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Public Works

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MEMORANDUM

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator

FROM: Brian Stineman, Director of Public Works

DATE: September 14, 2018

RE: Request to Issue Purchase Order for Public Works Roof Replacement

INTRODUCTION:

During the FY 2019 budget process council approved funding for a new roof for the rear section of the Public Works Building.

BACKGROUND:

The roof on the rear section of the Public Works Building is original and is leaking in multiple locations. The roof needs to be removed and replaced. During this process insulation will be added to make the building more energy efficient. Bids were requested from three vendors with only one received from Bryant Roofing. The other vendors indicated they were too busy to take on this project at this time. Bryant Roofing is able to start on the project as soon as the purchase order is approved. Due to the number and frequency of leaks in the roof, Public Works feels it is critical to replace the roof as soon as possible.

RECOMMENDATION/RATIONALE:

Staff recommends approving a purchase order to Bryant Roofing in the amount of \$47,171. There was \$49,530 budgeted for this work in the Deferred Maintenance Budget.

BACKUP INFORMATION:

N/A