

MEMORANDUM

Purchasing #17-020
November 23, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Award Bid E-03-17, Roof Replacement for Utilities Field Office Storage Building

Contract Need/Background

Bid E-03-17 was issued for the Utilities Department to establish a contract for the furnishing of all labor, equipment, tools, and materials for replacing the roof of the Utilities Field Office Storage Building.

Attached you will find copies of the memorandum and the bid award recommendation form submitted by the Utilities Department, the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the Bid List, and companies from appropriate listings in other source books.

Number of firms responding with bids2
Number of firms responding with responsive bids1

Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. Bid notices are also posted in the City's eBid system.

Funding

The contract will be funded from budgeted funds in account 420-7398-522.65-12/10-121 Capital Project/Replacement Utilities Field Office.

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Market Research

The General Services Department performed outreach to local small construction and roofing contractors, to inform them about this project. A total of fifty-four (54) local companies were notified.

Award Recommendation

After reviewing the responses to this bid with the Utilities Department it is recommended that the award for E-03-17 be made to the sole responsive, responsible bidder, Roof Painting by Hartzell, Inc. in the amount of \$113,685.00. The recommended company is a local Pompano Beach Business.

enclosures

cc: file