



Board Agenda Item 54

DATE: June 5, 2018

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Master Agreement for HVAC Parts, Service, and Repairs

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement for Heating, Ventilation, and Air Conditioning (HVAC) parts, service, and repairs, effective June 5, 2018, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$3,500,000.**
- 2. Authorize the Director of Internal Services/Chief Information Officer or his designee to add additional contractors to this Agreement as they are identified who will agree to and be bound by the terms and conditions of the Master Agreement without affecting the remainder of the Agreement.**

Approval of the first recommended action will allow the Internal Services Department - Facility Services Division (Facility Services) to contract for HVAC parts, services, and repairs on an as-needed basis for buildings located throughout the County. Approval of the second recommended action will allow the Director of Internal Services/Chief Information Officer to execute amendments for the sole purpose of adding additional qualified contractors to the Master Agreement without affecting the remainder of the agreement. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, the County will be without a contract for HVAC parts, service, and repairs for building locations throughout the County.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Approval of the recommended actions allows Facility Services to contract for HVAC parts, service, and repairs on an as needed basis for buildings located throughout the County. All costs associated with these services are recovered through charge-backs to user departments. Sufficient appropriations and estimated revenues are included in Facility Services Org 8935 FY 2018-19 Recommended Budget. Sufficient appropriations for the remaining term of the Agreement will be included in future budget requests.

DISCUSSION:

On March 15, 2018, Facility Services issued a Request for Statement of Qualification (RFSQ) No. 18-035, through the Purchasing Division to solicit competitive bids for HVAC parts, service, and repairs on an as-needed basis for buildings located throughout the County for an estimated five-year spend of \$2,500,000.

Services include, but are not limited to, fabricating, installing, cleaning, maintaining, servicing, recharging, and inspecting warm-air heating systems, water-heating pumps, ventilating systems, chillers, cooling towers, and air-conditioning systems, and all other work and equipment associated with these systems. The bid period closed on April 6, 2018. County Purchasing received five (5) bids which include ACCO Engineered Systems, Inc., Emcor, New England Sheet Metal and Mechanical Co., Mesa Energy Systems, Inc. dba EMCOR Energy Systems, Inc., Ramco Services, Inc., and Trane, U.S. Inc. Purchasing Division staff reviewed all bids and shortly thereafter awarded all aforementioned vendors.

The first recommended action approves and authorizes award of the Master Agreement for a three-year base contract with two optional one-year extensions, upon written approval of each party, with a spending limit of \$3,500,000 over the potential five-year term of the Agreement. Although \$2,500,000 was the estimated spend for the five-year agreement as listed in the RFSQ, additional funds have been added, increasing the total contract spend to \$3,500,000 to account for large-scale projects previously unknown at the time of the release of the RFSQ. The second recommended action delegates authority to the Director of Internal Services/Chief Information Officer to add additional vendors to this Agreement to maximize flexibility of the Agreement and to ensure that the County has adequate HVAC vendors to service its buildings at all times. Any other modifications outside the scope of adding contractors to the Agreement would return to your Board for approval.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement

CAO ANALYST:

Juan Lopez