



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into an \$219,735 contract to install a Roof Replacement at Durham County North 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. As well as authorize the Manager to approve change orders and amendments as long as funds are available.

**Background/Justification**

The Durham County North Library's roof dates back to its 2006 construction. The roofing material carries a 20-year warranty which expires this year 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.

**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  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

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

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$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? I am attaching a bid tab but am not attaching MWBE documentation since that information is no longer collected.

- 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 County Manager recommends that the Board authorize the County Manager to enter into an \$219,735 contract with Triad Roofing to install a new roof at Durham County North Library. The approved funding to support this project uses Pay-As-You-Go capital funds from the ongoing roof replacement CIP program DC073 (4190420030073301) allocated to support the County’s Roofing Life Cycle Replacement program. Also that the board authorizes the County Manger to approve any change orders or amendments as long as funding is available..