



PUBLIC WORKS

To: Mayor and Town Council

From: Carrie Jones, Director of Public Works

Through: Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager

Re: Purchase of Two Modular Buildings

Town Council Meeting – April 8, 2025

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approving the purchase of two (2) modular buildings for the temporary use in Public Works with Boxx Modular through TIPS Contract Number 230902 in the amount of \$712,224.

Description of Agenda Item:

The Public Works Department currently operates from three modular buildings of varying sizes and ages. Two of these buildings are in poor condition and require replacement until a permanent facility is built. Staff have explored several options for an efficient, cost-effective replacement that maintains the required functionality. After internal discussions and consultations with multiple vendors, Boxx Modular's proposal emerged as the best solution to meet all of the department's needs.

The two buildings being replaced cover a combined area of approximately 6,700 square feet. Boxx Modular's proposal includes two new buildings totaling around 6,000 square feet. These modular units will be delivered within weeks of purchase and installed shortly after. Staff plan to remain in these temporary buildings until the completion of the new Public Works and Parks Service Center, expected in late 2026.

Budget Impact:

The funding for this purchase will come from undedicated capital interest earnings.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Boxx Modular Proposal
2. Modular A Specification
3. Modular B Specification
4. Modular D Specification

Town Staff Recommendation:

Town Staff recommends that the Town Council authorize the purchase of two (2) modular buildings for the temporary use within Public Works from Boxx Modular through TIPS Contract Number 230902 in the amount of \$712,224.

Proposed Motion:

I move to authorize the purchase of two (2) modular buildings for the temporary use within Public Works from Boxx Modular through TIPS Contract Number 230902 in the amount of \$712,224.