

AGENDA



Thursday, November 1, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 31

Subject: Authorize award and execution of a 36-month requirements service contract with TOTAL ROOFING SERVICES, INC., Austin, TX for roofing preventive maintenance and repair services in an estimated amount not to exceed \$300,000, with three 12-month extension options in an estimated amount not to exceed \$100,000 per extension option, for a total estimated contract amount not to exceed \$600,000.

Amount and Source of Funding: Funding in the amount of \$91,667 is available in the Fiscal Year 2007-2008 Operating Budget of the Financial and Administrative Services Department. Funding for the remaining 25 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Sydney Ceder, Senior Buyer/974-2035

Purchasing Language: Lowest bid meeting specification of two bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract provides for roofing services, including labor and materials, for City-owned facilities. The contractor will provide inspections, preventive maintenance and repair services on an as needed basis. These services continue a proactive approach utilized by Building Services to prevent premature roof failure and to extend the life of existing roofs.

The inspection and preventive maintenance component of this contract calls for a comprehensive evaluation of roofs by a professional roofer/mechanic. Approximately 175 roof inspections, repairs or preventive maintenance are performed annually.

The facilities covered under this contract include City-owned buildings such as fire stations, health centers, fleet service centers, neighborhood centers, Emergency Medical Service stations and other facilities.

MBE/WBE: solicited:4/0

MBE/WBE bid:0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Twenty-five notices were sent, including four MBEs. There are no known WBEs available for these services. Two bids were received, with no response from the MBEs.
- c. The pricing offered reflects a 1% increase to the last contract award in June 2004.

APPROVAL JUSTIFICATION

- a. Lowest bid received meeting specification.

- b. The Purchasing Office concurs with the Building Services' recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.