



# Memo

**To:** Board of Commissioners  
**From:** Brian Tomisser, Director  
**Date:** 8/16/2023  
**Re:** Concession Stand Roof Replacement- Decision

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Included in the 2023 Capital budget is \$30,000 for a new roof for the concession stand. Staff solicited and received five bids for the replacement. These are included in your packet and summarized below

Company	Total Bid
Valentine Roofing Inc.	\$21,606.94
Fred Meyer Roofing	\$39,929.60
James King Roofing, LLC	\$64,988.42
Olympic Roofing, LLC	\$41,126.40
V&R Sheet Metal DBA V&R Roofing	\$63,900.00

The new roof will be a composite roof. In addition to being a high-quality roof, this style of roof will allow Parks staff to safely perform maintenance on the roof, which they currently cannot do with the steep metal roof.

Valentine Roofing, which is the lowest bid, requires a 25% deposit paid in advance of the project. The balance would be due upon completion. This goes against our common practice, so staff are holding preliminary discussions to see if there is a way to get around this requirement. One alternative option would be for us to purchase the supplies in advance for the project. This would safeguard us if something happened and they were unable to complete the project, since we would own the supplies. However, this would cost more than the 25% deposit cost and would require staff to purchase, receive and store materials.

Staff recommend approval to enter into contract with Valentine Roofing Inc. for \$21,606.94, to complete this project. If we are unable to negotiate the prepayment of the deposit requirement, staff recommend making an exception to our common practice and paying the 25% deposit, since this bid would be a significant savings from the next lowest bid.