

**City Manager's Report****January 8, 2019 City Council Meeting****Prepared by:** Matt Lishman, Interim Director of Community Services**Item #: 12.6****Subject:** Adopt a resolution:

1. Approving a construction agreement with Garland/DBS Inc. in the amount of \$102,775 to remove and replace the roof on Old City Hall (CIP #41902); and
2. Authorizing the Interim Director of Community Services to execute the same; and
3. Approving a \$2,034 budget appropriation from the General Fund Contingency for Unforeseen Expenditures for the said project; and
4. Approving a \$51,019 budget appropriation from the General Fund unassigned fund balance for the said project.

Purpose: Replace the Old City Hall roof that leaks when it rains.

Background: At the direction of the City Manager, the Director of Community Services was asked to coordinate roof repairs at Old City Hall. At this time, it has been determined that the roof is unable to be repaired and needs to be replaced. The building is occupied, and water intrusion is compromising the structural integrity of the interior.

Staff worked closely with Garland/DBS Inc. through U.S. Communities (USC). USC is a government purchasing cooperative co-owned by five governmental entities (National Association of Counties, National League of Cities, Association of School Business Officials, U.S. Conference of Mayors, and National Institute of Governmental Purchasing) that provides purchasing solutions to local and state government agencies. Staff has determined that USC's contracting process yields the best price by eliminating contractor markup, using volume discount for bonding, volume pricing for materials, and includes manufacturer technical observation of the installation process to ensure proper material placement. Roofing contractors were solicited to perform the work, and the project went out to bid in November.

Discussion: The scope of work associated with this recommendation consists of the following: 1.) Tear off and disposal of existing roof systems down to the wood deck; 2.) Replace all dry rot wood decking, wood nailers, and fascia; 3.) Install new metal flashings and edge metal; 4.) Install rake flashing and properly tie into single ply wall; 5.) Replace any damaged metal penetration flashings; 6.) Paint penetration flashing to match roof color; 7.) Install all new thru wall scuppers; 8.) Install new gutters and downspouts if necessary; 9.) Raise all curbs to NRCA 8" height; 10.) Install one layer of RMer-Seal reinforced underlayment per manufactures specifications over the entire wood deck; 11.) Properly shingle RMer-Seal underlayment over the KEE 60 mil single ply in the valleys; 12.) Install Duration Cool Roof asphalt shingles per manufacturer's specification; 13.) Install 10" DecoRidge; 14.) Install 6 low profile attic vents; 15.) Contractor will provide a 2-year warranty; 16.) Contractor is responsible to "field measure" entire roof. The City is not responsible for errors in drawings provided; 17.) Contractor to coordinate with any other trades working on this building; 18.) Contractor to install "Owner Supplied Material"; and 19.) Contractor shall abide by all City rules and regulations.

The City received three bids that met the predetermined specifications for the project. Garland/DBS, Inc. was the lowest responsible bidder with a submission of \$102,775 followed by DK Enterprise Inc./DBA Kings Roofing (\$103,263) and Waterproofing Associates (\$132,990). Best Roofing, El Dorado Roofing and Garner Roofing attended the bid walk but declined to bid on the project.

Options:

1. Approve the contract with Garland/DBS, Inc. as presented.
2. Approve contract with another bidder.
3. Continue to look for other vendors.

Cost: The agreement with Garland/DBS Inc. (Attachment B) totals \$102,775.

Budget Impact: The City Council adopted the Fiscal Year 2018/2019 Capital Improvement Program Budget which appropriated \$60,000 for the Old City Hall Roof Replacement project (CIP #41902). Due to higher than expected bid amounts, staff recommends the City Council approve a \$2,034 budget appropriation from the General Fund Contingency for Unforeseen Expenditures and \$51,019 budget appropriation from the General Fund unassigned fund balance for a total project budget of \$113,053 as shown below:

Description	Adopted Project Budget	Proposed Project Budget	Increase/ (Decrease)
Construction	\$ 50,000	\$ 102,775	\$ 52,775
Contingency	10,000	10,278	278
Total	\$ 60,000	\$ 113,053	\$ 53,053

To date, the project has encumbered the following costs:

Garland/DBS, Inc. (Proposed Contract)	\$ 102,775
Adam Laboratories, Inc.	281
Total	\$ 103,056

As you can see, the \$103,056 in project encumbrances, including the proposed \$102,775 construction contract with Garland/DBS, is within the \$113,053 proposed project budget.

Recommendation: Adopt a resolution:

1. Approving a construction agreement with Garland/DBS Inc. in the amount of \$102,775 to remove and replace the roof on Old City Hall (CIP #41902); and
2. Authorizing the Interim Director of Community Services to execute the same; and
3. Approving a \$2,034 budget appropriation from the General Fund Contingency for Unforeseen Expenditures for the said project; and

4. Approving a \$51,019 budget appropriation from the General Fund unassigned fund balance for the said project.



M. Cleve Morris, City Manager



**Matt Lishman, Interim Director of
Community Services**



**Dave Warren, Assistant City Manager/
Director of Finance**

Attachment A: Resolution

Attachment B: Contract with Garland/DBS Inc.