



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting February 11, 2020

**DATE:** February 11, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Fred Segundo, Director of Aviation  
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### **HVAC System Maintenance and Repairs for CCIA**

#### **CAPTION:**

Motion authorizing a three-year service agreement with Pro Tech Mechanical, Inc., of Corpus Christi, Texas for a total amount not to exceed \$156,750.00 for Heating, Ventilation and Air Conditioning (HVAC) system maintenance and repairs for the Corpus Christi International Airport (CCIA), effective upon issuance of notice to proceed, with funding in the amount of \$39,187.44 available through the FY 2020 Airport Fund.

#### **SUMMARY:**

This motion authorizes a service agreement with Pro Tech Mechanical, Inc. for HVAC maintenance and repairs. These services are necessary to maintain the temperatures at the airport at a comfortable level.

#### **BACKGROUND AND FINDINGS:**

The CCIA HVAC system is an automated chill water and boiler system that maintains comfortable indoor temperatures throughout the airport 24 hours, 7 days a week. The HVAC system requires periodic inspections, maintenance, and repairs to increase the life of the system. The chiller requires monthly water treatment testing and service to make sure chemicals are balanced.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids for a contract. The City received two responsive, responsible bids.

Staff recommends award to the lowest responsive, responsible bidder, Pro Tech Mechanical, Inc.

**ALTERNATIVES:**

The alternative to accepting this bid would be to hire personnel to maintain and repair the HVAC systems; however, certified technicians are a requirement in the service agreement.

**FISCAL IMPACT:**

The fiscal impact for CCIA in FY 2020 is \$39,187.44. The remaining cost of \$117,562.56 will be budgeted through the annual budget process for this three-year service agreement for HVAC system maintenance and repairs for CCIA.

**FUNDING DETAIL:**

Fund:	4610 Airport Fund
Organization/Activity:	35040 Facilities
Mission Element:	271 Maintain Facilities Airport Property
Project # (CIP Only):	n/a
Account:	530210 Building Maint. & Services

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a three-year service agreement with Pro Tech Mechanical, Inc. as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement