

December 2, 2021

**Rolac Contracting, Inc.**

Attn: Jason Sanders  
2730 30<sup>th</sup> Street NW  
Minot, ND 58703

**Re: Recommendation to Terminate Contract**  
City Library Exterior Renovation

Rolac Contracting, Inc.,

Please be advised that if the exterior renovations to the Minot Public Library are not complete by December 30, 2021, I will bring this matter before the City Council at the January 3, 2022 meeting to recommend that the Council terminate this contract and secure another company to complete the work.

Enclosed are copies of the Agreements by and between the City of Minot, Rolac Contracting, Inc., and JLG Architects for exterior renovations to the existing retaining walls and installation of guardrails at the Minot Public Library. These agreements were executed in March 2020. As of the date of this letter, those renovations have not been completed. It is my understanding that the remaining work is minor, and includes the following:

1. Installation of roof edge;
2. Repair of a damaged sign post;
3. Repair of damaged exterior light; and
4. Tightening of a loose cable rail at the entry plaza.

To date, the City has paid Rolac \$329,669 toward the \$384,700 contract award. I was advised that Rolac plans to have a crew on site this month to complete this project. This would certainly help restore the City's confidence that Rolac is a responsible bidder. Upon completion, the City will remit Rolac the remaining \$55,031 for finishing the renovation.

I am hopeful that Rolac can complete the remaining work by the end of this month. However, in the event Rolac is unable to fulfill this contract by December 30, 2021, I have to review this matter with the City Council make a recommendation to them on how to proceed. Given the length of time this project has been pending, my recommendation at this time would be to terminate the contract and move forward with securing a contractor that can complete the remaining renovations as quickly as possible.

If you would like to discuss this project and my recommendation, please feel free to contact me.

Sincerely,

Harold Stewart  
City Manager

Enclosures: A1A Document A201-2017, General Conditions of the Contract for Construction, (Owner: City of Minot, Architect: JLG Architects, Project: Minot Public Library Exterior Renovations)

A1A Document A104-20017, Standard Abbreviated Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, (Owner: City of Minot, Contractor: Rolac Contracting, Inc., Project: Minot Public Library)