



## THE CITY OF KEY WEST

1300 White Street, Key West, FL 33041-1409 (305) 809-3700

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### **EXECUTIVE SUMMARY**

**Date:** July 1, 2020  
**To:** Gregory Veliz, City Manager  
**From:** Albiona Balliu, Senior Project Manager  
**Cc:** Patti McLaughlin, Assistant City Manager  
Mark Finigan, Finance Director  
Steve McAlearney, Director of Engineering

**Subject:** Approve the Award of the roof repair at 3420 Northside Drive

### **ACTION STATEMENT**

Award the contract for partial roof repair at 3420 Northside Drive to Trademark Builders LLC in the amount of \$56,300.00. Authorize the City Manager to execute this agreement and any necessary budget transfers/amendments.

### **BACKGROUND**

The City of Key West building located at 3420 Northside Drive has three roof areas, replacement of two roofs is recommended. In accordance with formal competitive bidding procedures, the City placed an advertisement and went out to bid for 30 days, but received no proposals. As the roofs still need repair, it is in the best interest of the City to invoke Sec. 2-797 (4)b and solicit a minimum of three bids. The City requested proposals from multiple roofing companies in the area and received three proposals. Staff considers the bid of Trademark Builders the best value based on price, material, warranty and verified references. The three proposals received are outlined in the bid tabulation below.

**Bid Tabulation**

<b>Company Name</b>	<b>Bid Amount</b>	<b>Work Warranty</b>	<b>Manufacturer Warranty</b>
<b>Trademark Builders LLC</b>	<b>\$56,300.00</b>	<b>5 years</b>	<b>20 years</b>
<b>K2 Summit LLC</b>	<b>\$64,217.00</b>	<b>2 years</b>	<b>20 years</b>
<b>Ruff Roofing</b>	<b>\$129,860.00</b>	<b>5 years</b>	<b>20 years</b>

This resolution supports Key West Strategic Plan Infrastructure Goal #4 *Long term sustainability of the City's hard assets*

**FINANCIAL**

The cost to complete the Task Order is \$56,300.00. Contract will be funded under account 101-1905-519-6200 (Project # IS19051901)

**RECOMMENDATION**

Staff recommends awarding a construction contract for 3420 Northside Drive to Trademark Builders LLC in the amount of \$56,300.00 and authorizing the City Manager to execute this agreement and any necessary budget transfers/amendments in the best interest of the city.