



## Legislation Text

File #: 21-0965, Version: 1

MOTION TO APPROVE A CHANGE ORDER FOR THE PURCHASE AND INSTALLATION OF FLOORING FOR THE POLICE DEPARTMENT'S EAST STATION BY THE CONTRACTOR, RESOURCE 4 FLOORS, INC. IN THE AMOUNT NOT TO EXCEED \$6,107.76, BRINGING THE TOTAL OF PURCHASE ORDER # 20211649 TO AN AMOUNT NOT TO EXCEED \$81,721.34.

### PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."*
- *Section 35.18(C) states that "Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:"*
- *Section 35.18(C)(5) of the City's Code of Ordinances, "Commodities or services that are the subject of contracts with the state its political subdivisions or other governmental entities including the United States Government, are exempt from the competitive procurement process."*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission Approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."- Section 35.28 of the City's Code of Ordinances is titled "CHANGE ORDERS."*
- *Section 35.28 of the City's Code of Ordinances is titled "CHANGE ORDERS."*
- *Section 35.28(B) states that "Notwithstanding the provisions of (A) above, the City Manager is not authorized to approve a change order without authorization of the City Commission where the initial purchase required the City Commission's approval and where the sum of all change orders issued under the contract exceeds 5% of the original contract amount or \$25,000."*

### SUMMARY EXPLANATION AND BACKGROUND:

1. On August 4, 2021, the City Commission approved the purchase and installation of flooring for the Police Department's East Station, from Resource 4 Floors, in the amount not to exceed \$75,613.58, utilizing pricing established by the State of Florida Alternate Source Contract # 30161700-20-ACS via the Sourcwell Contract # 080819-IFA pursuant to Section 35.18(C)(5) of the City's Code of Ordinances.
2. The original quote provided by the vendor included moisture testing, which was carried out the week of October 11, 2021.
3. The moisture test results revealed that the first floor will require moisture mitigation performed prior to the new carpet being installed.
4. Resource 4 Floors has provided a quote for 1,996 SqFt. of moisture mitigation at \$3.06 per SqFt. for a total cost of \$6,107.76. The State of Florida Alternate Source Contract # 30161700-20-ACS has the price listed at \$3.15 per SqFt.
5. Request Commission to approve the change order for the purchase and installation of flooring for the Police Department's East Station by the contractor, Resource 4 floors, Inc. in the amount not to exceed \$6,107.76, bringing the total of Purchase Order # 20211649 to an amount not to exceed \$81,721.34.

#### **FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** \$6,107.76 (The total purchase order will be for \$81,721.34).
- b) **Amount budgeted for this item in Account No:** 001-521-3001-546150-0000-000-0000 (R & M - Land, Building & Improvements.)
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.