DATE: October 7, 2013

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Dan St. John, P.E. ASCE – Director, Public Works & Utilities

SUBJECT: Resolution Authorizing Award of Contract for the Community Center Roof Overlay Phase 2.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution authorizing award of contract for the Community Center Roof Overlay Phase 2 project to Stronger Building Services.

BACKGROUND

The existing Community Center roof has reached the end of its useful life and needs to be rehabilitated. Approximately half of the existing roof has been overlaid using prior fiscal year funds. The remainder of the roof will be repaired in sections as funds become available. The Council approved $57,000 towards this effort in the FY 13/14 budget.

DISCUSSION

This project involves installation of 60 mil thermoplastic polyolefin (TPO) single-ply membrane over existing roof sections and 45 mil TPO single-ply membrane on parapet walls of selected roof areas. This project will repair failing roof sections and will reduce repair and maintenance costs during winter rains. Construction is scheduled for October 2013.

The Notice Inviting Bids was issued on July 25, 2013. On August 14, 2013, seven bids were received as follows:

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Bid Total</th>
<th>Bid Withdrawn*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Contracting Services</td>
<td>$39,780.60</td>
<td></td>
</tr>
<tr>
<td>Stronger Building Services</td>
<td>$57,000.00</td>
<td>Lowest Responsive Bidder</td>
</tr>
<tr>
<td>Henriks Roofing Company</td>
<td>$55,026.00</td>
<td></td>
</tr>
<tr>
<td>Cool Roofing Systems, Inc.</td>
<td>$59,380.00</td>
<td></td>
</tr>
<tr>
<td>California Single Ply, Inc.</td>
<td>$60,350.00</td>
<td></td>
</tr>
<tr>
<td>Wedge Roofing</td>
<td>$64,125.00</td>
<td></td>
</tr>
<tr>
<td>Solano County Roofing, Inc.</td>
<td>$67,324.00</td>
<td></td>
</tr>
<tr>
<td>Engineer's Estimate</td>
<td>$50,500.00</td>
<td></td>
</tr>
</tbody>
</table>

Agenda Review:

City Attorney Finance Director City Manager
* Best Contracting Services, the apparent low bidder for the Project, requested that their bid be withdrawn due to clerical errors per letter dated August 15, 2013.

The lowest responsive bidder, Stronger Building Services has performed similar projects for the Tamalpais School District, Bay Area Rapid Transit and the City of Vallejo. Staff verified that Stronger Building Services possesses a valid Class C-39 California Contractor's License, license number 955618, which expires on 12/31/14, that qualifies Stronger Building Services to perform the work.

The proposed action meets Council Goal: “Plan for and implement priority-capital projects as funding permits”.

**FINANCIAL IMPACTS**

The project is included in the 2013-2014 CIP (C16201306) for implementation in the current fiscal year with an approved project budget of $57,000. Since the award amount is equal to the budgeted amount there is no contingency within the project budget. Any cost overruns or change orders will be paid out of the Building-Maintenance Operating Budget and will not exceed 15%, or $8,550.00 without Council approval.

**ATTACHMENTS**

1. Resolution
2. Location Map
3. Best Contracting Services Letter of Withdrawal 8.15.13
RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR COMMUNITY CENTER ROOF OVERLAY PHASE 2 CITY PROJECT NUMBER C16201306

WHEREAS, City staff has prepared construction bid documents and advertised for construction of this Project; and

WHEREAS, in accordance with the City of Petaluma Charter and Municipal Code, California Public Contract Code Section 20162 and other applicable laws, City staff solicited bids for the Project; and

WHEREAS, the project was bid on July 25, 2013, and seven (7) bids were received and opened on August 14, 2013 in accordance with applicable laws; and

WHEREAS, the apparent low bid for the Project was submitted by Best Contracting Services $39,780.60; and subsequently withdrawn due to clerical errors per letter dated August 15, 2013; and

WHEREAS, the lowest responsive bid for the Project was submitted by Stronger Building Services from Hayward, CA for $57,000; and

WHEREAS, staff has determined that the Contractor’s bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that Contractor possesses a valid California Contractor’s License, Class C-39, number 955618 that qualifies Contractor to perform the Project; and

WHEREAS, the Project is categorically exempt pursuant to California Environmental Quality Act (“CEQA”), and Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15301, because the project consists of the operation, repair, maintenance or minor alteration of existing public structures involving negligible or no expansion of use beyond that previously-existing.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City hereby:

1. In accordance with the City of Petaluma Charter and Municipal Code, California Public Contract Code Section 20162 and other applicable laws, waives any and all non-conformance in the bid of Stronger Building Services for the Community Center Roof Overlay Phase 2, Project No. C16201306, finds the bid of $57,000 to be the lowest responsive bid; and further finds that Stronger Building Services is the lowest responsible bidder.

2. The City Council accepts the withdrawal of Best Contracting Services Bid of $39,780.60 per their request on August 15, 2013, due to clerical errors.
3. Awards the contract for the Community Center Roof Overlay, Phase 2, Project No. C16201306 to Stronger Building Services in the amount of $37,000, the amount of the lowest responsive bid, conditioned on Stronger Building Services' timely executing the project contract and submitting all required documents, including but not limited to, executed bonds, certificates of insurance, and endorsements, in accordance with the project bid documents.

4. Directs staff to issue a notice of award to Stronger Building Services.

5. Authorizes and directs the City Manager to execute the project contract on behalf of the City of Petaluma upon timely submission by Stronger Building Services of the signed project contract and all other required documents, including but not limited to, executed bonds, certificates of insurance, and endorsements, in accordance with the project bid documents.
COMMUNITY CENTER ROOF OVERLAY

PROJECT NO. C16201306

LOCATION MAP

Project Site

LUCCHESI COMMUNITY CENTER

NORTH MCDOWELL BLVD
EAST MADISON STREET
U.S. HWY 101
EAST WASHINGTON STREET

08/2012
August 15, 2013

Via Email to: PGOTHARD@ci.petaluma.ca.us and
US Mail

City of Petaluma,
Public Works & Utilities,
202 N. McDowell Blvd.,
Petaluma CA 94954
Attn: Patricia A. Gothard, P.E. – Sr. Civil Engineer

Project Title: Community Center Roof Overlay Project Phase 2
City Project Number: C16201306

Subject: Letter of Withdrawal of Our Pricing

To Whom It May Concern:

Please be advised that upon review of our bid submitted for the above referenced project, we discovered a significant clerical error in the preparation of the bid documents which rendered our pricing incorrect.

It is therefore my unpleasant task to inform you that BEST Contracting Services, Inc., does hereby regretfully withdraw its pricing submitted for the above referenced Project.

On behalf of BEST Contracting Services, Inc., please accept our sincere apologies for any inconvenience that this may have caused.

Respectfully Submitted,

BEST Contracting Services, Inc.

Gary P. Dao
Vice President

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GSA
Approved
Contractor