

MEMORANDUM

TO: Mayor and City Council

FROM: Ryan Sisson, Civil Engineer

SUBJECT: BID AWARD FOR COMMUNITY CENTER ROOF REPAIRS

DATE: January 6, 2022

Background

Despite several temporary repairs, the aging Community Center roof continues to significantly leak during heavy rainstorms and is causing damage to ceilings, walls and carpets. Therefore, the roof is currently in need of total replacement. As such, the City's Community Center Roof Repairs project consists of the removal and replacement of the existing EPDM roofing including repairs to any dry rot, within an area totaling approximately 23,500 square feet. The General Contractor will be responsible for coordinating with an asbestos abatement contractor during the work period.

As prescribed by State law and the City Procurement Rules, the City advertised a Request for Bids beginning December 7, 2021 extending through January 6, 2022, and bids were opened at 2:00 pm, Thursday, January 6, 2022.

The City received the following two bids:

- Richards Remodeling, LLC in the amount of \$781,328.00.
- Umpqua Roofing Company, Inc. in the amount of \$782,340.00.

The bid submitted by Richards Remodeling, LLC was reviewed for adherence to the Bidders Instructions, as well as to the first-tier reporting requirements per ORS 279C.370. Staff determined that the apparent low-bidder, Richards Remodeling, LLC, is fully qualified to submit and bid for this project. The Responsibility Determination Form, listed under ORS 279C.375, was used to assess the contractor's competency.

The required notice of the City's intent to award the contract to Richards Remodeling, LLC will be issued Friday, January 7, 2022, and the applicable 7-day protest period expires by close-of-business, January 14, 2022. If the Council chooses to follow staff's recommendation and award to Richards Remodeling, LLC, the award will be considered final upon completion of the protest period, or resolution of any timely filed protest; the contract may then be signed.

Finally, the Contractor will be required to be substantially complete by Friday, September 30, 2022.

Recommendation

Staff recommends that the City Council award, by motion, the Community Center Roof Repairs project to the qualified bidder, Richards Remodeling, LLC, in the amount of \$781,328.00, and authorize the City Manager to execute the contract, and confirm all associated documents subject to the expiration of the protest period or resolution of any timely filed protests.

Cost

\$781,328.00


Richard Meyers, City Manager


Ryan Sisson, Civil Engineer