

# City Council Meeting Agenda Item Data Sheet

Meeting Date: December 4, 2023

## Topic:

Approve a contract with B&C Constructors, LP for the renovations to the City of Tomball Administrative Services Building through a 1GPA Contract (Contract No. 19-03DP) for a not-to-exceed amount of \$98,628.68, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2023-2024 Budget.

## Background:

As part of the FY 2022-2023 and 2023-2024 budget processes, the City added a number of positions in departments that currently work in the Administrative Services Building (501 James St.). As such, staff completed an assessment of the facility to identify renovations and improvements that could accommodate the growing staff. With a preliminary list of potential upgrades and renovations, staff requested funding in the FY 2023-2024 budget, and over the past few weeks, finalized a space plan to accommodate all positions.

Staff worked with our contractor, B&C Constructors, to obtain a quote for the work to be completed, including office renovations, electrical upgrades, flooring, and millwork. The renovations and upgrades were budgeted for \$175,000 and the quote received is \$98,628.68. This quote does not include electrical renovations, fire safety improvements or office furniture, an estimated summary is reflected below. Additional furniture will be purchased out of the budgeted project once the renovations are complete, and any remaining funds will be utilized to construct additional parking space.

Construction Renovations	\$98,628.68
Electrical Upgrades/Improvements ( <b>estimated</b> )	\$40,000.00
Fire Safety ( <b>estimated</b> )	\$20,000.00
Office Furniture ( <b>estimated</b> )	\$15,000.00

This item authorizes a contract with B&C Constructors who will perform the necessary work on the renovation to the Public Works Administration Facility under a 1GPA Contract (Contract No. 19-03DP).

**Origination:** Public Works Department

## Recommendation:

Staff recommends approving a contract with B & C Constructors, LP to perform renovations to the Administrative Services Building.

**Party(ies) responsible for placing this item on agenda:** Drew Huffman, Public Works  
Director \_\_\_\_\_

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes:  No: \_\_\_\_\_ If yes, specify Account Number: # 100-157-6406 \_\_\_\_\_

If no, funds will be transferred from \_\_\_\_\_ # \_\_\_\_\_ To account # \_\_\_\_\_  
account \_\_\_\_\_

Signed Drew Huffman Approved by \_\_\_\_\_  
Staff Member Date City Manager Date