

# Mayor and Council Communication

DATE: 06/14/22

M&C FILE NUMBER: M&C 22-0465

LOG NAME: 13P22-0099 ROOFING MATERIALS AR PMD

## **SUBJECT**

(ALL) Authorize Execution of an Agreement with Janeane Roofing and Construction LLC for Roofing Materials for the Property Management Department in an Annual Amount Up to \$114,870.00 for the Initial Term, and Authorize Four One-Year Renewal Options for an Amount of \$120,614.00 for the First renewal, \$126,645.00 for the Second renewal, \$132,977.00 for the Third renewal and \$139,626.00 for the Fourth Renewal for the Property Management Department

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## **RECOMMENDATION:**

It is recommended that the City Council authorize execution of an agreement with Janeane Roofing and Construction LLC for roofing materials for the Property Management department in an annual amount up to \$114,870.00 for the initial term, and authorize four one-year renewal options for an amount of \$120,614.00 for the first renewal, \$126,645.00 for the second renewal, 132,977.00 for the third renewal and \$139,626.00 for the fourth renewal for the Property Management Department.

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## **DISCUSSION:**

The Property Management Department approached the Purchasing Division to procure an agreement for roofing material. The materials will be utilized to repair and upkeep the roofs at various city owned facilities. In order to procure these items, staff issued Invitation to Bid (ITB) No. 22-0099. The ITB consisted of detailed specifications such as the roofing material characteristics, vendor responsibilities, delivery requirements, and warranty requirements.

The ITB was advertised in the *Fort Worth Star-Telegram* on March 30, 2022, April 6, 2022, and April 13, 2022. The City received one bid.

Staff evaluated the bid response on lowest responsible bidder criteria and recommends awarding a one-year agreement to Janeane Roofing and Construction, LLC with four additional one-year renewals. Staff certifies that Janeane Roofing and Construction, LLC meets the requirements stated in the specifications. No guarantee was made that all amounts of these items will be purchased. It is recommended that each annual award amount include a 5% increase in cost per year.

Funding is budgeted in the Property Mgmt Other Gen Govt Department's General Capital Projects Fund for the purpose of funding the FY22 Roof Replace/Coatings project, as appropriated.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

DVIN: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the General Capital Projects Fund for the FY22 Roof Replace/Coatings project to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Property Management department has the responsibility to validate the availability of funds.

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