



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

March 4, 2020

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Cooperative Purchase Agreement: Commercial Floor Coverings

SUMMARY RECOMMENDATION:

Authorize the use of a cooperative purchase agreement initiated by the Cooperative Purchasing Network, for the purchase, delivery and installation of commercial floor coverings, a one-year contract with the option to renew for four additional one-year periods, depending on the appropriation of funds and satisfactory performance, for an annual expenditure of \$100,000 as needed to the following:

Continental Flooring Company Scottsdale, Arizona

(Facilities Maintenance - Bid #2020-20000105) (Justin Lewis/Robin R. Wilson)

REPORT:

The Facilities Maintenance Division conducts routine repairs and full replacement of carpet, carpet tile, and vinyl tile at various city-owned facilities. Facilities reserves a supply of materials on-hand to ensure availability for timely repairs.

When a project arises where facilities deems necessary for an external source to perform flooring installation, removal or repair, facilities shall utilize the contracted vendor. The Facilities Maintenance Division will be the primary users of this contract.

FISCAL REQUIREMENTS	CITY FUNDS:	\$100,000.00	BUDGETED:	\$100,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: General Fund and CIP	
	TOTAL:	\$100,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5.			
ADDITIONAL INFORMATION	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?			
	<input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Philip A. Rodriguez		2/26/2020	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		2/25/2020	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Lisa Marlin		2/18/2020		
SIGNATURES	WRITTEN/SUBMITTED BY:		DATE:	
	James Craig/Robin R. Wilson		2/18/2020	