



AGENDA MEMORANDUM

Action Item for the City Council Meeting April 12, 2022

DATE: April 12, 2022

TO: Peter Zanoni, City Manager

FROM: Charles Mendoza, Director of Asset Management
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HVAC Preventative Maintenance and Repairs for Asset Management

CAPTION:

Motion authorizing a three-year service agreement with Coastline Refrigeration and Service, LLC of Corpus Christi for a total amount not to exceed \$ 1,686,033.00 for heating, ventilation, and air conditioning (HVAC) preventative maintenance and repairs for Asset Management to 51 City facilities, with FY 2022 funding in the amount of up to \$281,005.00 available from the Facility Management and Maintenance Fund.

SUMMARY:

This is a motion to approve a service agreement with Coastline Refrigeration and Service, LLC to perform HVAC repairs and preventative maintenance. These services are necessary to maintain the integrity of our HVAC systems to City owned facilities. This will assist Asset Management - Facility Maintenance to setup preventative maintenance schedules to HVAC equipment in effort to have our equipment run more efficiently.

BACKGROUND AND FINDINGS:

The contractor shall provide repairs as needed. The contractor will work with Asset Management-Facility Maintenance to setup annual preventive maintenance on HVAC equipment located at different City facilities. The work performed must be accomplished in a manner that meets all applicable specifications, trade standards and provisions, and federal, state, and local codes. Contracts and Procurement conducted a competitive RFB process to obtain bids for a new contract. The City is recommending awarding the contract to Coastline Refrigeration and Service, LLC.

PROCUREMENT DETAIL:

Finance - Procurement conducted a competitive Request for Bids to obtain bids for heating, ventilation, and air conditioning (HVAC) preventative maintenance and repairs. The City received three responsive, responsible bids. Staff is recommending the award to the lowest, responsive, responsible bidder Coastline Refrigeration and Service, LLC. Coastline Refrigeration and Service, LLC. is the incumbent contractor and the submitted bid has lowered the contract price from previous three-year contract by 16.5%. Incumbent also outbid the next bidder by 13.17% for this new contract. The contractor will provide services on an as needed basis.

ALTERNATIVES:

The alternative is to move more work in-house. However, due to the type of work, Asset Management – Facility Maintenance would have to increase their staff.

FISCAL IMPACT:

The fiscal impact for the first year is \$281,005. The department will allocate the required funds as needed. The remaining cost will be budgeted in future years during the annual budget process.

FUNDING DETAIL:

Fund:	5115	Facilities Maintenance Services
Organization/Activity:	40300	Facilities Management & Maintenance
Mission Element:	191	Operate City Buildings and Facilities
Project # (CIP Only):		
Account:	530215	Maintenance & Repairs-Contracted

RECOMMENDATION:

Staff recommends the approval of this agreement with Coastline Refrigeration and Service, LLC of Corpus Christi for heating, ventilation and air conditioning (HVAC) preventative maintenance and repairs for Asset Management – Facility Maintenance as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement