



**PARKS &
RECREATION**

MEMORANDUM

To: City of Seguin Mayor and Council

From: Randy Kell, Director of Facilities

Through: Steve Parker, City Manager
Rick Cortes, Deputy City Manager

Subject: Resolution authorizing the City Manager to enter into an agreement with Sullivan Contracting Services., a Choice Partners purchasing coop member, for the renovation of an office into a new narcotics evidence storage room in the police station, in the amount of \$59,982.49, and declaring an effective date. - Randy Kell, Director of Facilities.

Date: November 25, 2024

The existing narcotics storage area in the police department is in the back corner of the existing evidence storage room. This is an open cage without independent air circulation or ventilation within a very confined space. The odor in the evidence room and areas around the evidence room can become intolerable. Moving this to another independent, secure, location will create a cleaner and safer environment for those who work in the evidence room daily. It will also provide some additional space for the new evidence storage system.

The proposed scope includes the design and construction of the new narcotics storage area. They will close off the existing office from a hallway near the employee entrance at the right of the facility, open a doorway into the existing evidence room, seal off the room from any other interior areas of the building, and add an independent HVAC and ventilation system. Many of the components needed to make this conversion are already in place. This securely separates the narcotics storage from the areas where staff works daily while allowing them convenient access when needed.

City requested services utilizing Choice Partners are in compliance with all State purchasing requirements. Choice Partners is a cooperative purchasing service that simplifies procurement for State and Local Governments.

City staff recommends approval of a Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to approve a Purchase Order and enter into an agreement with Sullivan Contracting Services, a Choice Purchasing Coop member, for the design and renovation of a new narcotics storage room, in the amount of \$59,982.49; and

declaring an effective date. Funding for this project is provided through the FY2024-25 General Fund Capital Projects budget.