

July 17, 2003

04-015

ACCEPT BID/AWARD CONTRACT - ROOFING MAINTENANCE

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Jesus "Jess" Carreon, President

REPORT: The College has the need to enter into a contract for roofing maintenance for its various campus locations. The College has Tremco Roofing Systems installed on all campus roofs, therefore, Bidders are required to be Tremco-certified. An Invitation to Bid (ITB) was advertised and issued on June 18, 2003. ITB documents were distributed to four (4) Tremco-certified vendors, none of which are MWESB firms, and to four (4) plan centers. Three (3) bids were received by the due date of July 15, 2003 from the following vendors:

<u>Vendor</u>	<u>Total Rate *</u>
Anderson Roofing	5,855.00
Buckaroo Roofing	5,925.00
Snyder Roofing	6,265.80

* Total Rate is a calculation based on the hourly rate for roofers and/or journeymen, foremen, and the percentage over cost for materials and equipment. Award of bid was to be based on the lowest total rate bid.

RECOMMENDATION: That the Board of Directors accept the low bid and award the contract to Anderson Roofing for an estimated annual amount of \$600,000. The contract shall be for a three (3) year period with an option to renew on an annual basis for two (2) additional years. Funds for this contract will come from the General Fund and the Capital Maintenance fund.