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|  <p style="text-align: center;">Council Communication Office of the City Manager</p> | Date: January 27, 2014 |
| | Agenda Item No. 37B Roll Call No. <u>14-0156</u> Communication No. <u>14-032</u> Submitted by: Benjamin R. Page, Park and Recreation Director |

AGENDA HEADING:

Approve issuance of a blanket purchase order for Fiscal Year 2014 to Louie’s Floor Covering for the purchase and removal/installation of carpet and vinyl tile in City buildings.

SYNOPSIS:

Approval for the City’s Purchasing Agent to issue a blanket purchase order to Louie’s Floor Covering, Randy Crout, Owner, 2709 Ingersoll Avenue, Des Moines, IA 50312 for carpet and vinyl tile purchase and installation/removal as required for improvements in City buildings during Fiscal Year 2014.

FISCAL IMPACT:

Amount: \$40,000

Funding Source: Fiscal Year (FY) 2013-2014 Capital Improvement Program, Page - Municipal Building Imp. – 8, Municipal Building Improvements, \$40,000 in G.O. Bonds Issued.

ADDITIONAL INFORMATION:

This request is to authorize the Finance Department’s Procurement Division to issue a FY2014 blanket purchase order to Louie’s Floor Covering, 2709 Ingersoll Avenue, Des Moines, IA 50312 for provision of carpet and vinyl tile and its installation in conjunction with improvements being carried out by staff of the Park and Recreation Department in Des Moines municipal buildings. The City Purchasing Agent sent bid information to seven (7) companies for Floor Covering Removal/Installation Services under Bid No. V13-075, with only one (1) bidder, Louie’s Floor Covering, responding with a low-dollar-compliant bid. It is anticipated that the maximum expense necessary for completion of building renovation projects scheduled for completion in FY2014 is \$40,000. Park and Recreation Department staff recommends authorization for the Procurement Agent to execute appropriate agreements.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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