IRS will assist you in the selection of a group of contractors that both creates a competitive bidding environment and maintains qualifications.

**Pre-Bid Conference:** IRS will conduct a pre-bid meeting to review the scope of the project and miscellaneous site conditions with the prospective bidders and a representative of the owner.

**Bid Analysis:** IRS will assist you in the evaluation of the bids.

**Pre-Construction Meeting:** IRS will conduct a meeting with the contractor's foreman and a representative of the owner to review job site conditions and to clarify and resolve any questions before the start of the work.

**Job Progress Observation:** IRS will conduct periodic site visits while work is in progress to observe workmanship and the contractors compliance with the schedule.

**Final Approval:** IRS will conduct a final review of the project to ensure completed work and job site conditions are acceptable prior to approving the final application for payment.

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**Continuing Service:** IRS shall act as a liaison between City of Racine - D.P.W., the contractor, and the roof system manufacturer regarding all warranty questions which may arise over the term of the warranty.

Industrial Roofing Services, Inc. shall provide the above-described services for the lump sum of five thousand two hundred fifty dollars (\$5,250.00).

**AUTHORIZATION**

To acknowledge acceptance of this proposal, please return a signed copy of the Authorization page with any paperwork (i.e. a purchase order or signed contract) to our corporate headquarters:

Industrial Roofing Services, Inc.  
13000 West Silver Spring Drive  
Butler, WI 53007  
Fax: (262) 432-0504

Upon receipt of a purchase order or signed contract we will enter the information in our system and schedule the work to be completed.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity and look forward to working with you on this project.

Sincerely yours,  
INDUSTRIAL ROOFING SERVICES, INC.

***Keith A. Dippel***

Keith A. Dippel  
President

plp

**Acknowledged by:**

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Name Title Date: \_\_\_\_\_