

To: Board of Education

From: Tony Barron, director, facilities & operations, ext. 1643
Kyle Hayden, assistant superintendent, business & operations, ext. 4309

Re: Roof Inspection/Preventative Maintenance Program – District

Date: April 7, 2016

Background:

District staff from the Facilities and Operations Department (F&O) have worked with several roofing contractors over the past several years to maintain and repair roofs throughout the district. Internal staff have also made temporary repairs, when notified, until a permanent fix can be attained. Due to the number of roofs, different roofing systems, lack of training for internal staff, and availability of contractors, F&O has approached roofing contractor, Schwickerts Tecta America LLC, to provide an annual inspection and maintenance contract for 24 buildings/campuses throughout the district. The contract will allow F&O to properly maintain and plan appropriately for future roof repairs and replacements.

Bids and Specifications:

Some of the maintenance items provided through the contract are listed below:

- Visual survey of the exterior condition of the roof
- Remove debris from gutters, interior drains, through wall scuppers
- Photos of all defects and assessment of the roof life expectancy
- Delivery and review of an annual report to include: outline of work performed, repair recommendations and pricing, estimated roof life, updated roof maps and related photos, and roof replacement budget estimates
- Access to web-based program to include all of the above with ongoing history of roof repairs and service calls
- 24/7 emergency leak repair performed at a discounted flat rate

Schwickerts Tecta America LLC is providing the services for the above-referenced project through the National Cooperative Purchasing Alliance, contract #:02-20. The cost of the annual contract is \$36,514.

Recommendation:

Administration recommends board approval of an annual roof housekeeping and maintenance contract with Schwickerts Tecta America LLC procured through the National Cooperative Purchasing Alliance for the amount of \$36,514.

Motion:

"I move the Board of Education approve an annual roof housekeeping and maintenance contract with Schwickerts Tecta America LLC procured through the National Cooperative Purchasing Alliance for the amount of \$36,514."