



Date of Council Meeting: October 11, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Construction Contract for the Town Hall Flooring Replacement Project.

Staff Contact: Renée LaFollette, P.E., Director, Public Works & Capital Projects
Octavia Andrew, Chief Procurement Officer, Finance & Administrative Services
Jason Cournoyer, Management and Budget Officer, Finance & Administrative Services

Council Action Requested: Award a construction contract for the Town Hall Flooring Replacement Project to Continental Flooring Company in the amount of \$161,113.

Staff Recommendation: Staff recommends that Town Council award the construction contract for the Town Hall Flooring Replacement Project to Continental Flooring Company in the amount of \$161,113.

Commission Recommendation: Not applicable.

Fiscal Impact: The Town Hall Flooring Replacement Project is fully funded in the Town's Capital Asset Replacement Fund for Fiscal Year 2017. The construction contract is \$161,113.00, and is under the budgeted amount for this project. No additional funding is necessary.

Work Plan Impact: None. This contract is part of the current work plan for the Department of Public Works & Capital Projects.

Executive Summary: The existing flooring in Town Hall is the original flooring from when the building was constructed in the late 1980's and is in poor condition. The Town Hall Flooring Replacement Project will remove the existing flooring and install porcelain tile in the main lobby area and all main hall ways. The stairwells will also be re-done in a durable rubberized flooring material. The flooring materials that will be used for the project have a lifetime material warranty.

Background: Town Hall was constructed in the late 1980's and occupied in early 1990. The current flooring throughout Town Hall is the original flooring, and it is in poor condition in many areas. The Capital Asset Replacement Fund (CARF) project will remove all existing flooring and replace it with porcelain tile in the lobby, main hallways, and stairs leading from the lobby to the Council Chambers. The stairwells on either end of the building will have the existing flooring removed, and it will be replaced with a durable rubberized flooring material. The majority of the work will be done at night, and will be scheduled to allow foot traffic through the building and access to all public areas of the building by the start of every work day.

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In response to a public solicitation for the construction of the Town Hall Flooring Replacement Project, the Town received two bids on September 20, 2016 as follows:

- Continental Flooring Company \$ 161,113.00
- Hitt Contracting, Inc. \$ 319,985.20

The bids were evaluated by the Director of Public Works & Capital Projects and the Chief Procurement Officer in accordance with the Town's Procurement Policy. Continental Flooring Company of Scottsdale, Arizona was determined to be the lowest responsive and responsible bidder.

This is a unit-price contract. The estimated quantities multiplied by the unit price have established the not to exceed contract price. Change order procedures are detailed in the bid specifications.

Work on the flooring is anticipated to begin before the end of the 2016 calendar year, and take approximately 3 months to complete.

Attachments: Resolution

PRESENTED: October 11, 2016

RESOLUTION NO. 2016-

ADOPTED: _____

A RESOLUTION: AWARDING THE CONSTRUCTION CONTRACT FOR THE TOWN HALL FLOORING REPLACEMENT PROJECT TO CONTINENTAL FLOORING COMPANY IN THE AMOUNT OF \$161,113.00.

WHEREAS, the Town Hall Flooring Replacement project is a fully funded Capital Asset Replacement Fund Project; and

WHEREAS, in response to a public solicitation for bids for construction of the Town Hall Flooring Replacement Project, the Town received bids on September 20, 2016 from the following firms:

- Continental Flooring Company \$ 161,113.00
- Hitt Contracting, Inc. \$ 319,985.20; and

WHEREAS, the bids were evaluated by the Director of Public Works and Capital Projects and the Chief Procurement Officer in accordance with the Town Procurement Policy; and

WHEREAS, Continental Flooring Company was determined the lowest responsive and responsible bidder; and

WHEREAS, this is a unit-price contract and the estimated quantities multiplied by the unit price have established the not-to-exceed contract price; and

WHEREAS, change order procedures are detailed in the bid specifications; and

WHEREAS, no additional funding is needed to award this contract; and

WHEREAS, the Director of Public Works and Capital Projects recommends awarding the construction contract to Continental Flooring Company.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

A RESOLUTION: AWARDING THE CONSTRUCTION CONTRACT FOR THE TOWN HALL FLOORING REPLACEMENT PROJECT TO CONTINENTAL FLOORING COMPANY IN THE AMOUNT OF \$161,113.00.

The Town Manager is authorized to execute a contract in a form approved by the Town Attorney with Continental Flooring Company in the amount of \$ 161,113.00 for the construction of the Town Hall Flooring Replacement Project.

PASSED this 11th day of October, 2016.

David S. Butler, Mayor
Town of Leesburg

ATTEST:

Clerk of Council