



# The CITY OF DAYTONA BEACH

Public Works Department

Facilities Division

**TO:** James V. Chisholm, City Manager  
**FROM:** Joe Paul, Facilities Property Maintenance Operations Project Manager  
**THROUGH:** Frank Van Pelt, Technical Services Project Director  
**THROUGH:** David Waller, Deputy Public Works Director   
**DATE:** August 17, 2017  
**SUBJECT:** Continuing Services Contract Approval for Roofing Repairs & Maintenance

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## REQUEST

The Public Works, Facilities Property Maintenance Division is requesting the City Commission to award a Continuing Services Contract to R/J Group, Inc., 4424 Jackson Street, Port Orange, Florida 32127, for as-needed roof repairs and maintenance, for a term of two (2) years with four (4) 1-year renewal options, and to authorize the Mayor and City Clerk to execute the contracts and provide an effective date, and authorize the City Manager to exercise the contract renewal options.

## PURPOSE

A Request for Proposals (RFP) was issued for Continuing Services Contracts for roof repairs and maintenance, and five (5) firms responded. The City's Selection Committee convened on May 19, 2017 to review the Proposals received in response to the referenced RFP, and scored those proposals in accordance with the evaluation criteria published in the RFP. Based on the Committee's recommended short list, the City Manager selected the firm and staff negotiated the contract.

## **CONSIDERATION**

This is a job order contract using RS Means unit pricing with no mark up. Projects will be issued to the above listed by issuance of a Work Authorization. The scope of services and compensation for each project will be negotiated and mutually agreed upon prior to project issuance.

## **FUNDING**

Funding is not required to issue the contract.

## **RECOMMENDATION**

It is recommended the City Commission award a Continuing Services Contract to R/J Group, Inc., 4424 Jackson Street, Port Orange, Florida 32127, for as-needed roof repairs and maintenance, and to authorize the Mayor and City Clerk to execute the contracts and provide an effective date.

## **ATTACHMENTS**

- 1) Agenda Summary
- 2) PowerPoint
- 3) Short List Memo Signed by City Manager
- 4) Contract
- 5) Vendor Mail Out
- 6) Bid Tab
- 7) Bid Recap