

STAFF REPORT

**BOARD MEETING DATE:** May 13, 2025

**CATEGORY:** Consent Calendar 12

**SUBJECT:** Take the following actions regarding the “Shasta County Roofing Membrane Replacement – Various Locations Project,” Contract No. 610983 (Contract): (1) Award the Contract to the lowest responsive and responsible bidder, Harbert Roofing, Inc., on a lump sum basis, in the amount of \$621,010; and (2) approve and authorize the Public Works Director, or their designee, to sign a Notice of Completion and record it within 15 days of actual completion of the work.

**DEPARTMENT:** Public Works

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Don Renz, Principal Engineer, (530) 225-5661

**STAFF REPORT APPROVED BY:** Troy Bartolomei, Public Works Director

<b><u>Vote Required?</u></b> Simple Majority Vote	<b><u>General Fund Impact?</u></b> General Fund Impact
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**RECOMMENDATION**

Take the following actions regarding the “Shasta County Roofing Membrane Replacement – Various Locations Project,” Contract No. 610983 (Contract): (1) Award the Contract to the lowest responsive and responsible bidder, Harbert Roofing, Inc., on a lump sum basis, in the amount of \$621,010; and (2) approve and authorize the Public Works Director, or their designee, to sign a Notice of Completion and record it within 15 days of actual completion of the work.

**DISCUSSION**

The roofs at 1355 West Street, 300 Park Marina Circle, and 6590 Lockheed Drive are all aging and have required increased repairs in recent years. The proposed project will replace the existing roofing membrane with a new PVC membrane at each location. This will minimize future maintenance and provide better protection for the building and contents. On February 4, 2025, the Board approved plans and specifications to construct the project. On March 27, 2025, four bids were received and opened. The low bid was 27% below the Engineer’s Estimate. Staff recommends that the Board award the contract to the lowest responsive and responsible bidder, Harbert Roofing, Inc., in the amount of \$ 621,010.

**ALTERNATIVES**

The Board may decline to award the contract at this time. The roof membranes are nearing their expected service life. Without replacement, continued repairs are inevitable, and water intrusion will likely result.

**OTHER AGENCY INVOLVEMENT**

Risk Management has approved the contract documents. County Counsel has approved the contract documents as to form. The recommendation has been reviewed by the County Administrative Office.

**FISCAL IMPACT**

The total estimated cost for this Project is \$920,000 including design, construction, project administration and contingency. Sufficient appropriations are included in the Fiscal Year 2024-25 Land Buildings and Improvements Budget and will be requested in future budgets. Accumulated Capital Outlay will fund the Project.

**ATTACHMENTS:**

1: Bid Summary Detail