

STAFF REPORT

**BOARD MEETING DATE:** August 13, 2024

**CATEGORY:** Consent Calendar 10

**SUBJECT:** Award Request for Quote (RFQ) 24-20 to, and approve a contract with, Design Time & Tile, Inc., for flooring and countertop services at County facilities.

**DEPARTMENT:** Public Works

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** John Heath, Assistant Public Works Director, (530) 225-5661

**STAFF REPORT APPROVED BY:** Troy Bartolomei, Public Works Director

<b><u>Vote Required?</u></b> Simple Majority Vote	<b><u>General Fund Impact?</u></b> No Additional General Fund Impact
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**RECOMMENDATION**

Take the following actions regarding Request for Quote (RFQ) 24-20 for flooring and countertop services at County facilities: (1) Award RFQ 24-20 to Design Time & Tile, Inc.; and (2) approve a contract in an amount not to exceed \$200,000, with no single project to exceed \$60,000, for a three-year term beginning date of signing.

**DISCUSSION**

On March 29, 2024, the Support Services Department-Purchasing Unit (County Purchasing) released RFQ 24-20 for flooring and countertop services. A single proposal was received from Design Time & Tile, Inc. (Design Time & Tile). Design Time and Tile’s proposal was responsive, and they have a long, successful history of providing flooring and countertop materials and installation services to the County. It is recommended that a contract be awarded to Design Time and Tile. The Notice of Intent to Award was mailed April 29, 2024. No protests were received. Design Time and Tile’s existing agreement with the County will be terminated as of the effective date of the new agreement.

**ALTERNATIVES**

The Board may decline to award the contract. Aggregate contracts expedite response to urgent situations which may arise.

**OTHER AGENCY INVOLVEMENT**

County Purchasing managed the Request for Quotes process. County Counsel has approved the contract as to form. Risk Management has approved the contract. The recommendation has been reviewed by the County Administrative Office.

**FISCAL IMPACT**

Adequate appropriations have been included in the Fiscal Year 2024-25 budgets of the benefitting departments to cover the cost of work performed under the contract.

**ATTACHMENTS:**

- 1: Design Time & Tile Contract
- 2: Design Time & Tile Termination Letter