

Memorandum

To: Karen Hoskins, City Manager

From: Richard Blankenship, Parks and Recreation Director

Date: May 3, 2018

REF: Request for Emergency Purchase Order to Replace Roof at Tate's Gym

The purpose of this memorandum is to request concurrence on 1) recognizing the condition of the roof at Tate's gym as an emergency and 2) Concurring with moving forward with an emergency purchase order so that work can be completed prior to start of summer camp 3) Concurring on staff taking the contract to Council at the next meeting for ratification.

The ordinance that provides you this authority is attached, however the general language states :

Emergency per Ordinance 4010 Sec. 3-106 Emergency Procurement

The City Manager or designee may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety.

If we are able to provide the vendor with a purchase order quickly the work can be done near the beginning of summer camp.

The roof at Tate's gym is the original roof from 1967. In the FY 2018 budget request staff had requested \$150,000 to replace the roof, however that request was not funded.

During Hurricane Irma the roof received damage. At the time it appeared to be just the flat roofs but over the past several weeks it has become apparent that the arch roof is damaged as well. Now that afternoon rains are frequent the roof replacement has become critical. Water intrusion will begin to damage the wooden floor, the computer room, the condition may create a mold and mildew issue and this is not a good situation for the overall health and safety of staff or the public that use the facility.

Shortly after Hurricane Irma staff began gathering cost and proposals. Staff included documentation in the FEMA documents and insurance claims. The City carrier will cover the cost of the replacement of the roof.

The most responsive low bid was \$136,000.00 with the ability to start as soon as purchase order is received.

Your concurrence would be greatly appreciated.

If you have any questions please feel free to contact me at 845-3411

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cc: Aladia Franks, Assistant Director, Parks and Recreation

Rick Little, Interim Purchasing Director

Randy Sherman, Finance and Administrative Services Director