



## **INFORMATIONAL MEMORANDUM**

**TO: Community Development And Neighborhoods Committee**

**FROM: Rick Still, Parks & Recreation Director**

**BY: John Dunn, Recreation Superintendent**

**CC: Mayor Ekberg**

**DATE: September 12, 2018**

**SUBJECT: Gym Carpet Replacement**

### **ISSUE**

The Parks & Recreation Department is requesting committee approval for an unbudgeted capital expenditure for replacement carpet which is used to cover the gym floor during events and rentals at the Tukwila Community Center. This was not identified in the original capital budget for 2018, therefore, staff is requesting to move forward with the purchase.

### **BACKGROUND**

When large events and rentals occur in the gymnasium, staff place 3' x 6' carpet tiles over the entire surface. The carpet protects the wood floor and reduces noise during events. The current tiles have been heavily used over the last 18 years. Many tiles are and stained and have an unpleasant odor that cleaning cannot remedy. The carpet is used 12-18 times a year for various events, including tradeshow, conferences, and trainings.

### **DISCUSSION**

Staff have investigated various options for protecting the floor and decided that the carpet tile system works the best for facility needs. Other options that were explored included large rolls of carpet and renting carpet on a per event basis. A large roll would be very difficult for staff to maneuver and set up. In addition, the storage would be more difficult to keep the multiple rolls that would be needed. Carpet rolls are more expensive than the tile system. Staff also investigated renting carpet and having a service set up on an as needed basis. This will cost more over time and have negative impacts on recreation programs as staff would lose flexibility of when the carpet is set up, resulting in program cancellations to meet the schedule of the rental service.

### **FINANCIAL IMPACT**

The carpet replacement was not identified in the budget for 2018 as a replacement or purchase item. As current equipment replacement needs, and expenses are being reviewed, staff have determined there are available funds to utilize the capital budget for this purchase.

The lowest bid and best option for replacement is \$30,581.25. The second bid was \$32,180.01 for a carpet tile system. The third bid was \$45,458.60 for a roll system.

To address future replacement needs, staff have developed an equipment replacement program to establish a funding source. Each day the carpet is rented, \$250 will be placed into a fund that will be kept specifically for replacement of carpet tiles. Based on current gym rentals and anticipated inflation for cost of replacement, this fund would accrue, and over time replacing the full system could occur in 15 years.

**RECOMMENDATION**

Staff are recommending and asking for Committee approval to move forward with the purchase based on the lowest bid for a carpet tile system.

**ATTACHMENTS**

- A. Carpet replacement quotes

Attachment A



September 12, 2018

Kirstin May  
Tukwila Community Center  
12424 42nd Ave S.  
Tukwila, WA 98168

RE: Tukwila Community Center Carpet Option

Dear Kirstin,

Triumph Expo & Events Inc. is very pleased to submit this proposal for the Tukwila Community Center - Temporary Gymnasium Carpet. Please review this proposal and feel free to call if you have any questions regarding this proposal or our services.

**INITIAL CARPET PURCHASE** – Triumph will purchase new carpet tiles to be used as temporary flooring to protect the gymnasium floors during events. Carpet tiles are similar to current TCC inventory, and are available in charcoal, blue, or grey. They are 1m x 2m x 6mm, or approximately 3.28' x 6.56' x 1/4" thick, with a non-slip backing.



CARPET TILE PURCHASE		UNIT PRICE	TOTAL
550	Carpet Tiles (Black, blue, or grey) 1m x 2m x 6 mm thick (3.28' x 6.56')	46.25	25,437.50
<b>SUBTOTAL</b>			<b>25,437.50</b>
<b>WA STATE SALES TAX 10%</b>			<b>2,543.75</b>
<b>Shipping charges from manufacturer (estimate)</b>			<b>2,600.00</b>
<b>TOTAL</b>			<b>30,581.25</b>

\_\_\_\_\_ Initial

9/12/2018 10:41:35 AM

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**STORAGE** – Triumph will store the tiles in our warehouse on existing carts provided by the Tukwila Community Center (4 carts) for a flat fee of **\$80.00 per month paid annually (\$960.00 per year)** at the beginning of the storage period.

**DELIVERY AND INSTALLATIONS** – Triumph will pull the carpet tiles from storage upon request and deliver to the Tukwila Community Center and install and remove as needed at our hourly rate discounted by 25%. Our current labor rates for 2018 are \$97.70 ST and \$146.60 OT per man hour (discounted is \$73.28 ST, and \$109.95 OT). Rates typically increase about 3% per year based on our union contract.

I would estimate labor to be approximately 4 man-hours to pull, deliver and install, and 4 man-hours to remove and restock or **\$586.24 ST**, or **\$879.60 OT**. Standard straight time hours are between 8:00 am and 4:30 pm, Monday through Friday. All other hours including all day Saturday, Sunday and Holidays will be billed as overtime hours.

