



City of Sauk Centre  
320 Oak St. S – Sauk Centre, MN 56378  
Phone 320.352.2203 Fax 320.352.0121  
[www.ci.sauk-centre.mn.us](http://www.ci.sauk-centre.mn.us)

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### **NOTICE TO BIDDERS**

The Council of the City of Sauk Centre will receive bids at the office of the City Clerk until 10:30 a.m. on November 13, 2024 for the purchase of the following:

City Hall and Civic Arena Membrane Roof Replacement

The specifications are on file in the City Clerk's office. A copy of the specifications will be furnished to any prospective bidder. Bids must be made on the basis of cash payment for the property. All bids must be accompanied by a cash deposit, bid bond, certified bank letter of credit, or certified check made payable to the city for at least five percent of the bid amount. Any Prime Contractor, or Subcontractor must meet the minimum criteria established for a responsible contractor as defined in Minn. Stat. §16C.285, subd. 3. Bids must be directed to the City Clerk and must be securely sealed with a statement on the outside wrapper describing the item for which the bid is being submitted. Bids will be opened at 10:30 a.m. on November 13, 2024 at city hall and considered by the City Council at 6:30 P.M. in the council chambers on Wednesday, the 4th of December, 2024. The City Council reserves the right to reject and or all bids.

By the order of the City Council of the City of Sauk Centre, Minnesota.

Vicki Willer  
City Administrator

Published October 17 & 24, 2024 in the Sauk Herald.



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Project: City Hall/Fire Department (FD) / Police Department (PD) Roof Replacement  
Location: 320 Oak St South, Sauk Centre, MN 56378

Project: Sauk Centre Civic Arena  
Location: 818 Centre Street, Sauk Centre, MN 56378

**CONTRACT DOCUMENTS:**

City Hall, Fire Department, Police Department Approximately 12,200 sq ft of rubber roof

Civic Arena approximately 32,000 sq ft of rubber roof

**General:**

- A. Elastomeric 60 mil EPDM Black
- B. Insulation. Flat

**Delivery, Storage, and Handling:**

- A. Store Materials in weather protected wrapping clear of moisture.
- B. Protect foam insulation from direct exposure to sunlight and moisture.

**Warranty:**

- A. Corrective defective work within a 2 year period after Date of Completion.
- B. Provide 20 year manufacturer's material and labor warranty to cover failure to prevent penetration of water.
- C. Provide manufacturer's standard 72 mph wind speed warranty.

**Manufacturers:**

- A. Versico Roofing Systems
- B. Carlisle Roofing Systems
- C. Substitutions: Product Requirements (Acceptance only by owner)

**Insulation:**

- A. Insulation manufactured by the membrane manufacturer is approved (20 PSI)—1.5" ISO

**Roofing Membrane:**

- A. Ethylene-propylene-diene-monomer-(EPDM): non-reinforced
  - 1. Thickness: .060 inch (60mil)
  - 2. Color: Black
  - 3. Tensile strength: 1400 PSI
  - 4. Tear Strength: 150 lbf per inch
- B. Seaming Materials: As recommended by membrane manufacturer

**Timing:**

- A. Work is to be completed in the spring of 2025 in coordination with the mechanical contractor who will be replacing the RTU HVAC unit on the roof of the Fire Department.

## **Execution:**

### **City Hall/ FD / PD and Civic Center: (Re-Ballast Option)—BASE BID**

1. Remove ballast rock and dispose.
2. Inspect existing insulation and replace any deteriorated. Notify owner of substantial areas.
3. Lay 1.5" Polyisocyanurate insulation over existing insulation. Do not install more insulation than can be covered at end of day. Sump at drains and scuppers.
4. Install EPDM membrane allow to relax and without wrinkles and tears. EPDM to run up and over parapet walls and all terminations to meet warranty details
5. Around roof penetrations, seal flanges and flashings with EPDM flashing to warranty specifications.
6. Lay new ballast over EPDM at a rate of 10# per sqft in field and 12# per sqft at perimeter.
7. Install new sheet metal 24g steel (Parapet Coping, counterflashing, scuppers, downspouts, etc.) at all EPDM termination details to meet warranty specifications. Color to be selected by owner.

### **Alternate: (Adhered Option): City Hall/ FD / PD and Civic Center**

1. Remove ballast rock and dispose.
2. Inspect existing insulation and replace any deteriorated. Notify owner of substantial areas.
3. Install 1.5" Polyisocyanurate insulation over existing and mechanically fasten per warranty specifications. Do not install more insulation than can be covered at end of day. Sump at all drains and scuppers.
4. Adhere EPDM with only EPDM manufacturer approved adhesive. Adhesive to be used on field, walls, and all EPDM terminations.
5. Around roof penetrations, seal flanges and flashings with EPDM flashing to warranty specifications.
6. Install new sheet metal 24g steel (Parapet Coping, counterflashing, scuppers, downspouts, etc.) at all EPDM termination details to meet warranty specifications. Color to be selected by owner.

