



STAFF REPORT

Meeting Date: October 17, 2017

Agenda Item #: 6b

TO: Mayor and Town Council

FROM: Dustin Graham, Public Works Director

THRU: Susan Parker, Town Administrator

TITLE: Roof and Wall Repair- Fire Station #1 – Contract Award

Summary: Staff retained the consulting firm Terracon to survey the roof and walls of Fire Station #1 to determine the prioritization and project list of repairs. The Terracon repair recommendations were included in the invitation to bid.

A competitive formal bid process was followed and only one firm attended the mandatory pre-bid conference. The Town received one bid for this project from Commercial Roofing Systems, Inc. totaling \$79,488.00 as the base bid

Background:

July 25, 2017: Consulting firm Terracon completed a roof and wall survey for Station #1.

August 31, 2017 and September 7, 2017: Town advertised the invitation to bid.

October 12, 2017: Town received one complete bid from Commercial Roofing Systems, Inc.

Recommendation: Staff recommends awarding the roof and wall repair contract for Fire Station #1 to Commercial Roofing Systems for \$79,488.00.