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**Industrial Roofing Services, Inc.**

13000 West Silver Spring Drive

Butler, Wisconsin 53007

Phone: (262) 432-0500

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[www.irsroof.com](http://www.irsroof.com)

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Proposal for

**ROOF SPECIFICATIONS**

of

**STREET MAINTENANCE GARAGE**

*Submitted by*

NATHAN ERDMAN

*Prepared for*

Mr. Tom Eeg

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

December 22, 2010

December 22, 2010

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

**SUBJECT: Proposal for Roof System Analysis, Project Specifications and Administration for Replacement of Roof Areas 3 and 4 of the Street Maintenance Garage**

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal for system design and specification services. These services will allow you to select and install roof systems meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

**PHASE I: System Analysis and Selection**

**Existing Roof Analysis:** IRS will perform a complete roof analysis to determine the required scope of work. This will include core cuts to determine existing construction, analysis of existing drainage and the gathering of information to create accurate flashing details. This pre-design survey may include moisture surveys, additional core cuts, environmental analysis, etc.

**Establish Roof System Scope of Work:** IRS will assist you in reviewing potential roof systems and determining the scope of work that reflects your system choice and any additional work deemed necessary. Accurate budget figures will then be established to reflect the agreed upon scope of work.

**PHASE II: System Design**

**Bidding Documents:** IRS will develop a detailed specification package for the purpose of securing competitive bids on the selected roof system(s). Detailed perimeter and projection drawings are provided to eliminate questions regarding the intent of the design. All IRS specifications are written and designed to ensure a manufacturer's warranty and a competitive bidding situation among contractors and material manufacturers. Our fees include three sets of plans and specifications for the Owner. Bidding contractors are charged at \$30.00 per set.

Mr. Eeg  
December 22, 2010  
Page 2

**Contractor Selection:** IRS will assist you in selecting a group of contractors qualified in the installation of the specified roof system(s) to create a competitive bidding environment.

**Pre-Bid Conference:** IRS will conduct a pre-bid meeting to review each projects specifications and pertinent site conditions with the prospective contractors and a representative of the owner. This meeting ensures a thorough understanding of the project specifications by everyone involved.

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

### **PHASE III: Project Administration**

**Contract Award:** IRS will perform necessary contract services: review of submittals for compliance with the bidding documents, review and approval of design changes, change orders, unit price requests, applications for payment with retainages and lien waivers.

**Pre-Construction Meeting:** IRS will conduct a meeting with the contractor's foreman and a representative of the owner to review the project specifications and job site conditions. This meeting ensures clarification and resolution of any questions prior to the start of work.

**Job Progress Observations:** IRS will conduct one site visit every five work days, as well as additional visits when necessary due to unanticipated conditions such as, deteriorated roof deck, etc.

- ◆ Any additional site visits necessary as a result of contractor workmanship concerns will be conducted on an agreed-upon frequency and billed in accordance with IRS's current fee 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. This is not in lieu of the manufacturer's warranty inspection.

**Continuing Service:** IRS will act as liaison between City of Racine - D.P.W., the contractor, and the roof system manufacturer regarding all warranty questions during the warranty period.

Mr. Eeg  
December 22, 2010  
Page 3

**FEES**

Industrial Roofing Services, Inc. shall provide the above-described services for the lump sum of seven thousand five hundred dollars (\$7,500.00) Core samples will be tested for asbestos-containing roofing materials (ACRMs) for an additional charge of thirty dollars (\$30.00) per sample; a maximum of two samples will be tested for each roof area involved in the project. Our fees shall be invoiced during each phase of the project as follows:

- Phase I: 20% of the fees. (\$1,500.00)
- Phase II: 40% of the fees. (\$3,000.00)
- Phase III: 40% of the fees. (\$3,000.00)

**AUTHORIZATION**

To acknowledge acceptance of this proposal, please return a signed copy of the Authorization page with any paperwork (i.e. purchase order) 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 copy of the proposal we will enter the project into our system and schedule the work.

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.

*Nathan Erdman*

Nathan Erdman  
Manager, Business Development

plp

**Acknowledged by:**

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