
AGENCY: Joint Bond Review Committee

SUBJECT: Agency Guidance for Roofing Maintenance and Replacement

During its meeting of January 29, 2020, the committee identified concerns about maintenance and replacement of roofs on buildings owned by the state and managed by its institutions and agencies. The following guidance is reflective of the committee's observations and expectations.

Warranties. The state has a general expectation that roofs will be warrantied for no less than 20 years, both for material and workmanship. Agencies responsible for building management are charged with responsibility for meeting this expectation, and are further charged with responsibility to ensure that warranties are secured on completion of the work, and maintained in accordance with manufacturer and other specifications throughout the warranty period. Agencies are further charged with selection of contractors, vendors and suppliers that have the professional credentials, financial capability, experience and reputation that will promote reasonable assurance that such contractors, vendors and suppliers will maintain their existence and perform under the warranty for its duration.

Inspections and Preventive Maintenance. Agencies are expected to perform all things necessary, including periodic inspections and preventive maintenance, to maintain compliance with the terms of the warranty. Similarly, agencies are expected to refrain from actions that would impair or void the warranty. Agencies are further expected to conduct comprehensive inspections prior to expiration of the warranty period to ensure that any defects or failures are detected, addressed, claimed and corrected prior to expiration. Agencies are also expected to take all necessary action to extend the warranty, if the option is available, and otherwise extend the useful life of the roof where possible.

Material Selection. Agencies are expected to diligently pursue best practices in selection of materials, and are encouraged to consult with the SC Department of Administration in considering recommendations made by the agency's architects and engineers. Agency submissions for roofing projects must include the rationale of the architectural and engineering firms in making recommendations for material selection. The committee will be particularly sensitive to replacement with same materials where failures have occurred prior to expiration of either the warranty period or reasonably expected useful life. The committee will rely in significant part on assessments made by the SC Department of Administration with respect to material selection and rationale furnished by the agency on submission of the project for consideration by the committee. If the SC Department of Administration's assessment results in a determination that alternative materials should be considered, the agency is expected to conduct further diligence with its architects, engineers and other consultants, as appropriate, prior to advancing the submission. The Department of Administration is expected to inform the committee of any agency's failure to comply with these expectations, including particularly notification by the Department to the committee of any agency determination not to follow its recommendations and advice.

Oversight. The SC Department of Administration will provide as a service to the committee its general advice and expertise, and develop as appropriate procedures to implement this guidance,

but will not be responsible for the performance of any specific material, implementation or other agency responsibility. To the extent feasible, the Department of Administration will provide general oversight to the process to keep the committee apprised of both project-specific and general developments. Agencies are expected to fully cooperate with the Department of Administration in meeting this objective.

General. The SC Department of Administration may consult with the Materials Management Division of the State Fiscal Accountability Authority in the development of best practices, recommendations for procurement processes, and vendor selection criteria to promote the corporate existence and performance objectives described above. The Materials Management Division is expected to assist the Department to the extent of its expertise.

COMMITTEE ACTION:

Receive as information.

ATTACHMENTS:

None.