



STAFF REPORT
9/24/2025

TO: Honorable Mayor and City Council Members

FROM: Andrew Simmons, P.E., Public Works Director/City Engineer

SUBJECT: Letter Agreement with Sundog Inc. dba Sola-Lite in the amount of \$43,970 to install fall protection on the roofs at the Corporate Yard, Civic Center and Senior Center buildings.

STAFF RECOMMENDATION:

Authorize City Manager to execute Letter Agreement with Sundog Inc. dba Sola-Lite in the amount of \$43,970 to install fall protection on the roofs at the Corporate Yard, Civic Center and Senior Center buildings.

BACKGROUND:

Staff has determined the existing roofs at the Corporate Yard, Civic Center and Senior Center would benefit from fall protection upgrades. This work includes installing skylight security screens and safety railing and gates on the roof access hatches. This will provide maintenance workers on the roofs of these buildings added safety to perform work.

DISCUSSION/ANALYSIS:

City staff has requested informal bids from three companies to provide fall protection at the Corporate Yard, Civic Center and Senior Center buildings. One company was unresponsive. After reviewing the two responsive proposals, City staff has determined the Sola-Lite proposal meets City Standards and requirements. Staff recommends authorizing the letter agreement with Sola-Lite to provide the fall protection as described in the agreement attached.

FISCAL IMPACT:

No fiscal impact. The proposed improvements will be expensed to the building maintenance FY 25/26 budget in the amounts \$27,904 for the Corporate Yard, \$8,956 for the Civic Center and \$7,110 for the Senior Center.

ATTACHMENTS:

1. Letter Agreement – Sundog Inc. dba Sola-Lite