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**Sponsor:** Property Management

**Meeting Date:** 2/7/2023

**Title:** Agreement with Central Roofing for Ramsey County  
Courthouse/City of Saint Paul City Hall Roof Improvement Project

**File Number:** 2023-049

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**Background and Rationale:**

The Ramsey County Courthouse/Saint Paul City Hall roof and select HVAC systems are nearing their useful lifecycles and need replacement. In October of 2018, Ramsey County Property Management procured the professional services of Encompass Inc. to perform a condition assessment of the 19th and 20th floor roofs and HVAC equipment. The assessment revealed areas of roof membrane, roof flashing, and HVAC ductwork that showed early signs of failure and potential for moisture intrusions. The assessment recommended roof replacement and HVAC ductwork in 3-5 years. On October 4, 2022, Encompass Inc, submitted final copies of the project specifications and plans to Ramsey County Property Management to be included in the procurement process. The project timeline has a tentative start date of February 7, 2023, and substantial completion date of August 15, 2023.

On October 19, 2022, in accordance with county procurement policies and procedures, a competitive solicitation for the project was issued. Below is the competitive solicitation summary:

- Request for Bids Title: Courthouse Roof Improvement Project
- Request for Bids Release Date: October 19, 2022
- Request for Bids Response Due Date: November 17, 2022
- Number of Contractors Notified: 1426
- Number of Request for Bids Responses Received: 1
- Contractor Recommended: Central Roofing Company

Central Roofing Company was the only responsive and responsible bidder for the project. It has been determined that a Project Labor Agreement will not be required for the project.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the selection of and agreement with Central Roofing Company, 4550 Main Street NE, Minneapolis, MN 55421, for the Ramsey County Courthouse/City of Saint Paul City Hall Roof Improvement Project, for the period of February 7, 2023 through February 6, 2025, in the not-to-exceed amount of \$2,699,000.
2. Authorize the Chair and the Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute change orders and amendments to the agreement in accordance with the county's procurement policies and procedures, provide the amounts are within the limits of available funding.

A motion to approve was made by Commissioner Frethem, seconded by Commissioner Reinhardt. Motion passed.

Aye: - 7: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

By: Mee Cheng  
Mee Cheng, Chief Clerk - County Board