



## Legislation Text

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**File #:** 21-6343, **Version:** 1

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**Department:** Harris County Resources for Children and Adults

**Department Head:** Joel Levine, Executive Director

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Investment Memo

**Investment Memo Type:** Final Investment Memo

**Project Name:** 2525 Murworth Upgrades: Furniture Purchase and Restroom Remodel

**Project ID** (if applicable): N/A

**Vendor Legal Name** (if applicable): Furniture: LetourneauKeller, Restroom Remodel: D&C, Big Z, Southwest Paint

**MWDBE Participation** (if applicable): N/A

**Managing Entity:** Furniture: Harris County Resources for Children and Adults, Restroom Remodel: County Engineer (FPM)

**Incremental Authorization Requested:** \$112,000

**Total Estimated Project Cost:** \$112,000

### Request Summary:

Request for approval of the Final Investment Memo for the 2525 Murworth Upgrades: Furniture Purchase and Restroom Remodel project for an initial amount of \$112,000 and request for approval of initial commercial paper funding in the amount of \$115,000.

### Project Description:

On May 11, 2021, Commissioners Court approved the Budget Office's (OMB) recommendations on Rollover requests. OMB recommended that \$390,000 go to operations projects at Harris County Resources for Children and Adults. Of this amount, \$112,000 is requested for this project, and \$127,000 is being requested concurrently for another project at the Youth Services Center.

This project at 2525 Murworth consists of two parts:

1. **Furniture Purchase:** Upgrade the furniture in several of the Harris County Resources for Children and Adults - Accounting and Administration Executive Team departments. The lifecycle for the furniture in these offices has expired.
2. **Restroom Remodel:** Repair and upgrade the two restrooms in the Adult Services area.

### Project Scope:

**Furniture Purchase:**

HCRCA worked with Harris County Purchasing through the RFP process to find a vendor to replace furniture. This project will entail the removal of old and installation of new office furniture in several of the HCRCA - Accounting offices and the Executive Administration offices. Repainting in the offices and carpet cleaning will be done before the furniture installation.

**Vendor:** RFP approved vendor was approved by Commissioners Court on 9/14/21

- Letourneau Keller is the approved vendor who will deliver and install the new furniture
- Measure and order furniture selected by the end user and the HCRCA OPS team.

**HCRCA:**

- Oversee the removal of the old furniture and installation of the new
- Tag old furniture and take it to Harris County Purchasing.
- Make sure wall are painted before the new furniture arrives.
- Make sure carpets are shampooed before the new furniture arrives.

**Restroom Remodel:**

This project is a partnership between HCRCA and FPM. It entails the demo and upgrade of both the male and female restrooms in the Adult Services area including new toilets, faucets, soap dispensers, hand towel dispensers and hand dryers.

**Vendor:**

- Labor only: DNC will demo out the current all restroom fixtures, install new fixtures and paint the walls and trim.
- Materials: New fixtures will be purchased through a PO with Big Z. Paint will be purchased from Southwest Paint.

**FPM:**

- Oversee the demo and remodel of both restrooms

**HCRCA:**

- Work in conjunction with FPM to ensure that the project timeline is followed

**Justification:**

Furniture Purchase: The lifecycle of the furniture is expired and the current furniture in most of the offices suggested for upgrade are not conducive to a productive work life. Some of the offices are filled with bulky furniture, not allotting for proper seating, storage and guest(s).

Restroom Remodel: The restrooms in the Adult Services area are outdated and in a state of disrepair. The upgrade will also include touchless features to limit the potential spread of COVID-19.

These projects support the following Strategic Objective:

- SO16- Maintain all HCRCA facilities, vehicles and equipment.

The success of the project can be measured through the following performance metrics:

- Successful completion of Operation Support tasks

**Alternatives and Engagement:**

One alternative would be to not do these projects; however not replacing the furniture can lead to decreased productivity and not upgrading the restrooms can lead to a possible increase in the spread of COVID 19. County surplus furniture is also outdated and does not provide for efficient workspace.

