

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

**Meeting Date: July 13, 2021**

**Consent**

**Regular**

**Workshop**

**Public Hearing**

**Department: Facilities Development & Operations**

**I. EXECUTIVE BRIEF**

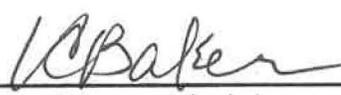
**Motion and Title: Staff recommends motion to approve:** Work Order No. 21-034 to the annual roofing contract with Hi-Tech Roofing & Sheetmetal, Inc. (Contractor) (R2020-1696) in the amount of \$800,735 for the Emergency Operations Center (EOC) Roof Replacement project for a period of 120 days from permit issuance or until project is complete.

**Summary:** The work consists of removing the existing built up roof system down to the concrete deck and installing a new built up roofing system with insulation. The construction phase services for the EOC Roof Replacement Project was initially slated to commence prior to the beginning of hurricane season, which started on June 1. However, a protest to the bid award was filed on March 24, 2021 and the Purchasing Director's determination to uphold the award was issued on May 4, 2021. Receipt and processing of the protest to the bid award resulted in an overall delay to the project implementation schedule. Said delay would now potentially result in work taking place during the midst of the hurricane season, which is a source of concern considering the critical role the EOC plays during emergency operations. Therefore, staff concluded that construction phase services should commence immediately after hurricane season. Accordingly, upon receiving authorization from the Board, Facilities Department has coordinated with the Contractor to submit for permits and procure long lead-time materials to be received no later than December 1, 2021. The County will hold an owner's contingency of 3% (to be used only if needed) for possible increases in material costs resulting from a December 1<sup>st</sup> materials receipt and construction commencement date. The Contractor has agreed to assume the cost of any increases in material costs above 3%. The existing roof at the EOC is more than twenty-five (25) years old, and requires frequent repairs. A complete roof replacement is required to maintain operations, a weather tight building, and a safe environment. This project was competitively advertised and new contractors were invited to bid on the project by submitting prequalification documents prior to the submission of the bid response. This work order was solicited pursuant to the annual roofing contract and the requirements of the Equal Business Opportunity (EBO) Ordinance. (Continued on Page 3)

**Attachments:**

1. Location Map
2. Budget Availability Statement
3. Work Order No. 21-034
4. Bid Summary
5. Quotation Comparison
6. Annual Contract Roofing 2020-041631 Control Sheet

Recommended by:  6/09/21  
 Department Director Date

Approved by:  6/23/21  
 County Administrator Date

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

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures	\$880,809	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>\$880,809</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes   X   No \_\_\_\_\_  
 Does this item include use of federal funds? Yes \_\_\_\_\_ No   X  

Budget Account No: Fund 3804 Dept 411 Unit B537 Object 4907 Amount \$22,484  
 Fund 3804 Dept 411 Unit B571 Object 4907 Amount \$226,728.91  
 Fund 3804 Dept 411 Unit B576 Object 4907 Amount \$631,595.59

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

Funding for this project will be from the Public Building Improvement fund.

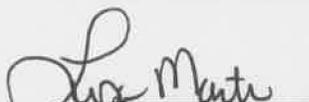
CONSTRUCTION \$800,735.00  
 CONTINGENCY \$ 80,073.50  
 TOTAL \$880,808.50

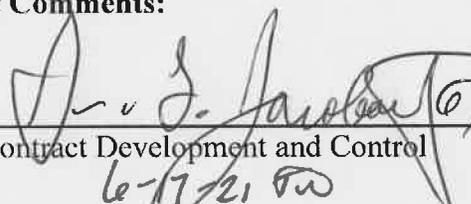
**C. Departmental Fiscal Review:**

  
\_\_\_\_\_

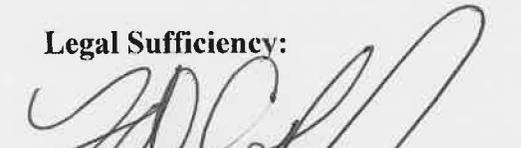
**III. REVIEW COMMENTS**

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

 6/14/21  
 OFMB QIA 6-14-21 LM  
 6/14

 6/17/21  
 Contract Development and Control  
 6-17-21 RW

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Other Department Review:**

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

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

**Summary:** The annual contract was last presented to the Goal Setting Committee on July 15, 2020 and the Committee established Affirmative Procurement Initiatives (API) of sheltered market for projects under \$100,000 or an Small Business Enterprise (SBE) contractor will be given a price preference if its bid is within 10% of the lowest non-SBE bid for projects over \$100,000. Since this project was over \$100,000, the SBE price preference API was applied. The Contractor is a certified SBE and committed to 100% SBE participation on this work order. The overall SBE participation on the annual roofing contract is 64.14%. The Contractor is a local business. Funding for this project is from the Public Building Improvement fund. **(Capital Improvements Division) District 2 (LDC)**

**Background and Justification:** This project was openly, competitively advertised and procured. Bids for this project were opened on March 11, 2021 and the Contractor submitted the lowest responsive and responsible bid of the four (4) bids received. The existing roof system is at the end of its service life and requires frequent repairs; therefore, a complete roof replacement is essential to maintaining operations at the EOC.