



## Cover Memorandum/Staff Report

---

**File #:** 26-0066 CRA

**Agenda Date:** 4/28/2026

**Item #:** 7G.

---

**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** April 28, 2026

**RESOLUTION NO. 2026-03 TO PIGGYBACK CITY OF DELRAY BEACH AGREEMENT FOR ROOF MAINTENANCE AND REPAIR SERVICES AND APPROVE A WORK ASSIGNMENT WITH CJ CONTRACTING, LLC, FOR ROOF MAINTENANCE AND REPAIR SERVICES AT THE CRA-OWNED PROPERTIES LOCATED AT 31, 39, & 45 SW 9<sup>TH</sup> AVENUE - PALM MANOR**

**Recommended Action:**

1. Approve Resolution 2026-03 authorizing an Agreement between Delray Beach Community Redevelopment Agency (CRA) and CJ Contracting, LLC, to provide professional roof maintenance and repair services for CRA-owned properties, piggybacking the terms of the CRA's Agreement with the City of Delray Beach's roof maintenance and repair services agreement, and authorize the CRA Board Chair to execute any and all documents for said purposes in a form acceptable to the CRA Legal Counsel;

AND

2. Approve a Work Assignment with CJ Contracting, LLC to provide professional roof maintenance and repair services for the CRA-owned properties located at 31, 39, and 45 SW 9th Avenue - Palm Manor, in an amount not to exceed \$148,500, and authorize the CRA Board Chair to execute any and all documents for said purposes in a form acceptable to the CRA Legal Counsel.

**Background:**

**Piggyback Agreement:**

On February 23, 2022, the City of Delray Beach (City) issued Invitation to Bid No. 2022-021 for roof maintenance and repair services for City-owned buildings. CJ Contracting, LLC (CJ Contracting) submitted a bid in response to the solicitation and was selected by the City after a competitive procurement process, and successfully entered into an agreement with the City on May 17, 2022. The City extended its agreement with CJ Contracting through May 16, 2027, in an amount not to exceed \$150,000.

The Delray Beach Community Redevelopment Agency (CRA) now has the option to piggyback the terms of the City's agreement with CJ Contracting. The CRA's Agreement for CRA-owned properties with CJ Contracting will include the same terms and conditions to provide professional roof maintenance and repair services as stated within the City's agreement with CJ Contracting.

CRA Staff reviewed the City's solicitation and the City's agreement with CJ Contracting and found it acceptable and in line with the professional roof maintenance and repair services required by the CRA. As such, piggybacking the terms of the City's agreement with CJ Contracting not only provides the CRA necessary professional roof maintenance and repair services, it also provides the CRA with the most efficient means of obtaining said services.

**Roofing Services for Palm Manor:**

In 2003, the CRA purchased 31, 39, and 45 SW 9th Avenue (Palm Manor), located within CRA Sub Area #3. Palm Manor is a complex of three (3) buildings comprised of a total of 25-units of affordable apartments. Palm Manor is currently managed by the Delray Beach Community Land Trust (CLT). Currently, all three (3) buildings are in need of roof maintenance and repairs, and CJ Contracting has provided a quote to provide the necessary roof repair services in an amount not to exceed \$148,500 (Exhibit D).

At this time, CRA Staff is requesting the following:

1. Approve Resolution 2026-03 authorizing an Agreement between Delray Beach Community Redevelopment Agency and CJ Contracting, LLC, to provide professional roof maintenance and repair services for CRA-owned properties, piggybacking the terms of the CRA's Agreement with the City of Delray Beach's roof maintenance and repair agreement, and authorize the CRA Board Chair to execute any and all documents for said purposes in a form acceptable to the CRA Legal Counsel;

AND

2. Approve a Work Assignment with CJ Contracting, LLC to provide professional roof maintenance and repair services for the CRA-owned properties located at 31, 39, and 45 SW 9th Avenue - Palm Manor, in an amount not to exceed \$148,500, and authorize the CRA Board Chair to execute any and all documents for said purposes in a form acceptable to the CRA Legal Counsel.

Attachment(s): Exhibit A - Location Map; Exhibit B - Resolution 2026-03 and Agreement; Exhibit C - Work Assignment with CJ Contracting for Palm Manor; Exhibit D - CJ Contracting Proposal - Palm Manor; Exhibit E - City's Agreement (as presented at the May 17, 2022, City Commission Meeting); Exhibit F - Signed Roof Maintenance Renewal and Affidavit

**CRA Attorney Review:**

CRA Legal Counsel has prepared and reviewed the Resolution, Agreement, and Work Assignment for legal sufficiency and form and determined them to be acceptable.

**Funding Source/Financial Impact:**

Funding has been allocated from GL #6512.

**Overall need within the Community Redevelopment Area from Delray Beach**

**CRA Redevelopment Plan:**

Removal of Slum And Blight

Land Use

Economic Development

**Affordable Housing**

Downtown Housing

Infrastructure

Recreation and Cultural Facilities