



Agenda Item # \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Montgomery and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Bruce Moe, Finance Director  
Gwen Eng, General Services Manager

**DATE:** September 16, 2008

**SUBJECT:** Consideration of a Three-Year Contract to Tremco for Preventative Maintenance and Repairs of Roofs at Sixteen City Facilities (Estimated Value \$27,300)

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**RECOMMENDATION:**

Staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers), and b) award a three-year roof maintenance contract to Tremco in the amount of \$27,300.

**FISCAL IMPLICATION:**

Sufficient funds are available in the Public Works Department's Building Maintenance and Park's Maintenance budgets for these services.

**BACKGROUND:**

Maintaining the roofing structures of City facilities requires the assistance and expertise of specially trained and qualified roofing experts. Because City staff does not have this expertise, we have traditionally contracted with outside firms for this service.

**DISCUSSION:**

The current contract is due to expire, and staff is recommending that we renew the service agreement with the incumbent contractor, Tremco. The contract will provide a periodic preventative maintenance and repair program, including annual inspections and non-major repairs as needed. Most of the City's roofs have been replaced in recent years. A thorough maintenance program is estimated to prolong a roof's life (normally 10 years) by an additional 10-20 years.

Since 1992, Tremco, has successfully installed roofs on eight City facilities. They were selected by the City for our roofing needs because of their knowledge and experience, and factory-trained technicians. We have been very satisfied not only with their installation workmanship, but with their after-installation service. As a result, we are recommending that Council renew a three-year contract with Tremco for this vital service.

Agenda Item #: \_\_\_\_\_

The pricing offered is listed on a CMAS (California Multiple Award Schedule) contract, which in this case is based upon a Federal contract with the General Service Administration. Since this purchase was not formally bid, and exceeds the \$20,000 formal bid threshold, Council must waive formal bidding per Municipal Code Section 2.36.140 (waivers) to authorize this contract.

If approved, the contract will be in the form of a purchase order. The City may cancel the contract at any time without cause if necessary.