



City of San Antonio

Agenda Memorandum

File Number: 17-4909

Agenda Item Number: 5.

Agenda Date: 9/21/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Council District 5

SUBJECT:

Carpet Tile, Vinyl Plank Tile and Cove Wall Base, Removal & Installation

SUMMARY:

This ordinance authorizes a contract with Azteca Designs, Inc. to provide the Building and Equipment Services Department with Carpet, Carpet Tile, Vinyl Plank Tile and Cove Wall Base to be installed at the Frank Wing Municipal Courts facility for a total cost of \$129,420.00. Funding is available from the FY2017 Deferred Maintenance Program Project.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the attached tabulation of three bids for the replacement of existing carpet at the Frank Wing Municipal Courts facility for a total cost of \$129,420.00. This contract will provide the Building and Equipment Services Department with a contractor to remove and dispose of the existing carpet and cove wall base, and the installation of new Carpet, Carpet Tile, Vinyl Plank Tile and Cove Wall Base within the administrative offices, hallways, and common areas on the first and second floors of the facility. Azteca Designs, Inc. submitted the low, responsive bid. Work is to be completed within 60 days after issuance of the purchase order.

ISSUE:

This contract will provide approximately 4,000 square feet of vinyl plank tile for the Common Open areas on the second floor, 2,775 square yards of carpet tile for the first and second floor offices, and 70 square yards of broadloom carpet for the building main entrance, and 6,400 linear feet cove wall base. The existing carpet is

over 20 years old and has exceeded its useful life and is overdue for replacement. This project was identified as part of the FY2017 Deferred Maintenance Program (DMP) to ensure that City facilities are adequately maintained and appurtenances are updated accordingly to extend the use of the facility, and provide comfortable work environments.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 32% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Azteca Designs, Inc. is a Small Minority/Women Business Enterprise that will be self-performing 100% of the work.

The recommended award is to be the low responsive bidder, who is also a local business. Therefore application of the Local Preference Program was not required.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the existing worn carpet will remain in use but will continue to deteriorate. Staff will be required to perform various repairs on the carpet throughout the facility that will contribute to accumulated expenditures that could eventually exceed the replacement costs.

FISCAL IMPACT:

This ordinance authorizes acceptance of a contract with Azteca Designs, Inc. for the replacement of existing flooring at the Frank Wing Municipal Courts facility for a total cost of \$129,420.00. Funding for this contract is available through the FY2017 Deferred Maintenance Program Project.

RECOMMENDATION:

Staff recommends the approval of this contract with Azteca, Designs, Inc. to remove and dispose of the existing carpet and cove wall base, and the purchase, delivery and installation of new Carpet, Carpet Tile, Vinyl Plank Tile and Cove Wall Base at the Frank Wing Municipal Courts facility for the Building and Equipment Services Department for a total cost of \$129,420.00.

This contract is procured on the basis of low bid and a Contracts Disclosure Form is not required.