



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Janet Anderson, Library Director

DATE: October 28, 2019

SUBJECT: Library Second Floor Carpet Replacement

I. RECOMMENDED ACTION

It is recommended the Council:

1. Approve awarding the bid for the Library Second Floor Carpet Replacement to iKeating, Inc. in the amount of \$50,530.00; and
2. Authorize the Library Director to negotiate details and sign the agreement.

II. DEPARTMENT CONTACT PERSON

Janet Anderson, Library Director 852-1045

III. DESCRIPTION

A. Background

The existing carpeting on the second floor of the Minot Public Library has not been replaced for almost 20 years and as a high-traffic area, the carpet is showing signs of wear and tear. Therefore, the Library Board included funding to replace carpet in this high-traffic area in the 2019 Budget.

B. Proposed Project

The Library requests that the bid be awarded so that contractors can begin work as soon as possible.

C. Consultant Selection

Advertisements for bids were published in the *Minot Daily News* on 10/12/19 and 10/19/19. In addition, information about the project was sent electronically to several businesses in the state. The bid opening was held on 10/28/19 and one (1) bid was provided by iKeating Inc. for the amount of \$50,530.

IV. IMPACT:

A. Strategic Impact:

As a public building with thousands of people coming through our doors each month, the Minot Public Library is dedicated to providing a safe, clean and inviting environment. As carpet has begun to loosen from the pad and glue, the need to replace it is even more essential in order to maintain this environment.

B. Service/Delivery Impact:

In an effort to make installation and future upkeep easier, the Library Board opted to replace the current rolled carpet with carpet tiles. Due to the extensive area being replaced, it is likely that the Library will need to close for some small time periods while this work is being completed. However, it is the goal of the Library Director and Library Board to keep the building open as much as possible and the Library Director will work with the contractor to arrange for work to be done in sections and, when possible, to be done during hours when there is less traffic. The Library Director and Library Board, with input and guidance from the City Manager, will publicize any closures at least one week in advance.

C. Fiscal Impact:

Funding for the carpet is coming from the 2019 City of Minot Budget. The Library budgeted \$60,000 within the department's Building & Grounds budget and the bid received was under this amount. As of 10/28/19, the Library had over \$100,000 still available in the Building & Grounds budget for 2019.

Project Costs

210-67-00-455-04-33	\$60,000.00
iKeating Inc. bid	<u>\$50,530.00</u>
Difference	\$9,470.00

V. **TIME CONSTRAINTS**

Approval of this bid would permit work to begin yet this year.

VI. **LIST OF ATTACHMENTS**

- A. **Bid Opening Checklist**
- B. **Bid Specifications Package (including Advertisement for Bid)**
- C. **iKeating, Inc. bid**

Approved for Council Agenda: _____

Date: _____