



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting January 14, 2020

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**DATE:** January 14, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Jim Davis, Director of Asset Management  
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<b>Flooring Services for Asset Management</b>
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**CAPTION:**

Motion authorizing a two-year service agreement with three one-year options for a total amount not to exceed \$240,000.00 for the initial term and a total potential value not to exceed \$600,000.00, with Allison Flooring America of Corpus Christi for flooring services to City occupied facilities for Asset Management, with FY 2020 funding in an estimated amount of \$90,000.00 available through Facility and Property Management Fund.

**SUMMARY:**

This service agreement is for flooring services to include flooring material and installation services. This contract will be used on as needed basis by the Asset Management Department to meet the various department needs in a timely manner to get flooring installed.

**BACKGROUND AND FINDINGS:**

Each time when Asset Management needs flooring services to fulfill their customers' flooring requests, they must get competitive pricing. This contract will allow the respective department to contact Asset Management for flooring services; therefore, allowing work to be completed in a timely manner without deploying additional department resources to obtain competitive pricing. It also allows for standardization of flooring and a cost advantage with an economy of scale opportunity.

Contracts and Procurement conducted a competitive RFB process to obtain bids for a new contract. This is a Job Order Contract, and the contractor shall provide services on an as needed basis. In this RFB process, the quantity used was an estimated number to declare the lowest bidder, while the contract value was determined based on department's budget and past usage. That is why there is a difference in the bid price and the contract value. The City received two responsive, responsible bids, and is recommending the award to Allison Flooring America as the lowest responsive responsible bidder.

### **ALTERNATIVES:**

An alternative to securing a long-term service agreement is to purchase flooring services as needed on individual agreements. However, this may delay the response time on requested work orders for this type of service and the cost may be higher due to cost of the product and labor rates at the time.

### **FISCAL IMPACT:**

The fiscal impact for Asset Management in FY 2020 is \$90,000.00 for the initial two-year service agreement. The remaining cost for the initial agreement and optional years will be budgeted through the annual budget process.

### **Funding Detail:**

Fund:	5115	Facility and Property Management
Organization/Activity:	40300	Facility Management and Maintenance
Mission Element:	191	Operate City Buildings and Facilities
Project # (CIP Only):	N/A	
Account:	530215	Maintenance & Repairs - Contracted

### **RECOMMENDATION:**

Staff recommends approval of this motion authorizing a two-year service agreement with three one-year options with Allison Flooring America for Flooring Services as presented.

### **LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement