



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/21/2021

ITEM NO: 4

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DATE: September 21, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute an Agreement for Services with Harry L. Murphy Incorporated for Flooring Replacement at the Adult Recreation Center in an Amount Not to Exceed \$135,905 Including a Ten Percent Contingency

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for Services with Harry L. Murphy Incorporated for flooring replacement at the Adult Recreation Center in an amount not to exceed \$135,905 including a ten percent contingency.

**BACKGROUND:**

This project will replace the flooring in the Adult Recreation Center to better provide comfortable, attractive, and easier to maintain floor coverings throughout the facility. The new flooring products include vinyl plank for community rooms, lobby, and hallway, and non-slip material for the stairs. Commercial grade carpet squares will be installed in the offices. The existing floor coverings throughout the facility have exceeded their serviceable life.

**DISCUSSION:**

The quote was received from Harry L. Murphy, Inc., a flooring contractor that is a member of Sourcewell, an organization that establishes competitive labor and materials costs. Sourcewell contractors are held to these competitive industry labor and material costs. Only one quote was obtained based on this information as the Town's Purchasing Policy allows for the use of cooperative purchasing agreements.

**PREPARED BY:** Dan Keller  
Facilities and Environmental Services Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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DISCUSSION (continued):

Sourcewell awards contracts through Cooperative purchasing which is a procurement conducted by one or more "Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.

Sourcewell holds hundreds of competitively solicited cooperative contracts ready for use by government, education, and nonprofit organizations. Harry L. Murphy Flooring Inc. has one of these contracts and a membership with Sourcewell.

This allows members or awarded contractors within Sourcewell to provide established competitive industry standard pricing for materials and labor, ensuring that the customer using a Sourcewell contractor will get the best price available for the purchase and service.

Harry L. Murphy Inc. has provided excellent service for the Town for a similar project at the Library.

CONCLUSION:

Authorize the Town Manager to Execute an Agreement for Services with Harry L. Murphy Incorporated for flooring replacement at the Adult Recreation Center in an amount not to exceed \$135,905 including a 10 percent contingency. Approval of the recommended action will allow this project to progress.

FISCAL IMPACT:

The Adopted FY 2021/22-2024/25 Capital Improvement Program has sufficient funding for the Adult Recreation Center – Floor Repair project.

<b>Adult Recreation Center - Floor Repair Project 821-2206</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$200,000	
<b>Total Budget</b>	<b>\$200,000</b>	
Harry L. Murphy Incorporated		\$135,905
<b>Total Expenditures</b>		<b>\$135,905</b>
<b>Remaining Balance</b>		<b>\$64,095</b>

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ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Agreement for Services Including Exhibit A