**INSURANCE** – Triumph carries Commercial General Liability, Comprehensive Auto Liability and Workers Compensation insurance as required by law and for our protection and for the protection of our employees. Commercial General Liability are at minimum limits of at least \$3,000,000.00. At your request, a Certificate of Insurance will be provided for your records after the signing of this Agreement.

**INDEMNIFICATION** - Triumph Expo & Events Inc. will defend, hold harmless, and indemnify the Tukwila Community Center from and against any and all claims and against all liability costs and expenses, including attorney fees, resulting from claims of injury (including death) to persons or damages to property arising out of, or resulting from Triumph Expo & Event Inc.'s sole negligence.

Tukwila Community Center - will defend, hold harmless, and indemnify Triumph Expo & Events Inc., its employees and agents, from and against any and all claims and against all liability costs and expenses, including attorney fees, resulting from claims of injury (including death) to persons or damages to property arising out of or resulting from the sole negligent or intentional acts of Tukwila Community Center , any other service provider(s), participating companies, employees, agents, attendees or invitees of any of them.

**PROPOSAL REVISION** - This proposal is based upon Triumph Expo & Events Inc. providing the equipment and related services as listed above for the Tukwila Community Center. The prices quoted are based on the information within the scope of this agreement, provided by the client with regards to the dates, location and move-in/out schedules and services required to perform the work for the Tukwila Community Center. Triumph Expo & Events Inc. reserves the right to modify the pricing and terms of this agreement if the schedule, services and/or venue change in a way that would significantly affect Triumph' costs.



**PAYMENT POLICY** - Triumph Expo & Events Inc. requires 50% deposit for the carpet purchase and shipping at the time of order placement, and the balance of the purchase price upon delivery of the carpet to the Triumph warehouse. Storage for the carpet will be billed starting when the carpet arrives at the Triumph warehouse for the first year. Subsequent years will be billed annually. Delivery and labor will be billed when services are rendered. Other than the initial purchase of the carpet, other services will be billed with 30-day net terms. Late fees of 1.5% per month will be assessed on past due balances.

These prices can be guaranteed only if this signed agreement is received by Triumph Expo & Events Inc. on or before **September 28, 2018**.

If you find this agreement completely satisfactory, please indicate your acceptance by signing in the space provided below and return one copy to us for our records.

We look forward to the opportunity of serving you and your associates at the Tukwila Community Center and appreciate the opportunity to be a part of your success.

Sincerely,  
**Triumph Expo & Events Inc.**

*Christine Skrak*

Christine Skrak  
President

**APPROVED AND ACCEPTED BY TUKWILA COMMUNITY CENTER**

BY (print): \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME (signature): \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVED AND ACCEPTED BY TRIUMPH EXPO & EVENTS INC.**

BY (print): \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME (signature): \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ **Initial**





## Shopping Cart



### Gym Floor Covering Carpet Tile

SKU: PDTILE2--Anthracite  
Color: Dark Charcoal

Qty: 560



Update Cart

**Unit Price: \$48.20**  
**Item Total: \$26,992.00**

### Calculate Shipping

Zip/Postal Code:

98168

United States ▾

Does the Delivery Location have a Loading Dock?

No

Yes

Estimate Shipping

CAR UPS Freight 6 Days	<b>\$2,262.55</b>
YRC Freight 6 Days	<b>\$2,718.03</b>
CAR Estes Express 5 Days	<b>\$2,888.33</b>
CAR YRC 6 Days	<b>\$2,970.50</b>
UPS Freight	<b>\$8,574.81</b>

**Subtotal:** **\$26,992.00**

Shipping starting from **\$2,262.55**

Sales Tax **\$0.00**

**You Pay** **\$29,254.55**

*Tax*

*2,925.46*

Begin Checkout

*\$32,180.01*

4.7 ★★★★★

Google

Customer Reviews

17

Floor Guardian  
 4742 42nd Ave. Sw  
 Seattle Washington 98116

# Quote

Tukwilla Parks and Recreation  
 12424 42nd Ave. South  
 Tukwilla Washington 98118

**Estimate #** 0000001  
**Estimate Date** 09/13/2018

Item	Description	Unit Price	Quantity	Amount
Product	Area to be covered 121ft.x 90ft. =10,890sq ft	3.40	10890.00	37,026.00
Product	Roll up machine	4300.00	1.00	4,300.00
Service	All quoted items are F.O.B. Tukwilla Facility			
Service	When total is determined add Wash. Sales tax			
<p><b>NOTES:</b> 20 rolls 6 ft wide x 90 ft long 10,890 sq ft            Color to be determined at time of order</p> <p>50.% deposit at time of order            Balance due on delivery</p>				
				<b>Subtotal</b> 41,326.00
				<b>Total</b> 41,326.00
				<b>Amount Paid</b> 0.00
				<b>Estimate</b> \$41,326.00

*tax*

4,132.00  
 \$45,458.00