



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Resolution Number 24-55: Approving a Purchasing in Excess of \$50,000 for New Flooring in the Events Department

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## **Introduction:**

Resolution Number 24-55 authorizes an expenditure in excess of \$50,000 for purchasing and installing new flooring in the Events Department, authorizes the City Manager to execute all related agreements, and authorizes the Finance Director to adjust the approved 2023-2024 CIP Budget for this purchase.

## **Background:**

The Events Department area of City Hall is in need of flooring replacement. The current floor covering is time-worn, shredding rolled carpet with stains and rips. The new covering will be Luxury Vinyl Plank 2.5 mm flooring in the hallways and office areas. This product will be much easier to maintain, will resist the mold issues that carpeting can create, and will hold up better from spills and numerous trips from carts. It is recommended that the entrance lobby have carpet squares installed, rather than vinyl, to hold back the street dust and dirt from traveling into the main office area.

The Eustis Purchasing Department has secured a proposal from Shaw Integrated Solutions through a State contract with Sourcewell, contract number 0808 19-SII. The cost for the flooring with installation is estimated at \$59,390 plus an additional amount of \$7,200 for moisture shield, if necessary. The contractor will complete moisture testing before installation. The estimated total cost is \$66,590.

Public Works has budgeted \$40,000 for new carpeting for the Events Department in the approved 2023-24 CIP Budget, Account #010-8600-517-60-01 (Building Improvements). Upon further reflection, Events decided vinyl flooring would be a wiser choice for City Hall's ground floor due to possible moisture issues and the rolling carts used for various events. The additional funds of \$26,600 are available from the same account.

## **Recommended Action:**

Staff recommends approval of Resolution Number 24-55.

## **Budget/Staff Impact:**

Funds for the proposed purchase are included in the approved CIP Fiscal Year 2023-2024 budget.

010-8600-517-60-01	PW Building Improvements	\$66,590
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**Prepared By:**

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**Reviewed / Edited By:**

Sally Mayer, Administrative Assistant, Public Utilities

Rick Gierok, P.E., Director of Public Works

**Attachments:**

Resolution Number 24-55

Shaw Integrated Solutions Proposal Number 199093