

MEMORANDUM

DATE: September 22, 2026

TO: Melissa R. Marsh, City Manager

FROM: Chris Woodward, Deputy Director of Public Services
Sean P. Ballantine, Director of Public Services

SUBJECT: Police & Fire Station 1 Carpet Replacement

The current budget includes accumulated funding to replace carpet and other flooring in both the Police Department and Fire Station #1. The carpet in both buildings is over 20 years old and is in very poor condition. Several areas are so worn that they have created trip hazards, making it difficult for staff to navigate safely.

Staff elected to have the two projects quoted together in order to achieve economies of scale with a single company. Qualified vendors were sourced through the State of Michigan's MiDeal and the Sourcewell cooperative purchasing programs, and Conventional Carpet was identified as a local and preferred vendor for the work. Representatives from both the contractor, Conventional Carpet, and the carpet manufacturer, Tarkett, have visited both locations and provided estimates for the work.

The proposal to replace the carpet in various areas of the Police Department, including the hallways, K-9 & Training Office, Detective Bureau, Reserve Office, and Administrative areas, is \$112,541.15. The proposal to replace the carpet in various areas of Fire Station 1, including the vestibule, Training Room, Bunk Area, Watch/Report Writing Office, and Administrative areas, is \$26,536.66.

The total amount budgeted for carpet replacement at the Police Department is \$125,000, and the budgeted amount for carpet replacement at the Fire Station is \$20,000, which provides adequate budgeted funding for the overall combined project in the General Fund.

Staff respectfully requests that Council award the Police & Fire Carpet Replacement Project to Conventional Carpet, of Sterling Heights, for a total project amount of \$139,077.81 through the Sourcewell purchasing cooperative. Funding is budgeted and available.

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