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**Public Works**

**City Transit**  
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**MEMORANDUM**

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

TO: Brian Stineman, Public Works Director

FROM: Stan O'Brien, Building & Grounds Supervisor

DATE: May 2, 2017

RE: Request to Issue Purchase Order – PSB Apparatus Room Roof Replacement

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**INTRODUCTION:**

At the Public Safety Building, the Fire Department Apparatus Roof is leaking and is in need of repair. All other roofs at the Public Safety Building including the Police Department, Fire Department, sleeping areas, and mechanical area were replaced in 2016.

**BACKGROUND:**

At the August 4, 2016 City Council meeting the council approved the deferred maintenance list of repairs which included this roof. The portion of the Apparatus Floor that was approved by Council was \$32,740. Due to more damage now on the roof than at the time of the original bid, the cost has increased to \$37,000.

**RECOMMENDATION/RATIONALE:**

Public Works Staff recommend approving this request to issue a Purchase Order in the amount of \$37,000 to Bryant Roofing for the Fire Department Apparatus Floor Roof Replacement. Funding for this work is available in the "Deferred Maintenance Repairs" budget.