

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Lisa Collins, Community Development Director
Brent Skoglund, Public Works Director
Paul Mood, Town Engineer
Jason Harris, Capital Projects Administrator

DATE: June 9, 2022

AGENDA TITLE:

Approval of Contract with Continental Flooring Company for the Town Hall Carpet Replacement

RECOMMENDATION:

Staff recommends Town Council approval of contract CON-23-002-ENG and to authorize the Town Manager to execute in the amount not to exceed \$65,000 and to waive the 14-day wait period to sign the agreement.

SUMMARY STATEMENT:

The existing carpet is twenty years old and was programmed to be replaced with the Town Hall remodel. In 2019, Town Hall Optimization Phase I installed new flooring for the Community Room, IT & Finance Offices, and the Post Office.

Town Hall Optimization Phase II will include new carpeting in all areas not completed in Phase I, which include the Council Chambers, Boardroom, Conference Room, and the offices serving Community Development, Mayor, Town Manager, Town Clerk, Human Resources, and the Attorneys.

The Town is utilizing a state contract which permits cooperative use by other governmental agencies. An Owners Allowance of \$5,800 is included in contract amount to account for unforeseen items. The lead time for materials is up to eight weeks. The work is planned to commence in the summer and is anticipated to be completed by September 2.

BUDGETARY IMPACT:

The project is budgeted in the FY23 Capital Improvement Program (CIP) under Town Hall Optimization Phase II as follows:

CIP Project No. 2023-05: \$65,000

Bond 2020 Series Funds

Award of contract is subject to the Town Council approval of the FY23 Budget.

ATTACHMENT(S):

- A. Staff Report
- B. Contract