



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 66  
AGENDA DATE: Thu 07/29/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month service agreement with TOTAL ROOFING SERVICES, INC., Austin, TX, for roofing preventive maintenance and repairs in an amount not to exceed \$100,000, with two 12-month extension options in an amount not to exceed \$100,000 per extension option, for a total agreement amount not to exceed \$300,000.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$16,667 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Finance and Administrative Services Department. Funding for the remaining ten 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.

<b>REQUESTING</b> Purchasing	<b>DIRECTOR'S</b>
<b>DEPARTMENT:</b> for Financial and	<b>AUTHORIZATION:</b> <u>Vickie Schubert</u>
Administrative Services -	
Building Services;	

**FOR MORE INFORMATION CONTACT:** Mick Osborne, Sr. Buyer/974-2995

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Lowest bid of two bids received.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 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.

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This contract is for roofing services, including labor and materials, for City-owned facilities. The contractor will provide inspections, preventive maintenance and repairs as necessary. 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 components of this contract call for a comprehensive evaluation of roofs by a professional roofer/mechanic including roof inspections, repairs and preventive maintenance. Roof inspections, repairs or preventive maintenance are performed between 135 and 160 times 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: 14/0

MBE/WBE bid: 1/0



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**BID TABULATION  
ROOFING SERVICES (33 LINE ITEMS)  
IFB NO. MO04300317**

<u>VENDOR</u>	<u>TOTAL BID</u>
TOTAL ROOFING SERVICES, INC. Austin, TX	\$115,460
QA Systems, Inc. (MBE-MH) San Antonio, TX	\$154,855

As noted in the solicitation, the amount of the contract will not exceed \$100,000. The thirty-three line items included in the bid represent a sampling of roofing types/services typically encountered. The unit prices bid for each item will remain firm throughout the life of the contract.

**PRICE ANALYSIS**

- Adequate competition.
- Fifty-three notices were sent, including 14 MBEs. There were no WBEs available for this commodity. Five solicitations were issued including two MBEs. Two bids were received including one MBE.
- The current bid price represents an approximate 3.2% increase over the previous contract prices from June 2001.

**APPROVAL JUSTIFICATION**

- Low bid.
- Building Services concurs with the recommended award.
- Advertised in the Austin American-Statesman and on the Internet.