

Information for Town Council Meeting on February 11, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Award of Invitation to Bid No. 2019-21, Roof Replacement for PAR 3 Maintenance and Storage Buildings to Certified Roofing Specialists, Inc. in the Amount of \$118,130 and Project Budget of \$159,000 - Resolution **No. 06-2020**

DATE: 30 January 2020

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No. 06-2020, a Resolution Approving the Award of Invitation to Bid No. 2019-21, Roof Replacement for PAR 3 Maintenance and Storage Buildings to Certified Roofing Specialists, Inc. in the Amount of \$118,130 and Project Budget of \$159,000.

Staff also recommends an allocation of funds from the Par 3 Contingency in the amount of \$69,000.

SUMMARY EXPLANATION/BACKGROUND

The Par 3 Maintenance and Storage Buildings have outlived their useful life. The buildings are essential to the golf and restaurant operations. The roofs are original and are well beyond the normal replacement cycle of 20-25 years. The project was budgeted in the FY19 budget cycle, but the estimates for the work were not sufficient and therefore the project was delayed. The project was rebid in FY20 and new quotes were obtained.

PURCHASING METHODOLOGY

Purchasing issued Invitation to Bid 2019-21 to the three pre-qualified roofing contractors. Two of the pre-qualified vendors submitted bids.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact for the purchase will be not greater than \$159,000. Funds had been budgeted in FY19 for this purpose, but were not rolled into the FY20 budget. Staff recommends reallocating the funds from the following FY20 Par 3 Capital Improvement Projects list to cover these

necessary repairs and we are requesting an allocation from the Par 3 Contingency of \$69,000 for the balance:

- \$10,000 budgeted for high-hat replacements at the pro shop
- \$15,000 budgeted for maintenance area parking lot resurfacing
- \$65,000 cover shots canopy

These projects will be reconsidered during the FY21 budget process.

USER DEPARTMENT CONCURRENCE

The Recreation Department has reviewed the bid tabulation and is in full agreement.

FINANCE REVIEW

The Finance Director has reviewed the Fiscal Impact/Funding Source and is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Carolyn S. Stone, Director of Business Development and Operations
Duke Basha, Assistant Purchasing Manager