

# ***Alachua County Department of Facilities Management***

***Charlie R. Jackson, FMP – Facilities Director***

915 SE 5<sup>th</sup> Street

Gainesville, Florida 32601

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Home Page: [www.alachuacounty.us](http://www.alachuacounty.us)

September 3, 2020

## **MEMORANDUM**

TO: Todd Hutchison, Director of Finance and Accounting

VIA: Michele Lieberman, County Manager

VIA: James K. Harriott, Jr., P.E. Deputy County Manager

FROM: Charlie R. Jackson, Facilities Management Director *9/13/20*

Re: Special Payment Request: Section 22.21A of the Alachua County Purchasing code; 6.2 of the operating purchasing policies and procedures

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Your assistance is requested for payment in the amount of \$7,900.00 to Marion/Service Roofing & Sheet Metal Company, for removing and replacing a portion of the roof at the Alachua County Agricultural Extension Office.

In FY 2019, the County processed a Blanket Purchase Request (BPO) with Marion Roofing to provide roof repair services on County buildings. In August 2019, the County began experiencing roof leaks in the Agricultural Extension building and contacted Marion Roofing to make the necessary repairs. It was determined that that portion of the roof needed partial replacement as the roof condition was beyond a state of repairs. Around mid - September 2019, Marion Roofing began making the repairs and realized that they needed some special material to make the repairs. These materials were not available and were placed on a backlogged requisition by Marion Roofing Company. In October 2019, Marion Roofing started the repairs, ordered these long lead materials and completed the installation in late December 2019. Marion Roofing was not awarded the BPO for roofing services in FY2020 and the resulting invoice became a special pay.

While in the process of preparing the special pay transaction, and immediately following the installation, building occupants notified Facilities of minor roof leaks in the newly installed area. In late Spring of 2020, Marion Roofing responded and resolved more leaks issues and because of the ongoing problems with the roof, the County delayed the payment pending verification that the repairs provided a permanent solution. Around May 2020, Facilities received several calls for some minor leaks in the same areas on the roof. In July 2020, both the County and Marion Roofing agreed that the partial roofing work was completed and the leak issues were resolved. Funds exist in the Facilities Department general maintenance budget for this work.

Respectfully, we request your approval for payment in the amount of \$7,900.00 under account code 001.19.1912.519.46.00.

Thank you for your consideration.

Attachments: Invoice #7380

# INVOICE

## MARION/SERVICE ROOFING & SHEET METAL COMPANY

CONTRACTOR LICENSE #CCC1328582(JOB) #CCC054796(TSS)

P.O. BOX 1628 OCALA, FL 34478

PH. (352) 622-7256 FAX (352) 622-1466

E-mail: ocala@serviceroofing.com

INVOICE DATE	INVOICE NO.	PAGE
12/27/19	7380	1

SOLD  
TO

ALACHUA CO FACILITIES  
915 SE 5TH ST

SHIP  
TO

ALACHUA CO AG EXTENSION

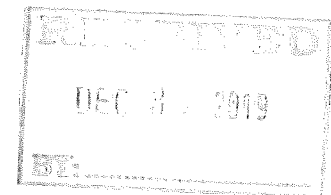
GAINESVILLE, FL 32601

	PURCHASE ORDER NO.	SHIP VIA	SHIP DATE	TERMS
	2019-00000576			NET 30 DAYS

JOB #8199 ALACHUA CO AG EXTENSION

This billing includes all costs and markups to perform the work as described including labor, material, supervision, insurance, tools and equipment, shop and warehouse expense, vehicular costs, recordkeeping, dump charges, and safety and environmental compliance.

LABOR AND MATERIAL TO TEAR OFF AND REPLACE  
EXISTING SHINGLES WITH NEW.



For localized leak repair, Marion/Service Roofing & Sheet Metal Company will make a good faith effort to identify the source of the leaks and make the appropriate repairs. Marion/Service Roofing does not warrant that future leaks will not occur. Depending upon the condition, age, and type of roof, future leaks may well be expected. Marion/Service Roofing is not responsible for indoor air quality, interior or consequential damages, including mold, mildew, loss of use, damage to personal property, personal injury or claims from building occupants.

SALE AMOUNT	7,900.00
MISC. CHARGES SALES TAX	
<b>TOTAL</b>	<b>7,900.00</b>