

MEMORANDUM

DATE: **October 7, 2025**

TO: **Melissa R. Marsh, City Manager**

FROM: **Chris Woodward, Public Works Supervisor**
 Sean P. Ballantine, Director of Public Services

SUBJECT: **Bid Award – Pavilion C: Roof Replacement**

The FY 2025-26 Budget includes funding for the replacement of the roof at Pavilion “C” at Civic Center Park. A Request for Proposals (RFP) was issued on September 10, 2025. There was significant interest in the bid, with 4 firms attending the mandatory site visit.

Only one bid was received by the September 19 deadline. The lowest qualified bidder is Sterling Construction and Roofing. Reference checks were positive, and they have previous experience with municipal and government work. Sterling Construction also recently completed the replacement of 2 roofs at park shelter buildings in Rosie’s & Civic Center Park, with satisfactory results.

Staff therefore recommends that Council award the bid for the Pavilion C Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$35,000. This provides contingency for the replacement of boards and wood as found necessary in the project, which is standard practice for most roofing work. Funding is budgeted and available.

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