### **Owner Requirements:**

1. Coordination meeting is required with owner, mechanical, plumbing, and any other scope needed to confirm schedule as it meets within guidelines for City of Sauk Centre. Any additional cost or business-related delays will be at contractor's expense.
2. Sufficient notice will be given to city before commencement of work.
3. Contractor shall visit all sites prior to submitting a bid for the work.
4. Site Visits: Access to sites must be communicated to owner prior to arrival.



Civic Arena Roof

7818.0017

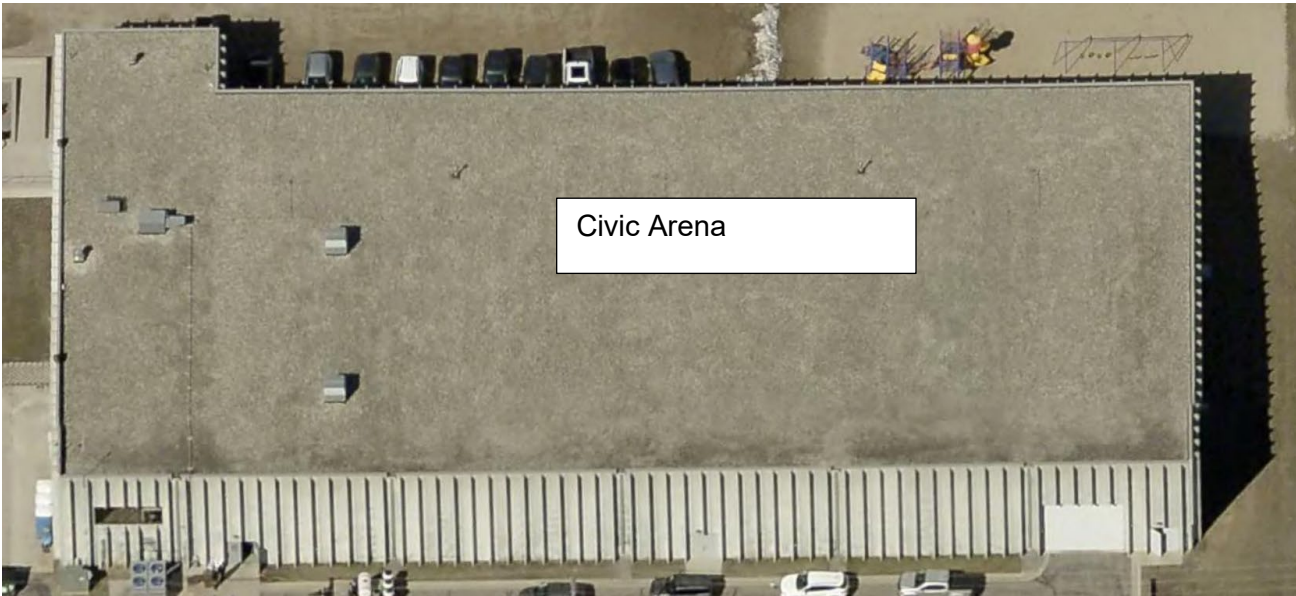
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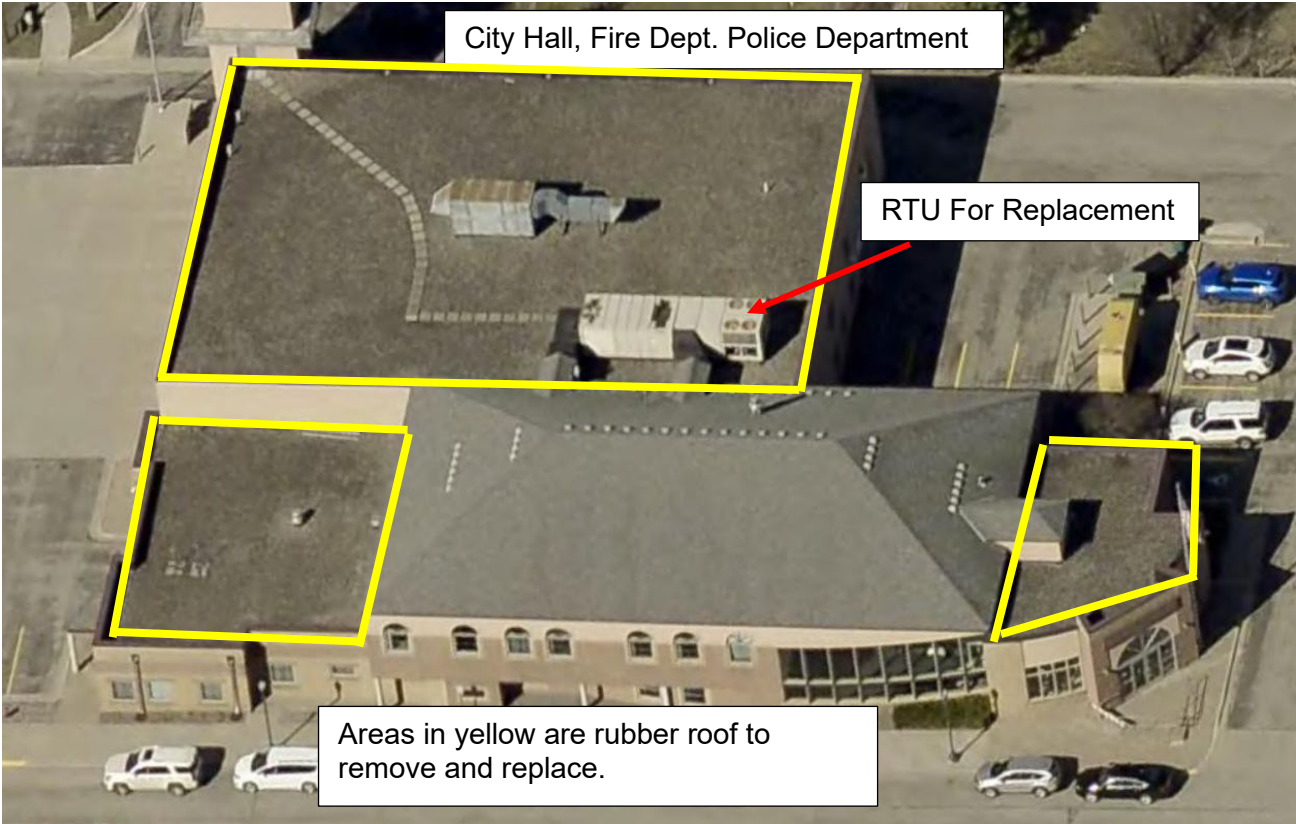
GROVE LAKE ST