The contractors are responsible for adhering to their scope of work.

HCRCA is overseeing the receiving and installation of the new furniture. FPM will be overseeing the remodel of the 2 restrooms.

**Anticipated Project Expenditures and Timeline:**

Scope of Work	Estimated Cost*	Estimated Completion
<b>Furniture Purchase:</b> Order, receive and install new office furniture for various offices in HCRCA Accounting and some of the Executive Administration. The vendor is responsible for removing all boxes and debris in which the furniture was delivered. Upon completion of the install, keys are to be left on site.	-	February 2022
LetourneauKeller - Furniture and Labor	\$55,667.80	-
20% Contingency	\$11,133.56	-
<b>Furniture Purchase Total</b>	<b>\$66,801.36</b>	
<b>Restroom Remodel:</b> Labor and materials for demo and upgrade of 2 restrooms in the Adult Services area. HCRCA will work in coordination with FPM to oversee this project which entails removal of all fixtures and replacement with motion sensor fixtures where applicable.	-	50 days after PO approval
Big Z Lumber (3 separate quotes) - materials	\$22,551.94	-
D&C - labor	\$14,490.63	-
Southwestern Paint - paint	\$642.93	-
20 % Contingency	\$7,5371.19	-
<b>Restroom Remodel Total</b>	<b>\$45,222.60</b>	-
<b>Total</b>	<b>\$112,023.96</b>	-

\* Costs for the projects were assimilated through Harris County Purchasing approved vendors.

There are no foreseeable risks to the start and finish of this project in the timeframe outlined. A 20% contingency has been added to prevent underfunding in situations where the cost of materials has increased since the original quote(s).

There is no change in cost of ownership.

**Alignment with Goal(s):**

- X Justice and Safety
- \_ Economic Opportunity
- \_ Housing
- \_ Public Health
- \_ Transportation
- \_ Flooding
- \_ Environment
- \_ Governance and Customer Service

## Previous Court Action:

Date	Agenda Item #	Action Taken
5/11/21	124	Approval of departmental rollover requests
9/14/21	261	Approval of office furniture purchase from LetourneauKeller for Resources for Children and Adults

Address: 2525 Murworth, Houston, TX 77054

Precinct(s): Precinct 1

Fiscal and Personnel Summary			
Service Name	Operational Support		
	FY 21-22	FY 22	Next 3 FYs
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$115,000	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$115,000</b>	<b>\$</b>	<b>\$</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
Commercial Paper	\$115,000	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$115,000</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>	<b>\$115,000</b>	<b>\$</b>	<b>\$</b>
<b>Personnel (Fill out section only if requesting new PCNs)</b>			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

Department Approval by: Brian Baxendale, Division Director

OMB CIP Team Approval by: William McGuinness, Manager-Capital Projects &amp; Infrastructure, 11/11/21

**Commercial Paper Request** *(For OMB use only):*

**Receiving Department:** Harris County Resources for Children and Adults

**Project PeopleSoft ID:** N/A

**CP Series Description:** Commercial Paper Series D-2 can be used for (1) construction of public works, (2) the purchase of automobiles, equipment and machinery, including computers, materials and supplies for the operation of the County's precincts and departments (3) Professional services, including services provided by engineers, architects, attorneys, auditors, financial advisors, and fiscal agents, in connection with the contractual obligations described in (1) and (2).

Commercial Paper is being requested for the 2525 Murworth Upgrades: Furniture Purchase and Restroom Remodel project and is expected to be repaid within the next three fiscal years either through bonds, budgetary means or pay-as-you-go sources.

**HB 1869 compliance confirmed by:** Michael James & Scott Lemond, County Attorney's Office, 11/9/21

**OMB Financial Management contact:** Amy Perez, Director, Financial Management, Office of Management and Budget