

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY20-206 - HVAC - Carrier Chiller OEM Service & Repairs

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#### Introduction

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

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20 206 - HVAC - Carrier Chiller OEM Service & Repairs for a period of twenty-seven (27) months from April 21, 2020 through June 30, 2022. This contract may be renewed for two (2) additional one (1) year periods. This ITB will complement the existing ITB FY20-139 - HVAC Repair and Preventive Maintenance for Carrier equipment and will be used by Physical Plant Operations (PPO). The requested spending authority being requested is \$190,000.

#### Goods/Services Description

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

This Bid includes Carrier Chiller Original Equipment Manufacturer Service & Repairs at fixed hourly rates. The vast majority of the work is currently performed by PPO staff, and this Bid is used to supplement those forces.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from February 11, 2020 through February 25, 2020. Three-hundred and ninety (390) vendors were notified, and sixteen (16) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received one (1) response.

The Affirmative Procurement Initiative (API) implemented in this solicitation is the Voluntary M/WBE Distributorship Development Program.

#### Financial Impact

##### Responsible: PWS and PPO

The total spending authority estimated is \$190,000 as calculated below:

Projected average monthly expenditures		\$6,925
Number of months	x	27
Estimated forecasted spend		\$186,975
<b>Total spend authority (rounded)</b>		<b>\$190,000</b>

The projected average monthly expenditure is based on the historical spend on ITB 17-104C - Service, Repair, and Maintenance of HVAC and Chiller Equipment for Carrier only and taking into consideration an increment of labor rates in comparison to the previous contract of approximately thirty (30) percent.

PWS 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.