

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 28, 2020
SUBJECT: Approve purchase from Vector Concepts, Inc. for floor coverings for Capital Improvement Project FC2001 Carpet Replacement, at the Public Library, at 9501 Grand Ave, in the amount of \$228,979.79 through Buy Board Contract No. 561-18 and approve associated budget revision.
PRESENTER: Chris Amarante, Director of Facilities & Construction

SUMMARY:

City Council is being asked to approve a purchase from Vector Concepts, Inc. for floor coverings for Capital Improvement Project FC2001 Carpet Replacement, at the Public Library, at 9501 Grand Ave, in the amount of \$228,979.79 through Buy Board Contract No. 561-18.

GENERAL DESCRIPTION:

The Public Library carpet is the original carpet. The Public Library sees on average 250,000 visitors each year. The floor coverings are at the end of their life expectancy. Capital Improvement Project FC2001 was created to replace the floor coverings and it was approved in the fiscal year 2019-2020 budget. This project consists of two phases. Phase one is moving shelving and phase two is the removal and replacement of floor coverings. This agenda item is for phase two of the project. Vector Concepts Inc. is a flooring contractor who can perform the floor covering removal and installation. They will also make any necessary floor repairs to the concrete during the removal of the old floor coverings and replace the wall base.

The anticipated start date for this project is the middle to late part of November 2020. The duration of this project is approximately four weeks. During the construction the Public Library is planning to stay open, but will be operating at a reduced capacity.

Vector Concepts Inc. participates in the Buy Board cooperative purchasing program. By participating in the Buy Board cooperative purchasing program, the city is meeting all state competitive bidding requirements for this purchase. Staff has reviewed Vector Concepts pricing and believes that participation in this program would be cost effective to the city.

Funding for this project was included in the FY 19-20 Adopted Budget in the amount of \$321,000. As part of tonight's request, staff is also requesting approval of a revision to the project in the amount of \$30,000. Funding is available from project savings from the permanent records roof replacement project (\$24,000) and a donation from Friends of the



Library (\$6,000). The additional funding will be used to cover the professional service costs associated with the project (\$19,490), cover a slight increase over the adopted budget (\$940.55) and provide funding for a contingency to cover for any unforeseen items in the project (\$9,569.45).

Phase 1 Moving Services	\$ 92,960.76
Phase 2 Carpet Replacement	\$228,979.79
Professional Services	\$ 19,490.00
Contingency	\$ 9,569.45
Project Total	\$351,000.00

RECOMMENDATION:

Approve Purchase from Vector Concepts, Inc. for floor coverings for Capital Improvement Project FC2001 Carpet Replacement, at the Public Library, at 9501 Grand Ave, in the amount of \$228,979.79 through Buy Board Contract No. 561-18 and approve associated budget revision.