

## **EXECUTIVE SUMMARY**

### **Recommendation of \$500,000 or Greater FY20-139 – HVAC Repair and Preventive Maintenance**

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-139 – HVAC Repair and Preventive Maintenance for a period of thirty (30) months from January 1, 2020 through June 30, 2022. This contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 17-104C - Service, Repair, and Maintenance of HVAC and Chiller Equipment and will be used by Physical Plant Operations (PPO).

The requested spending authority being requested is \$680,000.

#### **Goods/Services Description**

##### **Responsible: Physical Plant Operations (PPO)**

This Bid includes but is not limited to District-wide preventive maintenance of chiller equipment at fixed rates and any type of service or repairs to existing HVAC systems at an hourly labor rate. The vast majority of the work is currently performed by PPO staff, and this Bid is used to supplement those forces. Items included in this Bid are divided into different groups:

- Fixed Rates for preventive maintenance for chillers
- General original equipment manufacturer service and repair for chillers
- Labor for HVAC equipment (exclusive of chillers) licensed Mechanical Contractors only
- Labor for Controls Technician
- Labor for variable Speed Drive Technician

#### **Procurement Method**

##### **Responsible: PWS**

The solicitation for this ITB ran from September 4, 2019 through October 1, 2019. Three-hundred and sixty-six (366) vendors were notified, and twenty-six (26) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received seven (7) responses. The bid has primary and alternate vendors who met all specifications, terms, and conditions of the ITB. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The District did not receive a bid for Carrier original equipment manufacturer (OEM) chiller equipment service and repair. This will be rebid at a later date and brought forward to the Board for approval.

The Affirmative Procurement Initiative recommended by the Supplier Diversity Outreach Department for this Bid is the M/WBE Annual Aspirational Goals, in accordance with the Supplier Diversity Outreach Program Policy 3330, Section E.8.a. The GSC has initially established the M/WBE Annual Aspirational Goals at forty-one (41) percent and MBE prime contract participation at twenty-three (23) percent WBE contract participation based upon the industry availability estimates in accordance with the District's 2015 Disparity Study findings.

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**Financial Impact**  
**Responsible: PWS and PPO**

The total spending authority estimated is \$680,000 as calculated below:

Historical average monthly expenditures		\$22,631
<u>Number of months</u>	<u>x</u>	<u>30</u>
Estimated forecasted spend		\$678,930
<b><u>Total spend authority (rounded)</u></b>		<b><u>\$680,000</u></b>

Given that Carrier did not bid, and the services will be rebid at a later date, the historical spend of \$180,826 was not taken into consideration to calculate the total spend authority needed for this Bid.

Procurement & Warehousing Services is responsible for the control of the District contracts' spending authority. This action is performed through the unique Bid ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.