



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 st Reading	2 nd Reading	
11/20/2024	24-473	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:		
\$17,688	0	6515-565000-P2402 3390W-565000-P2402	P2402		
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TIPS Cooperative TIPS RCSP 211001 Job Order Contract	Jeff Odoms, Director	Public Works		
Strategic Plan Focus Areas:					
<input type="checkbox"/> Fiscal Stability	<input type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input checked="" type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing	
Implementation Timeline:					
Estimated Start Date: 4/1/2024			Estimated End Date: 12/31/2024		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER TO THE AGREEMENT WITH PSI ROOFING FOR THE REROOFING THE FLEET BUILDING, FOR AN ADDITIONAL SEVENTEEN THOUSAND SIX HUNDRED AND EIGHTY-EIGHT DOLLARS (\$17,688); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission approval of changes to the scope of work for The Interlocal Purchasing System (TIPS) Cooperative, Contract No. 211001, Job Order Contracting (JOC), with PSI Roofing, for the purpose of reroofing the Fleet building, requesting the ratification of an additional \$17,688 for a revised project total of \$146,688.

Background:

Timely repair, maintenance, and upkeep of the roofing systems are essential in maintaining the integrity and useful life of the facilities. Proper maintenance maximizes the useful life of facilities, preventing deterioration of facilities due to South Florida's hot and humid environment and improving energy efficiency.

The existing roofing systems in place at the Public Works Fleet Maintenance and Mechanical Buildings needed replacement due to normal deterioration from time and weather. Deferred replacement of the roofing systems may result in unexpected leaks and failures leading to significant maintenance issues, property damage, and more complicated and costly repairs.

On March 6, 2024, via Resolution No. 2024-020 (Exhibit 2), the City Commission authorized the utilization of the TIPS Contract No. 211001 to contract with Provincial South, Inc. d/b/a/ PSI Roofing to replace the roofs on the Public Works Fleet and Mechanical Buildings.

The original scope of the project included the replacement of the roofs of the Fleet Building (approximately 7,200 sq ft) and the Mechanical Building (approximately 300 sq ft). Both roofs had exceeded their life expectancy and were beginning to show signs of failure, including, but not limited to decay and deterioration of the sheeting and plywood. The roof replacement project, as approved, included permitting, disposal fees and a 20-year warranty on the newly installed flat roof systems.

The City of Hallandale Beach participates in the Interlocal Purchasing System (TIPS) Cooperative. The contract lead agency is the Texas Region 8 Education Service Center. Membership in this purchasing cooperative offers access to competitively procured contracts with quality vendors; savings of time and financial resources necessary to fulfill bid requirements; assistance with purchasing process by qualified TIPS staff; and access to pricing based on a "national" high-profile contract. TIPS contracts have been leveraged nationally and allow for governmental use in all fifty states.

This award was awarded as a Job-Order-Contract, which is a construction delivery method that allows projects to be completed through a competitively awarded contract. This single-solicitation process enables projects to start faster and creates partnerships resulting in higher quality work.

Lead agency, Texas Region 8 Education Service Center, competitively solicited bids through RCSP No. 211001, Job Order Contracting, to provide turn-key construction projects and/or materials. The solicitation was advertised from October 7, 2021, until November 19, 2021. The contract was awarded to Provincial South, Inc. dba PSI Roofing for an initial term of two (2) years with an optional renewal extension for an additional three (3) consecutive one (1) year terms. All subsequent renewal extension years are automatic unless the awarded vendor notifies TIPS of its objection to the additional one (1) year renewal extension or TIPS decides not to officer the additional years. The current term expiration date is January 31, 2025, and may be renewed for two (2) additional one (1) year periods (Exhibit 3).

Breakdown of the approved project budget, per Purchase Order 20240841 (Exhibit 4):

Project Location/Item	Funding Source	Amount
Fleet Building	3390W-565000-P2402 6515-565000-P2402	\$107,000
Mechanical Building	3390W-565000-P2401 6515-565000-P2401	\$22,000
PURCHASE ORDER TOTAL		\$129,000

Current Situation:

The estimated cost of the project was based upon visible inspection of the roofing systems, along with the Contractor’s expertise and experience with similar roofing replacement projects. However, in a project of this nature unforeseen conditions may exist once work commences. This was the case with the Fleet Building, upon removal of the roofing material, it was determined the underlay of plywood had deteriorated and required replacement. The contractor notified the Project Manager and included backup material to justify the removal and replacement of the plywood decking, which was beyond the original scope of the project (Exhibit 5). The Contractor was authorized to make the necessary repairs to ensure the building was weather-proof and watertight.

The additional work, including labor and materials, resulted in an additional cost of \$17,688 beyond the original contract. The project, including the additional work, is completed ahead of the projected completion date of December 31, 2024, pending approval of this change order.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment, and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

Pursuant to Code of Ordinances, Chapter 23, Section 23-12 Procedures for purchases in excess of \$50,000, item (7) Change Orders, any change in the contract price, scope of work or time for completion of any project following the award of a contract shall be by a written change order, approved by the City Manager and executed with the same formalities as the contract. (7)(a) The City Manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent of the contract cost or \$50,000, whichever is less. The scope of any project may not be changed without prior approval of the City Commission.

Pursuant to the Code of Ordinances Chapter 23, the City Manager’s purchasing authority is \$50,000.00. Per Code of Ordinances Chapter 23, Section 23-10, Appropriations Required: (a) No obligation for expenditures of City funds may be incurred except pursuant to, and only to the extent of, a specific appropriation of funds in the budget. This provision shall apply, without being limited to, any formal or informal contractual obligation

for the purchase of lease supplies, services or equipment, and personal services. No money may be drawn from the treasury of the City nor may the appropriate City officials execute any check, draft, warrant, note or other negotiable instrument, except pursuant to, and only to the extent of, a specific appropriation of funds in the budget to be debited for such payment; (c) The City Manager, in a matter of public necessity, may incur obligations or expend funds, not in excess of \$50,000.00 without complying with this article or the requirements for public bidding, provided that he/she places the ratification of these expenditures on the first regularly scheduled commission meeting occurring after the incursion or expenditure. In an emergency involving urgent, and extreme matters of public health, safety or welfare, the City Manager may exceed this monetary limitation, provided that, on the same business day that he/she takes such action, the City Manager shall request that a special commission meeting be held at the earliest possible time, to ratify that action.

Cost Benefit:

The City uses the discounted buying power of the cooperative purchasing program to maximize cost savings and cost avoidance. The Job-Order-Contract offers access to competitively procured contracts with quality vendors; savings of time and financial resources necessary to fulfill bid requirements; assistance with purchasing process by qualified TIPS staff; and access to pricing based on a “national” high-profile contract. The estimated cost for the roof replacements, including the change order, is \$146,688, which is inclusive of permitting fees, disposal fees and warranties.


PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Resolution No. 2024-020 PSI Roofing
- Exhibit 3 – Contract No. 211001- PSI Roofing
- Exhibit 4 – Purchase Order No. 20240841
- Exhibit 5 – Justification of Additional Work
- Exhibit 6 – Additional Work Quotes

Prepared By: 
Troy Gies
Assistant Director Public Works – Internal Operations

Reviewed By: 
Jeffrey Odoms
Public Works Director

Reviewed By: *Noemy Sandoval*
Noemy Sandoval
Assistant City Manager