GROVE LAKE ST





Civic Arena



City Hall, Fire Dept. Police Department

RTU For Replacement

Areas in yellow are rubber roof to remove and replace.

City Hall, Fire Dept. Police Department



SAUK CENTRE

94.59059.0100

NW SW 10

55  
OAK STS

Attachment A

Responsible Contractor Verification of Compliance

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

My company meets each of the minimum crieteria in subclauses (1) - (6) of Minn. Stat. §16C.285, subd. 3, the Responsible Contractor statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a "responsible contractor" as defined in Minn. Stat. §16C.285, subd. 3, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned ineligible to be awarded a construction project and may result in terminationa of a contract awarded to the undersigned. A contracting authority sall not be liable for declining to award a contract or terminating a contract based on a reasonable determinationa that the contractor failed to verify compliance with th eminimum criteria or falsely stated that it meets the minimum criteria.

I have attached a list of all my company's first-tier subcontractors that it intends to retain for work on the project.

Initial Contractor Verification of Compliance - 2022 Sealcoating Project	
Authorized Signature of Owner or Officer	Printed Name:
Title:	Date:
Company Name:	



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To: City of Sauk Centre
Address
Sauk Centre, MN 56378
Attn: Ben Clink
Phone: 320-249-7609

Project: City Hall/ FD / PD
Civic Centre
RE-Roofing Projects

Sealed Bids are required to be submitted to the City of Sauk Centre City Hall by November 13th, 2024 at 11:00AM where they will be publicly opened.

Bid From: Company Name
Address
Contact
Telephone
Email address

-All bids are final and changes will not be accepted by City of Sauk Centre as all reasonable time has been given to visit all sites and fully inspected details and particulars. Completion dates will be discussed with City of Sauk Centre as to not disrupt city business, fire or police department, and all civic center events.

City Hall / Fire Department / Police Department

Base Bid: (\$ )

Alternate #1 (Adhered): (\$ )

Civic Center

Base Bid: (\$ )

Alternate #1 (Adhered): (\$ )

Combined Base Bid: (\$ )

Combined Alternate #1 (Adhered): (\$ )

5% Bid Security Enclosed:

Bid Bond Enclosed or Certified Check Enclosed:

Proof of Competency:

The undersigned agrees to furnish evidence satisfactory to the owner that subcontractor have sufficient means and expertise to complete project within the guidelines and timeframe of owner. Bidder signifies they meet the criteria to be a responsible contractor and is in compliance with Minn Stat. 16C.285

The undersigned agrees, if awarded the contract, to substantially complete the work of the contract, subject to the provision of the contract documents.

The undersigned acknowledge that the owner reserves the right to reject any portion or all of this bid and waive any information therein, but that this bid shall remain open and shall not be withdrawn for a period of 60 days from the date stated for this opening.

Authorized Signature or Officer:
Name of Company:
Telephone: