

**Purchase Request #7**  
**Regular Board Meeting November 4, 2024**  
**Consideration of Approval to Contract for Carpet & Flooring Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Texan Floor Service for carpet and flooring services for the facilities services department.

**BACKGROUND**

The College maintains building flooring surfaces in order to provide proper acoustics, appropriate appearance, and safe walking and working surfaces. When flooring surfaces wear to the point of needing replacement or remodeling, the College requires services of an outside flooring contractor to repair or replace the floor covering.

Request for proposals (RFP) #25-02 was issued on August 30, 2024, to procure carpet and flooring services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from the facilities services department who determined the proposal submitted by Texan Floor Service will provide the best value to the College.

**IMPACT OF THIS ACTION**

Properly maintained floors are important for safe operational use and contribute to the aesthetically pleasing image that the College is committed to maintaining. Approval of this contract will allow the College to maintain appropriate and safe flooring surfaces, repair unsafe and damaged conditions, and improve the appearance of the College's facilities.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$150,000 and will be funded from the facilities services department's 2024-2025 operating budget.

**MONITORING AND REPORTING TIMELINE**

The initial one-year term will commence on November 5, 2024, through November 4, 2025, with four one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

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**RFP #25-02**  
**Carpet & Flooring Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Qualifications	Section 2: Scope & Safety	Section 3: Quality of Materials	Section 4: References	Price Score	Total Points
	<i>Total Points</i>	<i>20</i>	<i>25</i>	<i>15</i>	<i>10</i>	<i>30</i>	<i>100</i>
1	Texan Floor Service	18.67	23.17	13.9	9	18.11	<b>82.84</b>
2	Viva Flooring llc	14.67	18.33	10.00	7.67	29.58	<b>80.25</b>