



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of August 14, 2018  
Action Item for the City Council Meeting of August 21, 2018

---

**DATE:** August 14, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
[JimD@cctexas.com](mailto:JimD@cctexas.com)  
(361) 857-1909

E. Jay Ellington, Director of Parks and Recreation Department  
[JayEll@cctexas.com](mailto:JayEll@cctexas.com)  
(361) 826-3464

Kim Baker, Assistant Director of Financial Services-Purchasing Division  
[KimB2@cctexas.com](mailto:KimB2@cctexas.com)  
(361) 826-3169

<p><b>HVAC Removal and Replacement at Central Kitchen, with a Two-Month Service Agreement</b></p>
---

**CAPTION:**

Motion authorizing a two-month Service Agreement with Pro Tech Mechanical, Inc. from Corpus Christi, Texas, for HVAC removal and replacement at Central Kitchen, for a total amount not to exceed \$112,166.

**PURPOSE:**

The item is to approve the HVAC Removal and Replacement at Central Kitchen.

**BACKGROUND AND FINDINGS:**

The four HVAC systems located at the Nutrition Education Service Center, 4101 Old Brownsville Road, will be out of compliance if not replaced to meet the new EPA standards by the end of 2019 which require conversion to a refrigerant other than R22.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received one bid; staff concluded that the bid submitted was fair and reasonable. Staff recommends award to Protech Mechanical, Inc.

**ALTERNATIVES:**

No alternatives

**OTHER CONSIDERATIONS:**

None

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Asset Management  
Parks and Recreation

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$325,000	\$0.00	\$325,000
Encumbered /Expended Amount	\$16,551	\$0.00	\$16,551
This item	\$112,166	\$0.00	\$112,166
BALANCE	\$196,283	\$0.00	\$196,283

Fund(s): General fund and CDBG fund

**Comments:** Funding for this service agreement has been approved in the FY2017-2018.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation