

MEMORANDUM

TO: City Council

FROM: David J. Deutsch, City Manager

DATE: October 13, 2008

SUBJECT: Proposed Award of a City Contract to CitiRoof Corp. for the Gutter Repairs, Slate Shingle Replacements and New Snow Cleats at the Belair Stables Museum

The Historic Properties Division of the Department of Community Services operates the Belair Stables Museum located on Belair Drive. The current year capital budget allocates \$30,000 towards the above-referenced work at this facility. The City issued a request for proposals for the work, which was properly advertised. Bids were opened on September 29, 2008 at 2:00 p.m. The bids received for this work are as follows:

CitiRoof Corp. Columbia, MD	\$29,735
RRH Associates Huntingtown, MD	\$35,920
Boblits Enterprises, LLC Hughesville, MD	\$40,550
Ruff Roofers, Inc. Baltimore, MD	\$60,100

Upon review of the bids, Staff determined that CitiRoof Corp. submitted the most responsive and responsible bid. Staff also reviewed the specifications with CitiRoof Corp. and performed a joint inspection subsequent to the bid opening to confirm our understanding for the work required. Staff is satisfied that the low bidder, CitiRoof Corp. understands the scope of the work required to complete this job.

Recommendation: Staff recommends that the contract for gutter repairs, slate shingle replacements and new snow cleats at the Belair Stables Museum be awarded to CitiRoof Corp. in the amount of \$29,735 and R-75-08 be approved.

RESOLUTION

OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR THE REPAIR OF GUTTERS,
SLATE SHINGLE REPLACEMENTS, AND NEW SNOW CLEATS AT
THE BELAIR STABLES MUSEUM TO CITIROOF, CORP.

WHEREAS, the City of Bowie owns and maintains the Belair Stables Museum, located at 2835 Belair Drive, Bowie, Maryland; and

WHEREAS, the gutters, slate shingle replacements, and new snow cleats at the Belair Stables Museum are in need of repair; and

WHEREAS, the current year budget allocates \$30,000 for the necessary repair of gutters, slate shingle replacements, and new snow cleats at the Belair Stables Museum; and

WHEREAS, a request for proposals was issued for the aforementioned work, the closing date for which was September 29, 2008 at 2:00 p.m. at which time four bids were received and opened; and

WHEREAS, it has been determined that the lowest, most responsive and responsive qualified bidder is CitiRoof Corp. of Columbia, Maryland; and

WHEREAS, it has been determined that CitiRoof Corp. of Columbia, Maryland is fully capable of completing the necessary work per City specifications; and

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Bowie, Maryland that the City Manager is hereby authorized to enter into an Agreement with CitiRoof Corp. of Columbia, Maryland in the amount of \$29,735 for the repair of gutters, slate shingle replacements and new snow cleats at the Belair Stables Mansion.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on October 20, 2008.

G. Frederick Robinson
Mayor

ATTEST:

Pamela A. Fleming
City Clerk