



## MEMORANDUM

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Date: June 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Marcus Davila  
Director of Community Services

Subject: **Authorize the repair of the roof of the Facilities Maintenance Building by Tecta America South Florida, Inc. through the Omnia Contract Number 04-29.**

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### **Introduction**

City staff respectfully recommends that the Mayor and City Commission authorize the repair of the roof of the Facilities Maintenance Building in the amount of \$74,569.00 to be performed by Tecta America South Florida, Inc. through the OMNIA Partners cooperative purchasing contract (Contract No. 04-29 JOC, RQN# 2025-0106).

This procurement is conducted without formal competitive bidding in accordance with Section 2-797(3) of the City Code, which permits purchases and acquisitions under contracts of the federal government, the State of Florida, or any of its political subdivisions, provided below. The use of the OMNIA contract ensures compliance with competitive solicitation requirements while enabling the City to efficiently address critical facility maintenance needs.

### **Sec. 2-797. Exemptions.**

The following are exempt from the requirements of formal competitive procurement:

(3) *Purchases and acquisitions under contracts of the federal government, the state or its political subdivisions, and governmental purchasing cooperative programs.* All purchases of commodities or contractual services under provisions of local, state, federal or governmental purchasing cooperative purchasing contracts shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

- a. The terms and conditions of the original contract by the federal, state, or local government, other than the city, are satisfactory to the city and such terms and conditions are expressly extended to other municipalities pursuant to the bid documents or by the original successful bidder.

b. The purchasing agent has performed an informal solicitation to determine if the prices of the original contract are fair and reasonable and to ensure local vendors have an opportunity to compete.

c. The City Commission authorizes such procurement when the cost of the commodities or contractual services exceeds \$50,000.00.

## **Background**

The Facilities Maintenance Building is in urgent need of significant roof repairs due to extensive wear and deterioration. This building serves as the central hub for the City's facilities maintenance team and is essential to daily operations. It houses critical tools, specialized equipment, and a wide array of maintenance supplies that are vital for responding to infrastructure needs across city properties. Without timely repairs, the compromised roof poses a serious risk of water intrusion and damage to these valuable assets, which could disrupt services and result in costly losses.

To address this issue efficiently and cost-effectively, the City intends to utilize OMNIA Partners for procurement of the necessary roofing services. OMNIA Partners is a premier cooperative purchasing organization that supports public sector agencies—including local governments, K-12 and higher education institutions, and nonprofit organizations—through access to competitively solicited, publicly awarded contracts. Participation is open to all eligible public and nonprofit entities across the United States, allowing them to streamline procurement processes and leverage national volume pricing. Through OMNIA Partners, the City can expedite the procurement of a qualified contractor for the roofing project, ensuring compliance with procurement regulations while minimizing administrative burden and securing high-quality services.

## **Procurement**

The Office of Procurement contacted Tecta America South Florida, Inc. to request a site walk-through of the Facilities Maintenance Building, located at 633 Palm Avenue Causeway, Key West, Florida 33040. This site visit was conducted at no cost to the City and allowed the contractor to assess the condition of the facility in order to develop an accurate and comprehensive project scope and cost proposal, as reflected in the submitted quote.

Funding for the required repairs and replacements has been appropriated within the FY25 budget under Repair of the Infrastructure Surtax / Facilities Maintenance / Infrastructure (Account No. 101-1909-519-6300), with a not-to-exceed amount of \$74,569.00 allocated for this project.

## **Recommendation**

City staff respectfully recommends that the Mayor and City Commission authorize the repair of the roof of the Facilities Maintenance Building in an amount not to exceed \$74,569.00, to be performed by Tecta America South Florida, Inc. utilizing the OMNIA Partners cooperative purchasing contract (Contract No. 04-29 JOC, RQN# 2025-0106).

This procurement is being made in accordance with Section 2-797(3) of the City Code, which permits the use of contracts awarded by the federal government, the State of Florida, or its political subdivisions, thereby streamlining the purchasing process while ensuring compliance and cost-efficiency.

## **Attachments:**

Resolution

Quote

Omnia Contract

Omnia Pricing