



## STAFF REPORT

**DATE:** January 4, 2022  
**TO:** Kent Cagle, City Manager  
**FROM:** Leslie Hinkle, Executive Director of Community Development  
**SUBJECT:** Replacement of Interior Doors at the Killeen Civic and Conference Center

### **BACKGROUND AND FINDINGS:**

The Killeen Civic and Conference Center (KCCC) began operations in April 2002, and the interior entrance/exit doors to the ballrooms have not been replaced since the facility opened. Over the years, the doors have suffered damages and now cannot close properly due to the lack of proper hinge mechanisms. Additionally, the door paneling is peeling off, and black electrical tape is used to keep paneling in place.

Removal, replacement, and installation of the interior entrance/exit doors to the ballrooms is available for purchase through Buyboard purchasing cooperative vendor Integrity One Solutions, contract 577-18. The purchase will include the replacement of twenty (20) laminate doors that are 36" x 8' x 10" in size and includes the hinge system as well as new concealed vertical rod devices.

The current condition of the doors is unprofessional and impedes the presentation of the KCCC as a well-maintained event space. Replacement of the doors will ensure privacy for events in the ballrooms and assist in suppressing noise levels between event rooms.

### **THE ALTERNATIVES CONSIDERED:**

- 1)** Do not replace the interior entrance and exit doors to the ballrooms at the Killeen Civic and Conference Center and continue using doors that do not properly close and that have peeling paneling.
- 2)** Select Integrity One Solutions to replace the entrance and exit doors to the Killeen Civic and Conference Center's ballrooms with new doors that close properly and restore the professional appearance of the ballrooms.

### **Which alternative is recommended? Why?**

Alternative #2 is recommended as the current interior doors do not close properly and have peeling paneling.

**CONFORMITY TO CITY POLICY:**

Purchases made through a cooperative contract satisfy the state competitive bidding requirements as stated in Texas Local Government Code, section 271.102, subchapter F: a local government that purchases goods or services under this subchapter satisfies any state law requiring local government to seek competitive bids for the purchase of goods or services.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

The project cost is \$80,300 for FY 2022.

**Is this a one-time or recurring expenditure?**

One-time

**Is this expenditure budgeted?**

Yes, funding is available in the Hotel Occupancy Tax Fund Killeen Civic and Conference Centers Capital Outlay/Buildings account, 214-0705-457.61-02. This is funding from the American Rescue Plan Act (ARPA) as appropriated by City Council.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Authorize the City Manager or his designee to execute a contract with Integrity One Solutions for the purchase and installation of interior entrance/exit doors for the Killeen Civic and Conference Center ballrooms in the amount of \$80,300.

**DEPARTMENTAL CLEARANCES:**

Purchasing  
Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Quote  
Letter of Agreement