



## CITY OF HOLLYWOOD, FLORIDA

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### OFFICE OF PROCUREMENT SERVICES

**DATE:** 4/17/23 **FILE:** PR-23-134

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Adam Reichbach  
Assistant City Manager for Finance and Administration DS  
AR

**VIA:** Gus Zambrano DS  
GZ  
Assistant City Manager

**THRU:** Steve Stewart DS  
SV DS  
SS  
Director, Procurement and Contract Compliance

**FROM:** Dana Nelson / DCM DS  
DN DS  
MT DS  
C/CO  
Support Services Manager

**SUBJECT:** Recommendation to Approve the Issuance of a Purchase Order to PSI Roofing for labor and materials to complete the roofing replacement on Fire Station 105's roof in the amount not to exceed \$287,600.00. The Procurement Method used is Emergency/Piggyback.

#### ISSUE:

The Fire Department has an urgent need for the replacement of the roof on Fire Station 105. There is evidence of extensive failure in the roofing system, as one walks through the fire station there are multiple stains and evidence of leaks throughout the building. The wood fascia around the building is deteriorating. On the roof surface there is evidence of several cracked and broken tiles throughout the roofing assembly. There are soft spots on the tile roofing system which are signs of degradation in the plywood decking. There is evidence of several repair attempts at roof terminations and wall flashings. Due to the extent of roof failure, it is not recommended to further try and repair.

Prior to the rain events on April 12th and 13th, there have been numerous active leaks during regular rainstorms. During the rain events on April 12th and 13th there was additional significant damage throughout the fire station due to water intruding into the building. The intrusion was a continuous flow of water, not just a leak. Fire personnel contacted our Public Works department for temporary repairs while this contract is being routed.

The services/supplies are needed in support of 24/7 fire operations at this Fire Station. The Fire Station has active and major leaking throughout the station which is creating a hazardous condition in which our fire personnel live and operate from. A competitive process was done through The Interlocal Purchasing System (TIPS) RFP and contract number 211001 for Trades, Labor and Materials. The TIPS System issued contract number 211001 to PSI Roofing for a period of 1/27/2022 – 1/27/2024. The TIPS System has agreed to allow the City of Hollywood to piggyback 211001 under the same terms, conditions, and pricing.

Due to the emergency nature of this project, it was agreed upon to approve this TIPS contract initially by Emergency Memo and then go through the official Commission process after the fact.

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS**

**(C)(1) Emergency purchases:**

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS**

**(C)(5) Piggyback purchases:**

*The CPO may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.*

***Pursuant to Section 38.38 of the [Procurement Code](#), the City Manager or designee will have authority to approve and execute contracts up to \$100,000.***

Funding has been provided in the fiscal year 2023 budget from the Public Works Account Number ~~334.219901.51900.564530.001662.000.000~~ and the Fire Account Number 117.215101.51900.546360.001660.000.000 117.509901.51900.563010.001503.000.000

**RECOMMENDATION:**

Authorize the issuance of a Purchase Order to PSI Roofing for labor and materials to complete the roofing replacement on Fire Station 105's roof for the amount of \$287,600.00

DocuSigned by:

*George R. Keller Jr., CPPT*

5/9/2023

APPROVED BY: George R. Keller, Jr. CPPT  
City Manager

Date:

**Attachments:**

Piggyback Request Form and Checklist  
TIPS Contract 211001  
PSI Roofing Proposal  
Addendum to Proposal  
Approved Certificate of Insurance  
FS 105 Condition Report