

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
NOVEMBER 4, 2025 AGENDA**

Subject: A resolution authorizing the City Manager to enter into a contract with SERVPRO, Cleaning, Restoration & Construction Submitted By: Little Rock Fire Department	Action Required: Ordinance √ Resolution	Approved By: Delphone Hubbard City Manager
SYNOPSIS	The Little Rock Fire Department, in coordination with the City’s Purchasing Division, is requesting approval for the City Manager to enter into a contract with SERVPRO, Cleaning, Restoration & Construction, to perform water restoration, cleaning, and renovation services at Fire Station 19.	
FISCAL IMPACT	Funding for this project will not exceed \$50,000.00 and will be paid from the Fire Department’s operating budget. Final invoicing will be based on actual labor, equipment, and materials used as per the terms of TIPS Contract #230505 MRO.	
RECOMMENDATION	Adopt resolution.	
BACKGROUND	An onsite visual assessment was conducted by SERVPRO of the conditioned interior areas of Little Rock Fire Station 19. The assessment identified areas requiring cleaning, the replacement of damaged or missing ceiling tiles, flooring restoration, and additional related work necessary to return the facility to a fully functional and safe condition.	

**BACKGROUND
CONTINUED**

The scope of work includes labor, materials, and equipment required to complete the project under Scope A with Flooring Option 2 (Vinyl Plank). The estimated total cost of the project is \$45,000.00 plus applicable taxes, not to exceed \$50,000.00. Work will be performed under TIPS Contract #230505 (Maintenance, Repair, and Operations of Facilities and Grounds).

The selected scope of work (Scope A with Flooring Option 2 – Vinyl Plank) includes all labor, materials, and equipment needed to complete the job, with an estimated duration of 12–16 calendar days. SERVPRO will coordinate closely with Fire Department staff to ensure minimal disruption to daily station operations.

This contract will be executed under the cooperative purchasing agreement established through the TIPS Purchasing Cooperative (Contract #230505 MRO), which provides pre-negotiated pricing and terms for maintenance, repair, and operational services.

The Little Rock Fire Department, in coordination with the City's Purchasing Division, recommends proceeding with SERVPRO to address these urgent facility needs at Fire Station 19.