

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

3H-5

Meeting Date: June 19, 2007

Consent

Regular

Ordinance

Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: An annual contract with Hi-Tech Roofing & Sheetmetal, Inc. in an amount not to exceed \$1,500,000.

**Summary:** This contract is for one year and is an indefinite-quantity contract with a maximum value of \$1,500,000. The contract will terminate when a total of \$1,500,000 in work orders is issued among the pool of seven approved roofing contractors or when the one-year time period has expired, whichever occurs first. The contract provides for up to four (4) - one (1) year renewals at the sole option of the County, each for a not-to-exceed amount of \$1,500,000. Staff will review the status of the contractor's certifications annually, prior to renewal, to ensure the firm remains qualified under the original pre-qualification criteria. The work is to be awarded as work orders on a lump-sum, competitively quoted basis to perform remedial roofing repairs, roof maintenance, and roof replacements on an "as-needed" basis for projects typically under \$100,000 each. Any work performed will be in accordance with the Contract. The specific magnitude of the work shall be determined by individual work orders issued by Palm Beach County. The goal for SBE participation is 15%, and will be tracked cumulatively for each work order issued. (FDO Admin) Countywide (JM)

**Background and Justification:** Bids were opened on May 8, 2007 for "Annual Contract: Roofing" and Hi-Tech Roofing & Sheetmetal, Inc. was one of the roofing contractors to submit a pre-qualification package that met the established criteria for acceptance as one of our Annual Roofing Contractors. The contract is effective for a period of twelve months or at the point where the maximum potential contract amount of \$1,500,000 is reached among this pool of Annual Roofing Contractors.

This is a bond-waiver contract. The cumulative value of active work orders at any time will be limited to \$200,000 per contractor. A bond will be required for any active work orders that exceed the \$200,000 per contractor cumulative bond-waiver limits.

**Attachments:**

Contract

Agenda item is more than 50 pages;  
may be viewed in Administration.

Recommended by:

ARMY WOLF  
Department Director

5/25/07  
Date

Approve by:

[Signature]  
County Administrator

6/19/07  
Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Year	2007	2008	2009	2010	2011
Capital Expenditures	0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	0	0	0	0	0
# Additional FTE Positions (Cumulative)	—	—	—	—	—

Is Item Included in Current Budget? Yes \_\_\_ No \_\_\_

Budget Account No: **Not applicable**

Reporting Category \_\_\_\_\_

**Recommended Sources of Funds/Summary of Fiscal Impact:**

Funding sources will vary with each work order.

**Departmental Fiscal Review:** \_\_\_\_\_

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development & Control Comments:**

Potential maximum fiscal impact is \$1,500,000. Work Orders requiring BCC approval will be brought to the Board and fiscal impact will be addressed at that time; otherwise, funding will come from previously approved BCC projects.

*[Signature]*  
 OFMB  
 6/14/07  
 ON 6/14/07

*[Signature]* 6/17/07  
 Contract Dev. and Control

**B. Legal Sufficiency:**

*[Signature]* 6/7/07  
 Assistant County Attorney

This Contract complies with our contract review requirements.

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment