



CITY COUNCIL ACTION REPORT

October 2, 2013

To: Brian Kischnick, City Manager

From: Mark F. Miller, Assistant City Manager/Economic Development Services
MaryBeth Murz, Purchasing Manager
Carol Anderson, Recreation Director

Subject: Standard Purchasing Resolution 4: US Communities Government Purchasing Alliance Program – Empire Today, LLC

History

- The carpet at the Community Center is monitored, reviewed and cleaned as needed based on usage.
- Upon the annual review and evaluation of the carpet at the Community Center; the carpeting in rooms 303/304/305 of the Community Center requires replacement.
- Due to high traffic and use, the carpet needs replacement as cleaning is no longer effective.
- The carpet in these rooms was last replaced in 2007.
- Carpet is installed utilizing carpet squares, as opposed to purchasing carpet by the square yard. Utilizing carpet squares is economical and efficient in the event there is a spill that cannot be adequately cleaned. Replacement squares are kept on-hand, on-site for quick replacement if need be.

Purchasing

- Empire Today, LLC of Belleville, MI participates in the US Communities Government Purchasing Alliance Program and was awarded cooperative contract #0000002865 for carpeting and flooring competitively bid by the City of Seattle, Washington.
- Empire Today is a reputable and reliable company and most recently completed a carpet replacement for the Police Department this past May.
- Additionally, Empire Today is utilized so as to match existing carpet squares at the Community Center.

Financial Considerations

Funding for the carpet removal and installation is available in the 2013-14 Capital Improvement Program fund.

Recommendation

City Management and the Recreation Department requests authorization to contract with *Empire Today, LLC of Belleville, MI* through the US Communities Government Purchasing Alliance Program for the removal and installation of new carpeting squares in rooms 303/304/305 at the Community Center for an estimated total cost of \$14,000.