



AGENDA REPORT

Police Department

DATE:	January 21, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Bisa French, Chief of Police
Subject:	Sole-Source Agreement with Royal Flooring to Install Carpeting at the Police Department
FINANCIAL IMPACT:	The estimated expenditure of \$100,000 which includes a 6.3 percent contingency amount will come from the Police Department's approved Fiscal Year 2025 budget - account string 01191021-400538.
PREVIOUS COUNCIL ACTION:	n/a
STATEMENT OF THE ISSUE:	Police Department staff have numerous offices with carpet that needs to be replaced. Staff would like to enter into a sole source agreement with Royal Flooring to use the remaining carpet from the previous 2023/2024 agreement for carpeting installed on the Department's second floor.
RECOMMENDED ACTION:	APPROVE a sole-source agreement with Royal Flooring to replace the Police Department's carpet throughout the first floor of the station for a total not to exceed amount of \$100,000, which includes a 6.3 percent contingency – Police Department (Chief Bisa French 510-621-1802).

DISCUSSION:

On February 24, 2023, the Police Department issued an RFP to replace the carpet on the 2nd floor and install carpeting on the first floor for the leased facility at 1701 Regatta Blvd in Richmond. Three hundred and twenty-eight (328) vendors were notified and two vendors placed bids: (1) Royal Flooring and (2) Floor Dimensions. Through a competitive bid process and review by Richmond Police Department staff, Royal Flooring was awarded the bid based on experience with office buildings equivalent in size and cost.

During the carpet removal process, the 15+ year-old heavily trafficked subfloor condition was far worse than expected, and additional prep work was required to ensure a complete installation. Due to the additional prep work, additional cost was incurred. Royal Flooring began prepping the additional office spaces but was unable to complete the work because the Department lacked money in its budget to pay for this additional work.

The Department recently reached out to Royal Flooring for a cost estimate to not only complete the work but also to replace the carpet within the office spaces and conference rooms on the 1st floor. Royal Flooring has retained the carpeting saved from the upstairs replacement and will use it to help offset the cost of finishing the upstairs and downstairs carpet replacement. Richmond Police Department staff completed a sole source authorization to avoid installation delays, to complete the remaining work outlined in the original RFP, and to realize the cost savings of the retained carpeting that will be matched throughout the building. Royal Flooring staff is aware of the unique modular office construction and will easily be able to temporarily disassemble and re-assemble the wall partitions with minimal interference to staff affected by the carpet replacement. Royal Flooring is also aware of the City's contracting process, and Royal Flooring is aware of the necessary prep work required to successfully complete the carpet replacement.

DOCUMENTS ATTACHED:

Attachment 1 – RF Contractors Proposal

Attachment 2 – Standard Contract