

Staff Report

Subject: Ratification of Emergency Change Order No. 1 – Central School Roof Replacement Project

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Department: Facility Maintenance, Procurement

Meeting Date: August 5th, 2025

Item Description: Consideration to ratify Change Order No. 1 for the Central School Roof Replacement Project in response to emergency conditions encountered during demolition.

Summary Recommendation: Staff recommends ratification of Change Order No. 1 in the amount of \$[insert amount] to Metalcrafts, A Tecta America Company, LLC, for the Central School Roof Replacement Project, issued under emergency authorization by the County Manager.

Executive Summary/Background:

Effingham County entered into a contract with Metalcrafts, A Tecta America Company, LLC, through OMNIA cooperative contract #04-29, for roof replacement at Central School (RQN# 2025-0160) in the amount of \$289,550.00.

During demolition, field conditions revealed severely deteriorated metal decking that required immediate removal and replacement. The interior of the facility was exposed to the elements, creating an urgent risk of water intrusion and further structural damage.

Change Order No. 1 includes:

- Removal and disposal of deteriorated metal decking
- Installation of new 22-gauge Type N decking
- New pressure-treated fascia for the new edge condition
- Site cleanup and debris disposal

The **total amount of Change Order No. 1 is \$39,850.00**, bringing the **new total contract amount to \$329,400.00**. Pricing was reviewed and certified using RS Means and cooperative contract pricing under OMNIA Contract #04-29.

Because of the emergent nature of the conditions, the County Manager approved proceeding under the emergency procurement provision of the County's Purchasing and Procurement Policy (April 15, 2025), Section 23.

This change order exceeds the 10% threshold of the original contract value, triggering the requirement for Board of Commissioners ratification under policy.

Alternatives for Commission to Consider:

1. Ratify Emergency Change Order No. 1 to Metalcrafts for continuation of critical roof work.

2. Do not ratify and direct staff to seek further Board action (not recommended due to emergency conditions and work already underway).

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Facilities, Procurement, Finance, County Manager

Funding Source: FY2026 Capital Projects

Attachments: Signed Change Order No. 1 Proposal (\$39,850.00), Tim's Approval Email