

TOWN OF PALM BEACH

Information for Town Council Meeting on: May 8, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Approve Purchase Orders for the Repair of Roofing Systems at Town Facilities
Resolution No. 56-2018

DATE: April 23, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 56-2018 awarding purchase orders to Advanced Roofing, in the amount of \$13,500 for hurricane repairs; and \$13,500 for maintenance repairs, Certified Roofing Specialists, Inc, in the amount of \$61,050 for hurricane repairs and \$68,855 for maintenance repairs; and Hi-Tech Roofing and Sheet Metal, in the amount of \$12,700 for maintenance repairs of roofing systems on Town owned facilities totaling an amount of \$169,605, and establishing an overall project budget of \$195,045, which includes a repair contingency.

GENERAL INFORMATION

The roofing systems at Town facilities are inspected annually at all occupied facilities and other unoccupied locations are inspected on a rotating basis. Town staff makes small repairs identified in the inspection process and the Town's pre-qualified roofing contractors quote the repair of larger problems and are awarded contracts per our purchasing selection process. Repairs are prioritized and completed based on funding.

After Hurricane Irma, a second round of inspections were performed to identify issues that were related to the storm. The Town staff met with the SynergyNDS Group (as arranged by Town Risk Manager) and reviewed the damages. All critical leaks or issues were identified and resolved within the first few days after the storm. Town staff received subsequent quotes for non-critical or emergency roof repairs from the SynergyNDS Group. Staff subsequently asked for clarification on cost of repairs and detailed impacts to the areas surrounding each facility. Synergy failed to provide justification for cost and facility impacts. Because there were no current leaks or structural problems, staff made the decision to work with the roofing consultant to develop a scope of work for all repairs. This was done in an effort to better manage the projects, gain more competitive pricing for all repairs and to control facility impacts. The repairs were divided into two (2) categories: hurricane repairs and standard maintenance repairs.

Bid No. 2018-32 was issued to the four (4) prequalified roofing contractors and three (3) contractors offered bids for the repairs. The bids were reviewed and the contractor that offered the lowest bid or total sum for both types of repair was awarded that respective facility. The repairs that are hurricane related total \$74,550 and will be funded from the Town Risk insurance account. Invoices and purchase orders for these repairs will be documented and submitted for reimbursement through FEMA. The maintenance repairs total \$95,055 and are funded by the facility building maintenance program and from the Public Works operations budget. A 15% contingency is recommended by the roofing consultant and is included in the project budget. Staff recommends approval of an overall project budget of \$195,045.

FUNDING/FISCAL IMPACT

The funding for this project is from the FY18 Public Works operations budget, the Recreation, Tennis or Par 3 facility and the Risk Manager Insurance program.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Le Clainche, Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
Patricia Strayer, P.E., Town Engineer
Brett Madison, Facilities Maintenance Manager
Dean Mealy, Purchasing Agent
Karen Temme, Risk Manager
Beth Zickar, Recreation Director