



MEMORANDUM

Date: May 26, 2020

To: David Hebert, City Manager

From: Albert J Carbon III, P. E., Public Works Director

Subject: Emergency Repair Declaration – Repair of Roof Leaks at City Buildings

On May 21, 2020, Public Works requested the City Manager and Mayor declare work associated with the repair of roofs at 10 city owned buildings, as defined in City Code Section 2-198 (2).

On May 21st and 22nd, the City Manager and Mayor authorized the emergency repairs for an amount not to exceed \$123,000. Per the City Code, a report to City Commission be forwarded to City Commission at the next scheduled Commission meeting.

Background

The recent rains exposed roofs leaks and the need to make immediate repairs to several city buildings. The buildings and the estimated repair cost range is below:

1. Dillon Tennis Center EST cost for repair \$14,000 to \$15,000
2. City Hall EST cost for repair \$11,000 to \$15,000
3. 211 Broward Call Center EST cost for repair \$4,000 to \$5,000
4. Fire Station 20 - \$14,000 to \$18,000
5. Fire Station 09 - \$14,000 to \$20,000
6. Library - \$4,000 to \$6,000
7. Jaco - \$8,000 to \$12,000
8. Collins Community Center - \$8,000 to \$20,000. Estimate to replace is \$100,000
9. Spiher Community Center - \$5,000 to \$7,000
10. 3801 PW Admin - \$3,000 to \$5,000.

Unless repairs are made immediately, the roofs will continue to leak causing additional damage throughout these buildings. The total repair cost ranges from \$85,000 to \$123,000.

Emergency Procurement

Since repairs are needed to start immediately and the cost is estimated to exceed \$25,000, Public Works requested the City Manager and Mayor declare the work required an emergency under the City Code.

Per the City Code, emergency contractual services above \$25,000 need joint authorization from the City Manager and Mayor, and then forwarded to City Commission at the next scheduled Commission meeting.

From our [Code](#):

Emergency procurements. The city manager may make emergency procurements of supplies or contractual services where the cost exceeds twenty-five thousand dollars (\$25,000.00) when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the city, when joined in said action by the mayor, provided, however, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of the emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the supply or contractual service procured under this contract, and the number of the purchase order, if any. The city commission must be notified, after the fact, of such procurements in excess of twenty-five thousand dollars (\$25,000.00) at the next scheduled commission meeting. In any event any increase over the original amount of an emergency procurement reported to the city commission exceeding ten (10) percent shall be reported to the city commission to be noted for the record.