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Public Works

City Transit
263-8152

MEMORANDUM (UPDATED)

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Gregg Mandsager, City Administrator

CC: Brian Stineman, Public Works Director

FROM: Stan O'Brien, Building & Grounds Supervisor
Nancy A. Lueck, Finance Director

DATE: October 4, 2018

RE: Request to issue purchase order to replace carpet in public safety building offices

INTRODUCTION:

Carpet is needed and was included in the 2018/2019 Budget for the Public Safety Building offices. The budgeted amount was \$4,300.

BACKGROUND:

Quotes were received from Dave's Floor Trends and Carriage House Carpet. Price Carpeting that had provided the original budget estimate appears to no longer be in business. Carriage House was low quote at \$5,828.66. The Dave's Floor Trends quote was \$5,878.67 which was \$50 higher. The difference between the budgeted and actual cost is \$1,528.66 which is proposed to be funded from savings in other Building & Grounds budgeted capital outlay purchases. The most significant savings is approximately \$11,700 between the budgeted and actual cost of the PubWorks asset management software.

Public Works staff specified this specific Shaw carpet because they have used this carpet in several buildings and it holds up better than any other carpet in place and it does not show stains. Staff also noted that the City has used other carpets and styles that were supposed to be good quality carpet, and they snagged and ran across rooms, showed stains, and had to be replaced earlier than expected. There are many different types and styles of carpet from nylon, polyester, olefin wool, carpet construction twist, density, cut pile, loop, cut-loop, dye methods solution dyed, and continuous dyed. This, along with color, makes getting actual comparable carpet difficult. That is why Public Works staff specified this style of carpet which provides the best quality that staff has found. It also matches the carpets that have been replaced in other City buildings. Attached to this memo is Section IV from the City's Purchasing Manual which allows for requesting bids or quotations for specific brands when appropriate.

The City's purchasing policies provide that quotations be obtained for capital outlay purchases less than \$10,000 and formal bids be solicited for equipment or other capital outlay items estimated to cost \$10,000 or more. The policies further provide that City Council approval is needed prior to the purchase of capital outlay items of \$5,000 or higher. Maintenance or repair items do not require City Council approval,

RECOMMENDATION/RATIONALE:

It is recommend that City Council authorize the issuance of a purchase order in the amount of \$5,828.66 to Carriage House Carpet for the purchase and installation of carpet at the Public Safety Building.

Attachments:

1. Section IV of the City's Purchasing Manual for "Buying Proper Quality at a Fair Price".

SECTION IV

BUYING PROPER QUALITY AT A FAIR PRICE

1. **Specifications**. Buying proper quality depends upon having proper specifications and checking material purchased against them. A good specification should be:
 - a. As simple as it is consistent with exactness;
 - b. **Identified, when possible, with some brand already on the market;**
 - c. Capable of being checked;
 - d. Reasonable;
 - e. As fair to the seller as possible;
 - f. **Capable of being met by several bidders for the sake of competition;**
 - g. Clear and flexible (in order to invite vendors to suggest cost-saving alternatives or substitutions).
 - h. When ordering a product or item that should be inspected before it is accepted, the purchase order should state that “payment will not be approved unless samples have been inspected and approved by the purchaser.”
2. **Determining Value**. Delivery, quality, service, and price must be considered in determining the value of goods purchased. The cost of freight to the delivery destination must be included in any tabulation of prices if a fair comparison is to be made.

Staff Comments:

Items b and f highlighted above appear to be the relevant provisions. The Shaw carpet brand is carried by multiple dealers including two located in Muscatine (however, one of them is either temporarily or permanently closed).

Other City example - The City purchases the largest quantity of carpet for the City's public housing units. This is done under a contract which is bid periodically, but the actual purchases are done when the carpet is needed (primarily at the time of unit turnover). They also have identified specific brands of carpet, pad, cove base, etc. when they request bids for their carpet contract. They are also looking at carpet that will stand up to the wear by housing tenants.