



## AGENDA MEMORANDUM

First Reading Ordinance for the City Council Meeting February 9, 2021  
Second Reading Ordinance for the City Council Meeting February 16, 2021

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**DATE:** February 9, 2021

**TO:** Peter Zaroni, City Manager

**FROM:** Charles Mendoza, Director of Asset Management  
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<b>Restroom Renovations for Fleet Division, Asset Management Department</b>
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**CAPTION:**

Ordinance recommending a three-month service agreement with DARPRO Commercial Construction, LLC, Corpus Christi, Texas, for an amount not to exceed \$62,500.00 for renovation of Fleet Division restroom, effective upon notice to proceed, with FY 2021 funding available through the Fleet Maintenance Service Fund.

**SUMMARY:**

This item recommends a three-month service agreement to add a single ADA accessible women's restroom and renovate the men's restroom on the first floor of the Administrative and Light Equipment Building located at the Fleet Division, Asset Management Department.

**BACKGROUND AND FINDINGS:**

The Asset Management Department desires to add a single ADA accessible women's restroom and renovate the men's restroom located on the first floor at the Light Equipment Building of the Fleet Division, Asset Management Department. There are no female restrooms on the first floor. This work will take place within the existing men's restroom footprint, including access to women's restroom from the corridor. The ADA compliant renovations of the existing first floor men's restroom will provide a new women's restroom and a renovated men's restroom with related mechanical, electrical and plumbing upgrades. This renovation is necessary to provide accessible restroom accommodation's for men and women.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids for a new contract. The City received seven bids; two bids were non-responsive. Staff is recommending award to the lowest, responsible bidder, DARPRO Commercial Construction, LLC.

**ALTERNATIVES:**

The alternative to accepting this bid would be to perform all the repairs in-house, which would generate an excessive workload for the Asset Management Department.

**FISCAL IMPACT:**

The fiscal impact for the Asset Management Department in FY 2021 is \$62,500.00 for this three-month service agreement.

**FUNDING DETAIL:**

Fund:	5110	Fleet Maint Svc
Organization/Activity:	40170	Fleet Operation
Mission Element:	202	Maintain the Fleet
Project # (CIP Only):	N/A	
Account:	530000	Professional Services

**RECOMMENDATION:**

Staff recommends approval of this Ordinance recommending a three-month agreement with DARPRO Commercial Construction, LLC as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement