

# MEMO



**To:** Mayor and Board of Aldermen  
**From:** Jason Lipe, Parks and Recreation Director  
**Date:** Friday, August 18, 2023  
**Re:** Brookside Restroom and Pavilion Roof Replacement Contract Termination

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City staff solicited quotes for the replacement of roofing shingles and decking repairs for the restroom and pavilion in Brookside Park. Four quotes were received with Daniel's Roofing and Construction, LLC of Marble Hill, Missouri being the low bidder at \$7,000. Staff recommended the contract be awarded to Daniel's Roofing and Construction, LLC.

On September 19, 2022, the Board of Aldermen awarded a contract in the amount of \$7,000 to Daniel's Roofing and Construction, LLC. The Certificate of Insurance provided by Daniel's Roofing and Construction, LLC was deemed to be insufficient according to the contract documents. On January 10, 2023, Daniel's Roofing and Construction, LLC indicated they would not be able to provide sufficient insurance coverage required by the City of Jackson.

On March 1, 2023, a certified letter was sent to Daniel's Roofing and Construction, LLC indicating they were in breach of the contract. Tracking information from the United States Postal Service indicates the certified letter was received on March 9, 2023. Daniel's Roofing and Construction, LLC responded to the letter via e-mail indicating they would complete the project through a sub-contractor. They were informed this arrangement would not be acceptable under the terms of the contract.

It is the staff's recommendation that the City of Jackson terminate the contract with Daniel's Roofing and Construction, LLC.