



## **AGENDA MEMORANDUM**

First Reading for the City Council Meeting of December 4, 2018  
Second Reading for the City Council Meeting of December 11, 2018

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**DATE:** December 4, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Gina Sanchez, Marina Superintendent  
[GinaS@cctexas.com](mailto:GinaS@cctexas.com)  
(361) 826-3980

Kim Baker, Assistant Director of Financial Services  
[kimb2@cctexas.com](mailto:kimb2@cctexas.com)  
(361) 826-3169

<b>Roof Replacement for Marina Office</b>
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### **CAPTION:**

Ordinance authorizing a two-month service agreement for replacement of the roof at the Marina office with South Texas Metal Roofing, of Corpus Christi, Texas, in the amount of \$79,350; appropriating from the Unreserved Fund Balance in the Marina Fund; and amending the budget.

### **PURPOSE:**

This item is to authorize a service agreement for the roof replacement, appropriate said funds, and amend the budget.

### **BACKGROUND AND FINDINGS:**

The roof at the Marina Office and Boaters' Facility at the Lawrence Street T-head needs to be replaced due to exterior corrosion on the existing roof. Marina staff are currently housed in this building, and it also functions as a laundry facility, showers, and restrooms for boaters at the Lawrence Street T-head.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids from qualified firms to remove the existing roof and install a new Galvalume 24-gauge steel roof at the Marina Office. The City received two bids for these services; staff concluded the lowest responsive, responsible bidder is South Texas Metal Roofing. Staff recommends award to South Texas Metal Roofing.

**ALTERNATIVES:**

Not applicable

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Municipal Marina

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$79,350.00	\$0.00	\$0.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$79,350.00	\$0.00	\$0.00
BALANCE	\$0.00	\$0.00	\$0.00

Fund(s): Marina

**Comments:****RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Service Agreement  
Bid Tabulation