

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JUNE 26, 2007**

From: *JD* **JAMES DURFEE / MARY DIETRICH** *MD*

Subject: **ANNUAL ROOFING CONTRACT**

ACTION REQUESTED/RECOMMENDATION: It is recommended that your Board take the following actions related to the bidding and award of an annual contract for roofing services:

1. Approve Plans and Specifications and authorize staff to solicit bids for the County's Annual Roofing Contract, Project 9122.
2. Approve a Resolution authorizing the Director of Facility Services to award and execute a contract in an amount not-to-exceed \$150,000, upon review and approval by County Counsel and Risk Management, and providing authority to approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

BACKGROUND: The Building Maintenance Division historically has used an annual contract based on pre-bid unit costs to perform small roofing projects on County-owned buildings. The Division maintains a prioritized inventory of roof repairs, and systematically addresses roofing issues on an annual basis. This annual work is an important component of the Division's long-range replacement and preventative maintenance program. Complete roof replacement projects are generally competitively bid on a project-by-project basis. However, to address maintenance and small projects, Facility Services contracts annually with a roofing contractor in order to provide services on an as-needed basis.

In order to proceed with the competitive selection of a contractor, your Board must approve plans and specifications, authorize staff to solicit bids and authorize the Director of Facility Services to execute the resulting contract.

ENVIRONMENTAL CLEARANCE: This project is Categorically Exempt from the California Environmental Quality Act, Section 15301-Class 1: Existing Facilities, which provides for the repair and maintenance of existing public structures where no expansion of use will result.

FISCAL IMPACT: The total contract is not to exceed \$150,000. Sufficient funding is currently budgeted in the Facility Services, Building Maintenance Budget.

JD:MD:tp:js

ATTACHMENT: RESOLUTION

cc: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES

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Before the Board of Supervisors County of Placer, State of California

In the matter of: A RESOLUTION APPROVING
PLANS AND SPECIFICATIONS; AUTHORIZING
THE DEPARTMENT OF FACILITY SERVICES
TO SOLICIT BIDS FOR THE COUNTY'S ANNUAL
ROOFING CONTRACT, PROJECT NO. 9122, AND
DELEGATING AUTHORITY TO THE DIRECTOR OF
FACILITY SERVICES TO TAKE VARIOUS ACTIONS
ASSOCIATED WITH SAID PROJECT.

Resolution _____

The following RESOLUTION was duly passed by the Board of Supervisors of
the County of Placer at a regular meeting held _____, by the
following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State
of California, that this Board approves the project plans and specifications and authorizes
the Facility Services Department to solicit construction bids for the County's Annual
Roofing Contract, Project No. 9122; and

BE IT FURTHER RESOLVED, by the Board to authorize the Director of Facility Services to
award and execute a contract in an amount not-to-exceed \$150,000, upon review and
approval of County Counsel and Risk Management, and providing the authority to execute
required change orders consistent with the County Purchasing Manual and Section 20142
of the Public Contract Code.