

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: December 11, 2024

PREPARED BY: Lucero Leyva, Senior Project Manager

SUBJECT: AWARD CONTRACT TO GARLAND/DBS, INC FOR THE SANTA ROSA
ROOF REPLACEMENT PROJECT CHA00004

RECOMMENDATION:

1. Award the construction contract to Garland/DBS for the Santa Rosa Apartments Roof Replacement Project No. CHA00004 in an amount not to exceed \$591,229.
2. Authorize the Director of Finance to set aside a 10% contingency in the amount of \$59,122.90 for unforeseen conditions.
3. Authorize the Executive Director or designee to review and approve written requests for the use of the contingency amount.
4. Authorize the Chairperson and/or the Executive Director to execute the Agreement and any documents necessary to effectuate the actions taken herewith.
5. Authorize the Chairperson and/or Executive Director to execute the Notice of Completion (NOC) and the City Clerk to file the NOC upon satisfactory completion of the Project.

BACKGROUND/ANALYSIS:

The Authority Board authorized the use of Garland/DBS, Inc. ("Garland") for roof management assessment, repairs, and related services. Garland completed a roof assessment of Santa Rosa Apartments and found that the substrate and roof needed to be replaced. Garland is recommending the complete removal and replacement of the building's roof, roof substrate, and wood fascia of all buildings at the Santa Rosa Apartments.

The existing roof is original from when the community was built in 1995 and staff agrees with the current conditions assessment and proposed recommendation from Garland. The proposed roof replacement includes a five (5) year installation warranty with the contractor and a ten (10) year manufacture warranty with Garland.

The Authority would like to enter into an agreement with Garland through the Omnia Contract No. PW1925 (A copy is on file with the City of Palm Desert's City Clerk) to complete the proposed Project. Omnia is a cooperative purchasing organization, established through a collaborative effort to assist public agencies and non-profits across the United States with the specific purpose of reducing procurement costs by leveraging group volume. Omnia accomplishes this by soliciting proposals and awarding contracts that are held by a principal procurement agency for commonly purchased products and services at prices that have been assessed to be fair, reasonable, and competitive. The provisions of the City of Palm Desert Municipal Code Section 3.30.160(E) allow the Authority to participate as a government entity with Omnia under their cooperative pricing for purchases through the named vendor.

Garland procured bids from three contractors in the Riverside County area to ensure the lowest market-adjusted price for the Project. R&R Roofing & Waterproofing Inc, of Lake Elsinore, provided the lowest bid to Garland in the amount of \$591,299 plus \$1,456.92 per square foot to provide additional insulation and decking replacement as needed (total roof square footage is approximately 3,095 square feet).

Staff recommends approval of this request to facilitate the continued routine and recurring maintenance at Santa Rosa Apartments for the fiscal year 2024/2025.

FINANCIAL IMPACT:

Funds have been included in the Housing Authority FY 2024/25 budget in the appropriate Authority account. There is no financial impact to the General Fund from this action.

ATTACHMENTS:

1. PDHA SR Omnia Proposal 24
2. Santa Rosa CHA00004 Contract