

# COMMISSION AGENDA

Item No: 4G

Meeting: 12/19/19

**DATE:** December 4, 2019

**TO:** Port Commission

**FROM:** Eric Johnson, Executive Director

Sponsor: Tong Zhu, Chief Commercial Officer & Chief Strategy Officer

Project Manager: Christine Disnute, Facility Management Specialist

**SUBJECT:** Project Authorization for Administration Building Flooring Replacement

## A. ACTION REQUESTED

Request project authorization in the amount of \$435,458.78 for work and materials associated with replacement of the flooring in all quadrants, offices, common areas, and kitchens at the Administration Building located at 1 Sitcum Way, Tacoma WA. [MID:101478.01]

## B. BACKGROUND

The current flooring in the Administration Building was previously replaced in 2003 during the remodel of the entire building. Lifting of carpet tile and broadloom installed in the walkways and common areas along with areas of subfloor deterioration are causing safety hazards throughout the building. The average life expectancy of carpet tile and broadloom products in a commercial building setting is about 10-15 years. Port Maintenance has attempted to re-glue tiles down, using different adhesives, which proved to be futile. At this time, to reduce the risk of safety hazards, we have implemented the use of duct tape, floor runners, and caution tape throughout the building.

## C. SCOPE OF WORK

The scope of work will include:

Great Floors will provide labor, materials, tools, supplies, and equipment incidental to and necessary to perform:

- Demolition and removal of carpet;
- Disposal and recycling of carpet;
- Floor preparation;
- Lift system for cubicles;
- Installation of carpet/ vinyl; and
- Installation of cove base.

Port Maintenance will remove and replace furniture, including chairs, bookcases, tables, coat closets and file cabinets.

Port staff will remove personal belongings, materials and supplies to allow furniture relocation.

**Working Hours:**

The majority of the work will be completed in occupied areas during the evenings, at the rate of about 900-1000sqft of area per day. Installation nights are Monday, Wednesday, Friday and Saturdays. The weekday work hours will require furniture to be moved by Port Maintenance during the day and the demo, prep and installation of the carpet will occur after hours by Great Floors. This work will focus on quadrant areas. Saturday work hours will be focused on common area carpet installation only.

**D. TIMEFRAME/PROJECT SCHEDULE**

Initiate Purchase Order	December 2019
Anticipated Start Date	January 2020
Anticipated Project Completion	April 2020

**E. FINANCIAL SUMMARY**

**Estimated Cost of Project:**

Great Floors	\$321,577.20
Port Maintenance	\$28,560.00
Contingency (15%)	\$52,520.58
Sales Tax	\$32,801.00
Total	\$435,458.78

**Source of Funds**

The current Capital Investment Plan (CIP) allocates nothing for this project. Budget will be allocated through the 2020 budget process.

**Financial Impact**

Project costs will be capitalized and depreciated over an estimated useful life of 3 years. Estimated depreciation expense for 2020 will be \$95,000 based on a completion date of April 2020.

There is no remaining net book value on the existing carpet so there will be no write off value.

**F. ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS**

- 1. No Action:** Continue to implement the use of duct tape, caution tape and floor runners to reduce the risk of safety hazards.
  - The use of duct tape and caution tape negatively impacts employee morale and pride, and it does not portray the positive image to customers and external guests.

- This option does not adequately mitigate the risk of safety hazards.

**2. Patch Repairs:** Sections of the flooring will be replaced, and subflooring repaired.

- Initial cost for labor/ materials will likely exceed \$100,000
- Patch work does not mitigate the risk of future safety hazards and could potentially cause additional safety hazards by adding additional carpet seams.
- Materials and work are not covered by warranty and have a shorter life expectancy.
- Current carpet and vinyl color and styles are not available. Thus, the patched areas will have a piecemeal appearance.

**3. Recommended Action:** Replacement of carpet and vinyl in all quadrants, common areas, and kitchens.

- This option comes with a Limited Lifetime Warranty.
- New carpet and vinyl will create a new, fresh and positive environment for employees and guests at the Port of Tacoma.
- Utilizing carpet and vinyl tiles will allow for flexibility and easily accommodate future changes when repairs are needed to the building.
- The Great Floor price is a not to exceed number and takes advantage of current discounts available if the order is placed before the end of 2019.

**G. NEXT STEPS**

Upon Commission approval of the requested action, the Port Executive Director or his designee will approve the Purchase Order.