




CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no Physical changes to the environment.	Coordination: Department of Public Works; City Attorney's Office; City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  12/1/22

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS WITH CALIFORNIA ROOFING CO, INC. AND ROOFLINE BUILDERS, INC. FOR AS REQUIRED ROOFING REPAIRS AND MAINTENANCE SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute purchase orders with California Roofing Co, Inc. (San José, CA) and Roofline Builders, Inc. (Pleasanton, CA) for as-required roofing repairs and maintenance services, for a one-year term beginning on or about January 1, 2023, and ending on or about December 31, 2023, for a combined not-to-exceed amount of \$1,400,000; and
2. Exercise up to four one-year options to extend the term of the purchase orders, with the last option ending on or about December 31, 2027, subject to annual appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action provides the City with required roofing repairs and maintenance services to ensure the safety and stability of roofs on City buildings.

BASIS FOR RECOMMENDATION:

The Department of Public Works Facilities Management Division is responsible for overseeing the maintenance and repair of over 400 City facilities and structures, such as police facilities, fire stations, community centers, libraries, parks, and corporate yards. Building roof repairs and maintenance work requests from various departmental groups have increased and services are high in demand at City locations. Roof repairs and maintenance services are essential for safety and to preserve City facilities in optimal condition thereby reducing long term replacement costs.

In August 2022, a competitive Request for Bids was released by the Finance Department to procure these services. Two responsive bids were submitted. One bidder qualified for the City's local and small business preference and no protests were received. Staff recommends award to California Roofing Co, Inc. and Roofline Builders, Inc. for being the lowest priced responsive and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2). Approval of this recommendation will ensure the City continues to receive these essential roof repair and maintenance services.

Climate Smart San José: The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This City Council item is consistent with the City's 2022-2023 Adopted Budget City Service Areas Delivery Framework: "To effectively develop, manage, and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects."

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn Name	Total Appn	Amt. for Recommendation	2022-2023 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	0572	PW Non-Personal / Equipment	\$17,626,917	\$60,000	707	06/21/2022 30790

Services provided under this purchase order are managed by the Department of Public Works on behalf of various City departments. Project scope, cost, and funding sources will vary. A portion of the funding for these services is provided by the Department of Public Works as shown in the table above, additional funding will be provided by other City departments. The Department of Public Works will pay the vendor and charge departments directly for services provided.

FOR QUESTIONS CONTACT: Luz Cofresi-Howe, Assistant Director of Finance, at luz.cofresi-howe@sanjoseca.gov