



## Cover Memorandum/Staff Report

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**File #:** 24-114 CRA

**Agenda Date:** 10/29/2024

**Item #:** 7G.

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**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** October 29, 2024

### **RESOLUTION NO. 2024-12 - AGREEMENT FOR ROOF MAINTENANCE AND REPAIR SERVICES AT CRA OWNED PROPERTY LOCATED AT 102 NW 5<sup>TH</sup> AVENUE**

#### **Recommended Action:**

1. Approve Resolution 2024-12 and the Agreement with CJ Contracting, LLC, to provide professional roof maintenance and repair services for CRA owned properties through May 16, 2025 (with two (2) options to renew at the CRA's sole discretion), piggybacking the terms of the CRA's Agreement with the City of Delray Beach's roof maintenance and repair agreement, and authorize the Executive Director to execute any related documents; and
2. Approve a Work Assignment with CJ Contracting, LLC to provide professional roof maintenance and repair services for the CRA-owned property located at 102 NW 5<sup>th</sup> Avenue in an amount not to exceed \$97,900.

#### **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 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.

The initial term of the CRA's Agreement with CJ Contracting shall commence on the date of execution of the Agreement and shall provide professional roof maintenance repair services through May 16, 2025, in an amount not to exceed \$150,000.

The CRA, at its sole discretion, will have two (2) options to renew for additional one (1) year terms, for an additional (2) years if both options to renew are exercised. If the renewal terms are exercised, the first one (1) year renewal option shall provide professional roof maintenance and repair services commencing on May 17, 2025, through May 16, 2026, in an annual amount not to exceed \$150,000; the second one (1) year renewal option shall provide professional roof maintenance and repair services commencing on May 17, 2026, through May 16, 2027, in an annual amount not to exceed \$150,000.

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 102 NW 5<sup>th</sup> Avenue:**

On February 6, 2024, the CRA Board approved the purchase of 102 NW 5<sup>th</sup> Avenue, a one-story commercial building on the Historic NW/SW 5<sup>th</sup> Avenue within the West Settlers Historic District of The Set (CRA Sub-Area #3). Currently, the roof of the building is in need of repair and CJ Contracting has provided a quote to provide the necessary roof repair services in an amount not to exceed \$97,900 (Exhibit C).

At this time, CRA Staff is requesting the following:

- CRA Board approve Resolution 2024-12 approve the CRA's Agreement for roof maintenance and repair services with CJ Contracting, LLC, with the CRA's Agreement piggybacking the terms of the City's agreement and authorizing the Executive Director to execute any related documents; and
- Approve the Work Assignment with CJ Contracting for roof repair services for the CRA-owned building located at 102 NW 5<sup>th</sup> Avenue, in an amount not to exceed \$97,900.

Attachment(s): Exhibit A - Resolution 2024-12 and Agreement; Exhibit B - City's Agreement (as presented at the May 17, 2022, City Commission Meeting); Exhibit C: CJ Contracting Work Assignment for 102 NW 5<sup>th</sup> Avenue

**CRA Attorney Review:**

CRA Legal Counsel has drafted the Resolution and CRA's Agreement and reviewed the City's Agreement, as to form and determined it to be acceptable.

**Funding Source/Financial Impact:**

Funds allocated from General Ledger #6303

**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