

Special Tomball EDC Agenda Item Data Sheet

Meeting Date: October 8, 2024

Topic:

Consideration and possible action by Tomball EDC to approve a construction contract with Boatman Construction, LLC for the TEDC office remodel at 29201 Quinn Rd. Suite A, Tomball, Texas 77375. The estimated amount of expenditure is not to exceed \$93,521.00.

Background:

On August 13, 2024, the Tomball Economic Development Corporation Board of Directors approved the FY 2025 TEDC Budget, which included a line item for Office Moving/Remodeling Expenses for our relocation into Suite A of the current building at 29201 Quinn Road, Tomball, Texas 77375.

A 60-month lease was approved by the Board of Directors on September 10, 2024, with a term beginning on November 1, 2024.

Staff solicited three bids for updating the office space including new paint, flooring, built-in cabinets, blinds, etc. Two estimates were submitted, and staff recommends approval of the contract with Boatman Construction LLC for an amount not to exceed \$93,521.00. The approved budget amount for this project is \$100,500.00.

The new office space will allow our team to work more effectively, improving overall performance and client service. Additional conference, office, and storage space will accommodate future staff as we scale up, positioning us to better handle increased workloads and economic development initiatives.

Origination: Kelly Violette, Executive Director, Tomball Economic Development Corporation

Recommendation: Approval of the construction contract with Boatman Construction LLC for an amount not to exceed \$93,521.00.

Party(ies) responsible for placing this item on agenda: Kelly Violette

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: #Office

Moving/Remodeling

Expenses

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member-TEDC Date

Approved by _____
Executive Director-TEDC Date