



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors
DATE: August 27, 2019
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: On-Call Roof Repair Services – Sierra Single Ply

ACTION REQUESTED

Approve the extension of a competitively awarded contract with Sierra Single Ply, Inc. of McClellan, CA for on-call roof repair services to October 31, 2019, and increase the contract in the amount of \$300,000 to a maximum amount of \$700,000. Funding is provided by the Department of Facilities Management Capital Project 04928-Countywide Roofing in the FY 2019-20 Proposed Budget.

Approve Plans and Specifications for the overlay roofing project of the Administrative Annex Building to be performed by Sierra Single Ply Inc. which are included in the Facilities Management FY 2019-20 Proposed Budget for Capital Projects and previously approved as part of the FY 2018-19 Rehabilitation Plan.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Facilities Management (Facilities) provides a broad range of building maintenance and construction services for facilities owned or leased by Placer County. Proactive maintenance of Placer County facilities protects the health of the building occupants and the public, provides a comfortable atmosphere for conducting county business, and protects the County's investment in facilities.

Facilities continues to require a contract with a firm to provide on-call roof repair or replacement projects at various County facilities throughout the year. On April 24, 2018, your Board approved the annual renewal of an agreement with Sierra Single Ply, Inc. resulting from competitive Bid No. 10146. The resulting agreement expired on June 30, 2019. A bid solicitation to replace the contract is being developed.

Over the past year, aging and failing roof systems at the Placer County Government Center have been replaced. As part of the ongoing maintenance and repair program, Facilities plans to continue replacing and repairing roofs Countywide that have been identified due to age and/or damage. The roofing repair and replacement program continues to play a key role in protecting County assets.

One of these projects will be for the roof replacement located on the Administrative Annex Building. The Administrative Annex roof is one of the County's oldest roofing materials construction made up of asphalt bitumen and rock, the roof was identified as a renewal project during our facility assessments performed by Vanderwell Facility Advisors. County staff also field verified the condition and has recommended an overlay of the existing construction.

Sierra Single Ply, Inc. has agreed to extend the contract through October 31, 2019. Procurement Policy section 3.5 allows the extension of a contract if it is in the best interest of the County. The requested increase of \$300,000 exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with an increase to the contract with Sierra Single Ply in the amount of \$300,000 through October 31, 2019.

FISCAL IMPACT

Funding for roofing services is budgeted in Capital Project 04928-Countywide Roofing in the FY 2019-20 Proposed Budget. Funds are not encumbered until services are provided.