



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into an \$71,000 contract to install a Partial Roof Replacement at Durham County Southwest Library. The approved funding to support this project uses Pay-As-You-Go capital funds allocated to support the County’s Roofing Life Cycle Replacement program.

**Background/Justification**

The roof of the Durham County Southwest Library is approaching the end of its warranty period and is showing signs of aging. As the roof ages, it becomes increasingly susceptible to leaks and other forms of damage. The library's roof has served its purpose well over the years, but it is now at a critical juncture where proactive measures are necessary to prevent potential issues. Given the roof's age and the expiration of its warranty, it is crucial to replace it to safeguard the library's infrastructure.

The selected vendor, Wayne Roofing & Sheet Metal Co. has worked successfully on similar size projects among other NC local jurisdictions.

**Policy Impact**

This request is consistent with past policy requests to repair or replace Durham County site Roof when it approaches the warranty expiration period.

**Procurement Background**

*Explain the procurement process. Using the below section, clarify the contract purchase type(s) (i.e. Goods, Services, Architect, Engineer or Surveyor Services, Construction).*

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000*

*Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000*

*Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption



- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

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**Fiscal Impact**

Funding for the project will come from Roofing CIP sources. The funding codes are as follows  
Cost Center – 4190420000, fund – 400430000, WBS element 4190420030073301.

**Recommendation**

The Board is requested to authorize the County Manager to enter into an \$71,000 contract to install a Partial Roof Replacement at Durham County Southwest Library.

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