



Government Relations & Public Affairs Committee

January 30, 2015

Request for Proposals for Carpet Replacement

Issue: Should SACOG release a request for proposals (RFP) for carpet replacement?

Recommendation: That the Government Relations & Public Affairs Committee recommend that the Board authorize the Chief Executive Officer to release an RFP for carpet replacement, enter into a contract with a vendor for up to \$110,000, and increase the capital budget by \$33,000.

Discussion: SACOG has leased the third floor at 1415 L Street since 2002. As part of its lease agreement with AKT Properties, SACOG is entitled to approximately \$112,000 in tenant improvements paid for by AKT, which must be spent by October 2016. SACOG has spent approximately \$35,000 of those funds to improve its conference rooms and replace a portion of cubicle seating areas.

In late 2014, staff obtained the services of an office designer to develop plans to replace the carpet in SACOG offices, which has outlasted its useful life. Staff received informal bids from three carpet installers, all of which exceed the signature authority of the CEO. Staff is recommending that the Board authorize the CEO to release an RFP and enter into a contract with a vendor to install new carpet.

Staff expects that bids will come in under \$110,000, so at most, this expenditure would expend \$33,000 from SACOG's capital budget. SACOG's current capital budget is \$85,000; this expenditure would require an increase in the capital budget for the current year by \$33,000. Any unused funds would be returned to SACOG's reserves, which is the funding source for capital purchases.

Approved by:

Mike McKeever
Chief Executive Officer

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