

OMB Granicus Review

Granicus Title	Change Order No. 2 with Advanced Roofing Inc for roofing services and supplies, waterproofing, and related products and services.				
Granicus ID#	25-0132D	Reference #	190-0336-CP	Date	02/28/2025

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	N	Original Amount	\$	3,890,000.00
Fund(s)	Multiple	Amount of Change (+/-)	\$	1,945,000.00
Cost Center(s)	Multiple	Total Amount	\$	5,835,000.00
Program(s)	Multiple	Amount Available (FY25)	\$	278,070.00
Account(s)	Multiple	Included in Applicable Budget? (Y/N)	Y	
Fiscal Year(s)	FY21 – FY26			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Construction and Property Management (CPM) is seeking the approval and execution by the County Administrator (CA) of Change Order 2 with Advanced Roofing Inc (Advanced) for roofing services, supplies, waterproofing, and related products and services. This contract was originally approved by the Board of County Commissioners (BCC) on November 17, 2020, with a not-to-exceed (NTET) threshold of \$3,890,000.00 for a term of five-years. Change Order No 1, which revised language to require a quote from the vendor and clarify emergency response times, was approved in May 2018 and carried no fiscal impact. Currently, the NTET is \$3,890,000.00 through November 16, 2025.

Approved Contract Summary			
Description	Not-To-Exceed Total	Fiscal Year	Percent Change
Total Approved to Date:	\$ 3,890,000.00	2025	-
Original Contract	\$ 3,890,000.00	2020	-
Change Order No. 1	\$ 0.00	2021	-

Table 1: Approved Contract Summary

If approved, the proposed Change Order 2 will increase the NTE by \$1,945,000.00, 50.0%, for a revised NTET of \$5,835,000.00 (Table 2). There are no changes to the term end date of November 16, 2025 in Change Order 2. The Change Order is needed due to the contract being 99.97% expensed, but with nine months remaining on the term date.

Proposed Contract Changes		
Description	Amount	Percent Change
Total NTE to Date	\$ 3,890,000.00	-
First Amendment	\$ 1,945,000.00	-
Revised NTE	\$ 5,835,000.00	50.0%

Table 2: Proposed Contract Changes

Funding for this agreement is specifically included in the FY25 Operating Budget for CPM and Economic Development (PCED) in the General Fund and STAR Center Fund. A total of \$278,070.00 was confirmed by the Office of Management and Budget (OMB) in the FY25 Budget for Advanced specifically. An additional \$518,000 was found in multiple departments and funds for various roofing repairs, but not

specifically earmarked for Advanced. As this is a countywide contract, it can be utilized by other departments requiring these related products and services. Approval for the use of any other funds and whether budgetary conditions are met will need to be made on a department-by-department basis. As this is also a contract used during emergency events, some expenses may also be eligible for FEMA reimbursement.

FY25 Budget Summary - Advanced Roofing Inc		
Department	Fund	Amount
CPM	General	\$ 263,070.00
PCED	STAR Center	\$ 15,000.00
Total	All	\$ 278,070.00

Table 3: FY25 Budget Summary - Advanced Roofing Inc

Analyst: Shane Kunze

Ok to Sign: ☒

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Qwestica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).