



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Police Department Roof Replacement

Preferred Agenda: May 9, 2023

Submitted By: Jason Ogden, Chief of Police

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution ____ Motion ____ Roll Call X Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Rejuvenate Essential Services

Attachments: Procurement documents set

Purpose of this RCA:

Staff requests authorization to award the police department roof replacement project to ABC Roofing, a Tecta America Company, LLC.

Background/Context:

The roof of the police department building has not been replaced since its construction approximately 22 years ago. Over the years, the roof has deteriorated and is no longer functioning effectively. There are visible signs of wear and tear, such as bubbling, cracks, and vegetation growth, which pose a potential safety hazard for employees and visitors to the building. In addition, the damaged roof has the potential of resulting in higher energy costs due to poor insulation, which in turn impacts the budget of the police department. Given these factors it is imperative that the roof be replaced to ensure the safety and functionality of the building.

The procurement was advertised for bid on April 12, 2023, and bids closed on April 28, 2023. We received two bids from ABC Roofing, a Tecta America Company, LLC (\$146,770) and Evergreen Roofing of Oregon (\$185,460).

Staff recommends awarding the procurement contract to ABC Roofing, a Tecta America Company, LLC and authorizing a 15% contingency (\$22,015) controlled by the City Manager, bringing the total project budget to \$168,785.

This project is funded by monies that have been budgeted and set aside specifically for this purpose.

The Challenge/Problem:

To make efficient use of our budget to replace the roof at the police department.

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Police Department Staff. This project will greatly improve the police department roof which is currently beyond its serviceable lifespan.

Issues and Financial Impacts:

The low bidder is ABC Roofing, a Tecta America Company, LLC at \$146,770. Staff also requests a 15% contingency (\$22,015) controlled by the City Manager, bringing the total project budget to \$168,785.

This project is funded by monies that have been budgeted and set aside specifically for this purpose.

Elements of a Stable Solution:

A stable solution will provide efficient completion of needed facility improvements for the police department.

Options:

1. Option 1 – Move to cancel the project. Not recommended. This project is essential to the stewardship we have to upkeep and maintain our public property.
2. Option 2 – Move to reject all bids and re-bid the project. Not recommended. This project has a very tight schedule to meet the June 30 deadline.
3. Option 3 – Move to execute the procurement as presented. Staff will execute the contract and give notice to proceed.

Recommendation:

Staff recommends Option 3 – Move to execute the procurement as presented.