



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director
Gwen Eng, General Services Manager

DATE: February 21, 2006

SUBJECT: Award of Three-Year Contract to Tremco for Preventive Maintenance and Repairs of Roofs at Seven City Facilities (Estimated Value \$21,300)

RECOMMENDATION:

Staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers), and b) award a three-year roof maintenance contract to Tremco in the amount of \$21,300.

FISCAL IMPLICATION:

Sufficient funds are available in the Public Works Department's Building Maintenance and Park's Maintenance budgets for these services.

BACKGROUND:

Maintaining the roofing structures of City facilities requires the assistance and expertise of specially trained and qualified roofing experts. Because City staff does not have this expertise, we have traditionally contracted with outside agencies for this service.

DISCUSSION:

The current contract is due to expire, and staff is recommending that we renew the service agreement with the incumbent contractor, Tremco. The contract will provide a periodic preventative maintenance and repair program, including bi-annual inspections and non-major repairs as needed. Most of the City's roofs have been replaced in recent years. The thorough maintenance program which Tremco provides is estimated to prolong a roof's life (normally 10 years) by an additional 10-20 years.

Since 1992, Tremco, has successfully installed roofs on seven City facilities. They were selected by the City for our roofing needs because of their knowledge and experience, and factory-trained technicians. We have been very satisfied not only with their installation workmanship, but with their after-installation service. As a result, we are recommending that Council renew a three-year contract with Tremco for this vital service.

The pricing offered is listed on a CMAS (California Multiple Award Schedule) contract, which in this case is based upon a Federal contract with the General Service Administration. Since this purchase was not formally bid, and exceeds the \$20,000 formal bid threshold, Council must waive formal bidding per Municipal Code Section 2.36.140 (waivers) to authorize this contract.

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If approved, the contract will be in the form of a purchase order. The City may cancel the contract at any time without cause if necessary.