



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

December 20, 2017

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Bid Award: HVAC Services

SUMMARY RECOMMENDATION:

Award to the lowest three responsive and responsible bidders a one-year contract for heating, ventilation, and air conditioning (HVAC) services, with the option to renew for four additional one-year periods, depending on the appropriation of funds and satisfactory performance for an estimated annual amount of \$220,000.00 (including tax) to:

Hansberger Refrigeration	Yuma, Arizona
Polar Cooling	Yuma, Arizona
TRANE US, Inc.	Tucson, Arizona

(Bid #2018-20000076 Citywide) (Robin R. Wilson)

REPORT:

These contracts will be used to obtain HVAC Services as needed. The City frequently uses outside vendors for repairs, maintenance, replacement and new installations of HVAC equipment. Three vendors are recommended for award to ensure rapid response for safety and health concerns. Multiple awards eliminate problems in acquiring emergency services, especially during the summer months due to the increase in demand for this type of service.

FISCAL REQUIREMENTS	CITY FUNDS:	\$220,000.00	BUDGETED:	\$228,188.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various Accounts	
	TOTAL:	\$220,000.00		
	FISCAL IMPACT STATEMENT: Funding is available in the FY 2017-2018 Operating Budgets. The full dollar volume may not be expended for this contract, but if expenditures exceed the budget amounts, the appropriate budget transfers will be made.			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? ☐ Department ☐ City Clerk's Office ☐ Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		12/12/2017	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		12/12/2017	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		12/4/2017		
WRITTEN/SUBMITTED BY:		DATE:		
James Craig / Robin R. Wilson		12/4/2017		