



Legislation Text

File #: 21-924, **Version:** 1

FROM:

Public Works

SUBJECT:

Award Bid for HVAC Full-Service Maintenance and Replacement, SP-03-PW-22

RECOMMENDATION:

Award Bid and authorize the City Manager to execute a contract with Allison Mechanical Inc. for HVAC Full-Service Maintenance Replacement, for a period of two (2) years, renewable for (3) three one-year increments at the City's sole discretion (SP-03-PW-22).

COUNCIL GOALS:

- To invest in the city's infrastructure (streets, sewers, parks, etc.) by maintaining and improving the city's existing infrastructure.

DISCUSSION:

The Public Works Department is responsible for the maintenance and repair of City facilities and buildings. This includes the maintenance and repair of the buildings' heating ventilation and air conditioning (HVAC) systems. The Department uses a combination of in-house staff and contract services to maintain and repair over 160 HVAC units.

The Public Works Department has recently completed the Request for Proposal (RFP) process for HVAC Full-Service Maintenance and Replacement (SP-03-PW-22). The RFP's scope of work includes the contractor providing preventative maintenance services including a plan for scheduled maintenance services and status reports of ongoing operating conditions of all HVAC equipment. In addition, the Contractor shall repair/replace any component or part necessary to keep all City HVAC systems in good working condition and may make recommendations to the City for equipment that may need to be replaced.

As part of the bid process, Purchasing notified one hundred forty-nine (149) vendors. Proposal packets were downloaded by twenty-two (22) vendors. The City received one (1) response. Four (4) Fontana vendors were notified and none submitted a bid. After evaluating the vendor responses, it is recommended that Allison Mechanical Inc. be awarded the HVAC Full-Service Maintenance and Replacement Services contract. It was found that Allison Mechanical Inc. was the most responsive, responsible bidder. The Purchasing Office has reviewed this report and concurs with this recommendation.

FISCAL IMPACT:

Funds have been budgeted in the current Fiscal year 2021/22 Operating Budget, specifically in the Facilities Maintenance Fund #103 in the Facilities Repair ORG #10338317.8130. The total annual expenditures are estimated at \$397,000. Public Works currently has \$350,000 budgeted and will

request additional money to cover the shortfall at First Quarter.

MOTION:

Approve Staff recommendation.