AGENDA STAFF REPORT

Control: 26001857

MEETING DATE:	11/17/2026
LEGAL ENTITY TAKING ACTION:	Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S):	All Districts
SUBMITTING AGENCY/DEPARTMENT:	OC Public Works
DEPARTMENT CONTACT PERSON(S):	Tim Gonsalves, 714-448-1421 Robert Kmetz, 714-955-3175

SUBJECT: Approve Amendment No. 2 to Contracts for Roof Repair Services

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION 3 Votes Board Majority

Budgeted: Yes	**Current Year Cost:** $151,678	**Annual Cost:** FY 2027-28 $245,638 FY 2028-29 $202,684
Staffing Impact: No		**Sole Source:** No
Current Fiscal Year Revenue: N/A	**Funding Source:** See Financial Impact Section	**County Audit in Last 3 years:** No
Levine Act Review Completed? Yes		
Prior Board Action: N/A		

RECOMMENDED ACTION(S):

1. Find that the project is categorically exempt from the CEQA, Class 1 (Existing Facilities) pursuant to CEQA Guidelines Section 15301.

2. Authorize the County Procurement Officer or Deputized designee to execute Amendment No. 2 to the aggregate contract with Best Contracting Services, Inc. for On-Call Roof Repair Services, effective upon execution of all necessary signatures through April 28, 2029.

3. Authorize the County Procurement Officer or Deputized designee to execute Amendment No. 2 to the aggregate contract with Singh Group Inc. dba Baja Pacific for On-Call Roof Repair Services, effective upon execution of all necessary signatures through April 28, 2029.

4. Authorize expenditures for services provided under the aggregate contracts for provision of On-Call Roof Repair Services, to increase the aggregate contract amount by $600,000, for a cumulative aggregate total amount not to exceed $1,600,000, effective upon execution of all necessary signatures through April 28, 2029.

SUMMARY:
Approval of Amendment No. 2 to increase the not-to-exceed amount for aggregate contracts for On-Call Roof Repair Services will provide on-call and emergency roof repair services at County of Orange facilities.

BACKGROUND INFORMATION:
OC Public Works utilizes contractors to provide On-Call and Emergency Roof Repair Services (Services) at existing County of Orange (County) facilities. Services include labor, materials and equipment necessary to perform temporary and permanent roof repairs, including 24-hour emergency response. Contractors are required to be available 24 hours a day, 365 days a year, and generally respond to requests for emergency repair work within two hours of notification.

On November 10, 2023, OC Public Works issued an Invitation for Bid (IFB) for Services. Three bids were received; two bids were deemed responsive and one bid was deemed nonresponsive. The lowest responsive responsible bidders, Best Contracting Services, Inc. and Singh Group Inc. dba Baja Pacific (Contractors), were deemed qualified to perform the needed Services.

On April 29, 2024, OC Public Works administratively executed aggregate Contract MA-080-24010567 (Contracts) with the Contractors for Services, effective April 29, 2024, through April 28, 2029. The Contracts were established with an annual aggregate amount not to exceed $150,000 and a five-year aggregate amount not to exceed $750,000. Board of Supervisors (Board) approval was not required because the annual aggregate contract amount did not exceed $200,000.

On March 15, 2025, OC Public Works administratively executed Amendment No. 1 to update certain terms and conditions and increase the aggregate amount by $250,000, for a cumulative aggregate total amount not to exceed $1 million. Amendment No. 1 also increased the annual aggregate not-to-exceed amount from $150,000 to $200,000.

Since execution of the aggregate Contracts, the need for Services has exceeded initial projections due to an increase in the prevalence of roof leak requests. There were sixty-nine requests for roof leak repairs throughout the County during FY 2025-26. In addition, OC Public Works Facilities has started servicing several older facilities, since the execution of the aggregate Contracts. These facilities have required extensive roofing repairs. Lastly, to better prepare for extreme rainy seasons like the projected El Niño this year, additional contract capacity is needed. As a result, OC Public Works anticipates that the existing $1 million aggregate contract capacity will be insufficient to support anticipated on-call and emergency roof repair needs throughout the remainder of the term.

Effective Dates	Requested Amount	Usage as of September 2026	Notes
4/29/2024 - 4/28/2029	$1 million	$365,000	Current term.
Upon execution - 4/28/2029	$600,000 ($1.6 million cumulative)	N/A	Proposed increase.

OC Public Works recommends the Board approve Amendment No. 2 to the aggregate Contracts with the Contractors for Services, effective upon execution of all necessary signatures through April 28, 2029, in an aggregate amount not to exceed $600,000, for a cumulative aggregate total amount not to exceed $1.6 million.

An analysis was completed to verify the aggregate Contracts provides County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

The Contractors' performance has been confirmed as satisfactory. OC Public Works has verified there are no concerns that must be addressed with respect to the Contractors' ownership/name, litigation status or conflicts with County interests.

The aggregate Contracts do not include subcontractors or pass through to other providers. See Attachment C for Contract Summary Forms.

Compliance with CEQA: The proposed project is categorically exempt (Class 1) from the provisions of CEQA pursuant to CEQA Guidelines Section 15301, because it provides for the maintenance, repair and minor alteration of existing public facilities and structures involving negligible or no expansion of existing use. The proposed Services are to provide temporary and permanent roof repairs, including 24-hour emergency response at existing County facilities.

FINANCIAL IMPACT:
In an effort to consolidate the administration of various internal task-order based contracts under OC Public Works for Countywide utilization, the not to exceed amount has been set to maximize utilization by OC Public Works and other County departments. The funding source for each task-order will vary depending on the nature of the project agency utilizing the service. Appropriations for the usage of these aggregate Contracts are included in Fund 100, Budget Control 080 (GF) FY 2026-27 Budget and will be included in the budgeting process for future years.

The aggregate Contracts are contingent upon funding availability. In the event funding is reduced or terminated, the County may renegotiate the level of services or terminate the Contracts without penalty.

STAFFING IMPACT:
N/A

REVIEWING AGENCIES/DEPARTMENTS:
N/A

ATTACHMENTS:
Attachment A - Contract MA-080-24010567 with Best Contracting Services, Inc.
Attachment B - Contract MA-080-24010567 with Singh Group Inc. dba Baja Pacific
Attachment C - Contract Summary Forms