

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

**Meeting Date:** June 2, 2020      ☒ **Consent**      ☐ **Regular**  
    ☐ **Ordinance**      ☐ **Public Hearing**

**Department:** Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: annual contracts with the following contractors for Roofing services on an as-needed basis through December 14, 2020.


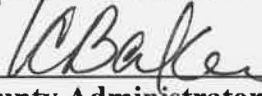
<u>Contractor</u>	<u>Status</u>	<u>SBE or Non-SBE</u>
A) The Roof Authority, Inc.	Non-Local	Non-SBE
B) Gustafson Industries, Inc.	Local	SBE

**Summary:** On December 15, 2015, the Board approved the annual Roofing contract. The work consists of roof repairs or replacement services on an as needed basis. The contractors now join the list of eight (8) already prequalified contractors for a total of ten (10) with a contract expiration date of December 14, 2020. The specific requirements of the work shall be determined by individual work orders issued against this annual contract. These contracts are five (5) year indefinite-quantity contracts with a maximum cumulative value of \$4,000,000 across all prequalified contractors. Work is to be awarded as work orders on a lump-sum, competitively bid basis across all prequalified contractors. Contractors are allowed to qualify at any time and be added to this annual contract. Projects \$100,000 and over are advertised on the vendor self-service (VSS) website while projects \$200,000 and over are also advertised in the newspaper. Projects under \$100,000 are bid among the pool of pre-qualified contractors (currently ten (10) have pre-qualified) and for projects over \$100,000, the bidding pool is expanded to include any additional bidders responding to the specific project advertisement that submit a qualification application at least 10 days before the bid due date. The Roofing annual contract was presented to the Goal Setting Committee on January 2, 2019 and the committee established an Affirmative Procurement Initiative (API) of price preference for Small Business Enterprise (SBE) contractors if their bid is within 10% of the lowest non-small business bid. Actual Small/Minority/Women Owned Business Enterprise (S/M/WBE) participation will be identified on each work order, and will be tracked cumulatively for each work order issued. Current cumulative S/M/WBE participation for all work orders to-date under the Roofing Annual is 77.87%. **(Capital Improvements) Countywide (LDC)**

**Background and Justification:** The pre-qualification for this contract was advertised on September 20, 2015. The contractors have met the established criteria and now join the list of eight (8) contractors already pre-qualified for the contract. For projects under \$100,000, work is awarded as work orders on a lump-sum, competitively bid basis among the pool of pre-qualified Roofing contractors. Additionally projects \$100,000 and over are advertised on VSS, and projects \$200,000 and over are also advertised in the newspaper. Contractors may become pre-qualified and added to the Roofing contract at any time throughout the duration of the annual contract.

**Attachments:**

1. The Roof Authority, Inc. - Contract
2. Gustafson Industries, Inc.- Contract
3. Annual Contract- Roofing 15465 : Control Sheet

<b>Recommended By:</b>	 Amy Wolf <b>Department Director</b>	5/5/2020 <b>Date</b>
<b>Approved By:</b>	 K. Baker <b>County Administrator</b>	5/13/2020 <b>Date</b>

## II. FISCAL IMPACT ANALYSIS

### III. REVIEW COMMENTS

Department Director

### All Contractors

## Procurement Project Implementation Group

ATTACHMENT # 3