

Board of County Commissioners

Agenda Request

Date of Meeting: June 2, 2009

Date Submitted: May 15, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Tim Barden, Assistant County Administrator
John Taylor, Facilities Management Coordinator

Subject: Request Board Approval to Advertise Bids for A New Roof for the Property Appraiser and Supervisor of Elections Offices and Associated Maintenance Activities for County Facilities

Statement of Issue:

This agenda item requests Board approval to advertise bids for a new roof for the Property Appraiser and Supervisor of Elections Offices and associated maintenance activities for County facilities.

Background:

After a thorough assessment of all County buildings by the Facilities Division staff, there exist numerous improvements that are required on an ongoing manner. Staff remains vigilant in achieving these maintenance activities, based on available budget and resources. At different times during the past two fiscal years, the excessive wear and age of “large ticket” facility maintenance items, such as the roofs on County buildings (ref: Tax Collector, Building Division, Housing Division, VFD Station buildings), has resulted in substantial leaks and water damage necessitating significant repairs and re-roofing.

At this time, the building housing the Property Appraiser and Supervisor of Elections offices are in desperate need of a new roof. Both offices have already reported numerous leaks on numerous occasions, increasing in recent months. In 1992, repairs were made to the roof but over the years with little to no preventive maintenance, the roof has continued to deteriorate, and is leaking on to the sub base. The roof is coming apart from the base and is pulling up from the trusses. Additionally, with the last couple of storms this facility has sustained more damage and additional leaks have developed. Assessments made after Tropical Storm Faye, showed there was approximately \$21,000 of damage reported from that event alone. By current estimates, this facility should have been re-roofed over five years ago, but this was not performed and time is now critical.

Staff is recommending a replacement with a standing seam roof that would match the present roof on the Board of County Commission Office and the Housing and Building offices. Such a roof would require lower maintenance in the years ahead and would also extend the life expectancy and utilization of this facility for decades to come.

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Additionally, staff is requesting that a gutter system be installed at both the Tax Collector and OMB Offices to accompany and protect the recently installed roof on both offices.

The remainder of this agenda item details additional information for this proposal, and includes an update to leverage state funding (available only through the summer months) at limited cost to the County for additional maintenance activities.

Analysis:

Installing a galvanized standing seam roof system and new sub base, the membrane down on the roof, it would last approximately 25 to 35 years and will save on energy costs of the office as well as present a unified complex area for the County. However, if we do not repair the roof on this office as soon as possible (prior to 2009 storm season), we may well experience a catastrophic situation further damaging the building and increasing the ultimate cost of repair and maintenance. As such staff is requesting advertisement for bids for this re-roof at present.

In December of 2008, staff requested informal quotes from area roofing contractors to re-roof the Property Appraiser and Supervisor of Elections Office. Based upon that information, and acknowledging that present economic conditions may well push the price of re-roofing below this mark, staff is requesting that \$70,000 be budgeted for the purpose of the facility re-roof at this time.

Since the re-roofing of the Tax Collector and Porter (OMB) Buildings, Facilities staff has noted maintenance issues surrounding the lack of gutter systems included in those two buildings, specifically. Staff is also requesting the Board approve an advertisement to bid for guttering of those two facilities with a budget of \$10,000 for that purpose. It is recommended that this \$80,000 expenditure be realigned to the new CIP account for this purpose from the general fund contingency reserve account. Approval of this at this time would reduce the available unencumbered budget in the general fund contingency from \$385,926 to \$282,506.

As the Board is likely aware, the economic downturn and resulting job losses in our community has received great attention locally and at the state level. Earlier this year, WorkForce Plus approved a grant to put local trades people back to work utilizing state grant dollars. The County is planning to utilize these approximately 6 employees, at no staffing cost to the County, to work on targeted facility maintenance issues through the summer months. For example, the Facilities Division will use these temporary employees for internal and external painting maintenance activities, and minor repair work, all by utilizing existing County budget for only materials (estimated at under \$2,500). Staff wants to take this opportunity to join the Board in thanking Work Force Plus for availing the County of these local workers for our County maintenance activities, putting our families back to work this summer at virtually no cost to the County taxpayers.

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Options:

1. Approve to advertise bids for a new roof for the Property Appraiser and Supervisor of Elections Offices, Gutter Installation at Tax Collector and OMB Offices.
2. Do not approve to advertise bids for a new roof for the Property Appraiser and Supervisor of Elections Offices, Gutter Installation at Tax Collector and OMB Offices.
3. Board Direction.

Recommendation:

Option #1