



Board Agenda Item 40

DATE: September 11, 2018

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Master Agreement for Roofing Maintenance Services

RECOMMENDED ACTION(S):

1. **Approve and authorize the Chairman to execute a Master Agreement with multiple contractors for roofing maintenance services, effective September 11, 2018, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$2,000,000.**
2. **Authorize the Director of Internal Services/Chief Information Officer or his designee to add additional contractors to the Master Agreement as they are identified, who will agree to be bound by the terms and conditions of the Master Agreement, and upon prior notice to remove any contractors from the Master Agreement, without affecting the remainder of the Master Agreement.**
3. **Adopt Budget Resolution Increasing the FY 2018-19 appropriations and estimated revenues for the Internal Services Department, Facility Services Org 8935 in the amount of \$600,000 (4/5 vote).**

Approval of the recommended actions will allow the Internal Services Department - Facility Services Division (Facility Services) to contract for roofing maintenance services for County buildings located throughout the County. It will also allow the Director of Internal Services/Chief Information Officer to execute amendments for the sole purpose of adding and removing contractors to the Master Agreement. This item is countywide.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended actions, the County will be without a contract for roofing maintenance services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs related to these services are charged back to the County department(s) requesting services. Approval of the third recommended action will increase the appropriations and estimated revenues by \$600,000 in the FY 2018-19 Internal Services Department - Facility Services Org 8935 to cover these costs. Sufficient appropriations for the remaining term of the Agreement will be requested in future budget years.

DISCUSSION:

On June 7, 2018, Facility Services issued a Request for Statement of Qualification (RFSQ), No. 18-051,

through the Purchasing Division, to solicit competitive bids for roofing services for buildings located throughout the County for an estimated five-year spend of \$2,000,000. The bid period closed on June 27, 2018. County Purchasing received four (4) bids, which include Absolute Urethane, Best Contracting Services, Inc., Nations Roof West, LLC., and the Garland Company, Inc. Purchasing Division staff reviewed all bids and tentatively awarded all bidding vendors except the Garland Company, Inc. This vendor was not tentatively awarded, as its bid was deemed nonresponsive.

Approval of the recommended actions approves and authorizes award of the Master Agreement for a three-year base contract with two optional one-year extensions, upon written approval of all parties, for a total amount not to exceed \$2,000,000. A \$6,000,000 contract maximum was listed in the RFSQ, but was reduced to \$2,000,000 after further research allowed for a narrowing of the scope of the contract.

The second recommended action delegates authority to the Director of Internal Services/Chief Information Officer to add additional vendors to the Master Agreement, and upon prior notice, to remove any contractors from the Master Agreement to maximize flexibility of the Master Agreement and to ensure that the County has adequate roofing contractors to service County facilities at all times.

This Master Agreement provides that for smaller roofing maintenance jobs, the County will contact the contractors via a round-robin scheduling process, informing each contractor of the details of the service request, and giving each contractor an equal opportunity to respond. The process is similar for emergency service calls, although each contractor will necessarily have a very short time to respond. For larger maintenance jobs, the County will request bids from the contractors and award to the lowest bidder.

Any other proposed modifications outside the scope of adding contractors to the Master Agreement, or removing contractors, would return to your Board for approval.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement
On file with Clerk - Budget Resolution

CAO ANALYST:

Juan Lopez