



## Legislation Text

File #: RES 2022-069, Version: 1

### AGENDA ITEM REPORT

#### TITLE:

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE AN AGREEMENT WITH MASTER MECHANICAL SERVICES, INC. TO PROVIDE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES PURSUANT TO RFP NO. 02-23-22-10.

#### BACKGROUND:

It is the City's intent to establish an agreement with an experienced and qualified company to provide routine and emergency repair and replacement services for the City's heating, ventilation, and air conditioning (HVAC) equipment on an as-needed basis. The existing agreement for as-needed HVAC services, which was approved in 2017 for an initial three year term and extended for two additional one year terms, will expire on April 12, 2022.

#### DISCUSSION:

On January 23, 2022, the City issued Request for Proposals (RFP) No. 02-23-22-10 for as-needed HVAC services. Thirty-nine (39) electronic invitations were sent to prospective vendors through the eBid system, and one (1) responsive submittal was received from Master Mechanical Services, Inc. by the February 23, 2022, RFP due date. Purchasing reviewed the submittal for responsiveness and conducted reference checks. The submittal was found to be responsive and the performance reference surveys resulted in a "good" rating.

The selection committee, which was comprised of John Tetteris, Public Works Superintendent; John Yancey, Public Works Senior Lead Worker; and Salvatore Magliarisi, Public Works HVAC Mechanic, evaluated the submittal using the rating listed in the RFP.

Based upon the results of the reference surveys, the vendor's responsiveness to the RFP, and the evaluation performed by the selection committee, staff is recommending that an agreement be awarded to Master Mechanical Services, Inc. to provide HVAC Services. The initial contract term is three (3) years with the option to renew for two (2) additional one (1) year periods.

#### RECOMMENDATION:

Staff recommends approval of this resolution.

#### FISCAL IMPACT:

**REVENUES:** \$ 0  
**EXPENDITURES:** TBD  
**BUDGETED?** Yes

**NOTES:** Account No. 0173-4652, R/M HVAC. This service will be used as needed.