



AGENDA MEMORANDUM

Action Item for the City Council Meeting July 27, 2021

DATE: July 27, 2021

TO: Peter Zanoni, City Manager

FROM: Charles Mendoza, Director of Asset Management
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Flooring Repair and Replacement for Asset Management

CAPTION:

Motion authorizing a three-year service agreement with Allison Corp. dba Allison Flooring America of Corpus Christi, Texas, for an amount not to exceed \$696,100.00, for flooring repair and replacement for Asset Management, effective upon issuance of a notice to proceed, with FY 2021 funding in the amount of \$38,675.00 available through the Facilities Maintenance Fund.

SUMMARY:

This is a motion to approve a service agreement with Allison Corp. dba Allison Flooring America to perform on-call flooring repair and replacement services to City-owned facilities. These services are necessary to maintain the buildings from deteriorating and to ensure code compliant status. The services will be provided on an as-needed basis. This is a long-term contract for building maintenance services under the direction of Asset Management.

BACKGROUND AND FINDINGS:

The Contractor shall furnish labor, parts, materials, tools, and equipment necessary to perform flooring repair or replacement services to City owned facilities. The work performed must be accomplished in a manner that meets all applicable specifications, trade standards and provisions, and federal, state, local codes and regulations. Contractor is responsible for removing existing material and disposing all waste materials. These services will be included in the Service Agreement for Building Maintenance and Repair Services performed on an as needed basis under individual projects that will be based on unit prices. Contracts and Procurement conducted a

competitive RFB process to obtain bids for a new contract. The City is recommending the award to Allison Corp. dba Allison Flooring America.

PROCUREMENT DETAIL:

Contracts and Procurement conducted a competitive Request for Bid process to obtain bids for a new long-term contract. The City received three responsive, responsible bids for these services. Staff is recommending the award to the lowest, responsive, responsible bidder Allison Corp. dba Allison Flooring America. Allison Corp. dba Allison Flooring America is the incumbent vendor and, pricing remained unchanged due to the increased volume for the three-year contract from 74,700 total square foot to 146,500 square foot. The contractor will provide services on an as-needed basis.

ALTERNATIVES:

The alternative is to perform the work in-house. However, the Asset Management Department would have to increase their staff in various trades in order to keep up with the high demand in a timely manner.

FISCAL IMPACT:

The fiscal impact for the various departments for the first-year, of the three-year service agreement, is an amount not exceed \$38,675.00. This is an on-call service agreement; therefore, the department will allocate the required funds as needed. The remaining cost will be budgeted in future years during the annual budget process.

FUNDING DETAIL:

Fund: 5115
Organization/Activity: 40300
Mission Element: 191
Project # **(CIP Only)**:
Account: 530215

RECOMMENDATION:

Staff recommends the approval of this agreement with Allison Corp. dba Allison Flooring America of Corpus Christi, Texas for Flooring Repair and Replacement for Asset Management as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement