



AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 28, 2018
Action Item for the City Council Meeting of September 11, 2018

DATE: August 28, 2018

TO: Keith Selman, Interim City Manager

FROM: Jim Davis, Director of Asset Management
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HVAC Services for Facilities Department

CAPTION:

Motion authorizing a three-year Service Agreement with Coastline Refrigeration & Service, LLC of Corpus Christi, Texas for HVAC Services for Facilities Department, for a total amount not to exceed \$397,800.00.

PURPOSE:

The purpose of this Agenda Item is to approve a service agreement for HVAC Services for Facilities Department.

BACKGROUND AND FINDINGS:

Facilities owned by the City of Corpus Christi require HVAC services on an as needed basis. Services include but are not limited to: repair, replacement and installation of new heating, ventilation, air conditioning equipment, refrigeration units, air handling unit, duct work, duct cleaning, diagnostic test equipment, and testing. There are numerous HVAC systems throughout the City that need to be replaced by the end of 2019 to meet the Seasonal Energy Efficiency Ratio (SEER) standards and remain in compliance with Environmental Protection Agency (EPA) standards.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids from qualified firms to provide HVAC Facilities Services on an as needed basis. The City received five bids and one no-bid. Staff concluded Coastline Refrigeration & Service, LLC is the lowest responsive, responsible bidder and recommends the firm for award.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

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

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$0.00	\$0.00	\$0.00
Encumbered /Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$0.00	\$0.00	\$0.00
BALANCE	\$0.00	\$0.00	\$0.00

Fund(s): Various

Comments: Funding will be provided by various departments at the time work is needed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation