



DATE: December 12, 2017

TO: Mayor & City Council

FROM: Director of Maintenance Services

SUBJECT Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Worley's Home Design Center for Carpet Installation in City Hall

RECOMMENDATION

That the Council adopts the attached Resolution (Attachment II) authorizing the City Manager to execute an agreement with Worley's Home Design Center, Inc. (Worley) to replace carpet tile at City Hall.

SUMMARY

In 2016, the City began a three-year flooring replacement project within City Hall with a slated completion during FY2018. To date, carpet tiles on the lower three floors of City Hall have been replaced; the fourth-floor carpet tiles will complete the project. The City's Purchasing Division negotiated with Worley to extend the pricing offered through the procurement process in 2016 to complete the final phase of the project, and has avoided the need to complete a separate procurement process for this work.

BACKGROUND

In April 2016, staff released a Request for Quotations (RFQ) for Carpet Tile Replacement for City Hall and the City received two formal responses. The Facilities & Building Manager reviewed the bids and recommended Worley's as the successful low bidder. The second bidder was Anderson Carpet.

Worley's met all specifications included in the RFQ, offered competitive rates, and has experience in the installation of carpet tiles.

DISCUSSION

The City of Hayward first opened City Hall at 777 B St. to the public in January 1998. After nearly 20 years of public use, the carpet in the building has reached the end of its useful life. Beginning in late 2016, as part of the Facilities and Building Division's Capital Replacement Program, flooring replacement began on the first through third floors. Although the carpets in City Hall are professionally cleaned on a routine basis, traditional large "one-piece" rolls of

carpet proved to be problematic as large stains, separations and damage are not easily repaired or replaced. Staff sought the best solution to this issue and chose to install carpet tiles rather than “full-roll” carpet. This type of flooring is easily replaceable and has proven to be a superior product compared to the original flooring in the building. Installations have taken place after regular business hours and on weekends; this schedule will continue for the duration of the project to minimize the impact on City employees and the public who visit City Hall.

ECONOMIC IMPACT

There is no economic impact resulting from this project.

FISCAL IMPACT

Funding for the current phase of the project is \$180,000, which included in the FY 2018 Maintenance Services Department Facilities Capital Improvement Program budget adopted in June 2017. The total project cost for the City Hall Carpet Replacement Project is \$574,226.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

SUSTAINABILITY FEATURES

The installation of new carpet tile made from recycled products is consistent with the City’s sustainability policies.

PUBLIC CONTACT

No public content was sought as part of this project.

NEXT STEPS

Should City Council authorize the City Manager to execute this contract, staff will prepare and execute the necessary documents and replacing the carpet tile on the fourth floor of City Hall will commence in December 2017.

Prepared by: Allen Koscinski, Facilities & Building Manager

Recommended by: Todd Rullman, Maintenance Services Director

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager