

4-14-05

#17



## MEMORANDUM

**To:** Mayor and Council Members  
**From:** Jill Maness, Building Services Officer  
**Date:** April 7, 2005  
**Subject:** Agenda April 14, 2005 – Ratification of Award to Innovative Interiors

The Municipal Building, 124 W. 8<sup>th</sup> Street, is undergoing some renovation prior to moving the Purchasing, Telecommunication and Regulatory Affairs and Controller's Offices from II Commodore Plaza to this site. This renovation includes an extensive asbestos abatement that resulted in most of the flooring being removed throughout the building. We were unable to diagnose the condition of the sub-floor until the week of March 7<sup>th</sup>, when the abatement process was substantially complete.

On March 14, approximately 2,400 square yards of flooring were ordered through a cooperative purchase agreement through the Texas Multiple Awards Schedule with an expected delivery date of less than thirty days. On March 23<sup>rd</sup> the supplier notified Building Services that the flooring would not be delivered until May 13<sup>th</sup>.

Because furniture, equipment and staff must be moved prior to the expiration of the II Commodore lease on May 31<sup>st</sup>, and because once flooring is received, installation takes approximately two weeks, the May 13<sup>th</sup> delivery date was unacceptable and the initial flooring contract was canceled. To extend the lease at II Commodore would cost approximately \$190,000 per month.

We pursued other options and were able to secure a similar product from a different manufacturer with a seven day delivery time. Due to the rapidly approaching move-in date and the lead-time involved in installing flooring, expedited bid process was implemented.

Five qualified contractors were contacted, provided bid specifications, and did a walk through. Four provided bids and one declined to bid. Innovative Interiors provided the low bid of \$73,650 with a two-week installation upon arrival of flooring product.

Flooring installation is expected to begin the week of April 11<sup>th</sup> with a completion date no later than April 29<sup>th</sup>. This will allow us to meet move-in deadlines. A Request for Council Action to ratify the contract for the flooring is scheduled for the April 14<sup>th</sup> agenda.