

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Jeremy Howard, City Manager
DATE: January 16, 2025
RE: Public Works Department Roof Bids

For the Agenda of January 20, 2025

Background. The roof of the Public Works Department has deteriorated to the point that the integrity of the roof of the building has been compromised and is leaking. The roof needs to be replaced and repaired soon so as not to cause further damage to the structure or the expensive equipment housed there. Consequently, the City solicited bids for a new roof.

As reflected in the bid tab memo (*att'd*), the city received bids from six vendors. Public Works Director Luke Potter has completed a review of the bid documents submitted and has made a recommendation to award the bid to the low bidder, Brandle Roofing, for \$59,726 with an additional contingency up to a not to exceed cost of \$65,000.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager to sign any and all documents necessary to complete this project.

Issues & Questions Specified. Should the City Commission approve the bids and authorize the expenditure of funds to replace the roof?

Alternatives.

1. Approve the bids and authorize the expenditure of funds in the amount of the bid (plus contingency) offered by Brandle Roofing.
2. Approve the bids and authorize the expenditure of funds in an amount commensurate with one of the other bidders.
3. Direct the solicitation of new bids.
4. Direct this project is not completed.
5. Set aside decision regarding this matter to a subsequently scheduled public meeting.

Financial Impact. The City has budgeted for this project in the approved 2024/2025 CIP schedule and budget in the amount of the proposed NTE cost of \$65,000.

Recommendation. I recommend that the City Commission approve the low bid of \$59,726 of Brandle Roofing and authorize the expenditure of funds in an amount not to exceed \$65,000 awarding the work to Brandle Roofing for this project by adoption of Resolution 2025-005 (*copy att'd*).

Attachments.

1. Bid Tab Memo from DPW Director.
2. Resolution 2025-005.

Memo

To: Jeremy Howard
From: Luke Potter
CC: Department of Public Works
Date: January 13, 2025
Re: DPW Roof Replacement

BID AMOUNTS FOR THE 2025 DPW ROOF REPLACEMENT

Listed below are the bid amounts from the companies that submitted bids for the DPW Roof Replacement Project. I recommend the Clare City Commission award the bid for the project to Brandle Roofing, as they are the lowest bidder, and approve a contingency for the unknowns, for a total cost not to exceed \$65,000 as provided for in the current fiscal year's budget for this roof replacement project.

Brandle Roofing - \$59,726.00

Universal Roofing - \$62,649.00

Beyer Roofing - \$63,130.00

Thomas Brown Roofing - \$73,497.00

Kieffs Roofing - \$75,942.00

UC Roofing - \$91,650.00

Thank you,

-Luke Potter

Clare Department of Public Works

RESOLUTION 2025-005

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE BIDS AND AUTHORIZING THE EXPENDITURE OF FUNDS TO REPLACE AND REPAIR THE ROOF OF THE CITY'S PUBLIC WORKS DEPARTMENT.

WHEREAS, the City's 2024/2025 approved Capital Improvement Program (CIP) and Budget includes funding for replacing the roof of the City's Public Works Department; and

WHEREAS, the City solicited bids for the replacement of said roof; and

WHEREAS, the City received bids from six vendors; and

WHEREAS, City Staff have reviewed said bids for compliance with bid specifications and City requirements, and has subsequently recommended that the City Commission approve the bids and award the work to Brandle Roofing; and

WHEREAS, the City Commission has reviewed and considered said recommendation and deemed it reasonable, appropriate, prudent, and in the best interests of the City.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby approves the bid of Brandle Roofing in the amount of \$59,726 to repair and replace the roof of the City's Public Works Department and authorizes the expenditure of a not to exceed cost of \$65,000 in City funds to cover the bid amount and contingencies for the repair and replacement of said roof.

BE IT FURTHER RESOLVED THAT the Clare City Commission hereby authorizes the City Manager to execute all documents needed to accomplish said repairs and replacement.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

**The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.
The Resolution declared adopted by the following roll call vote:**

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 20th day of January 2025.

Diane M. Lyon, City Clerk