



CITY COUNCIL COMMUNICATION
December 10, 2013

SUBJECT: HVAC System Maintenance Program
SUBMITTED BY: Kyle McAdams, Fleet & Facility Administrator
REFERENCE NO: Bid No. 003-14

ACTION REQUESTED:

Consider award of Bid No. 003-14 for HVAC system comprehensive maintenance. The recommended vendor is ABM Building Services, LLC, Fort Worth, Texas.

ALTERNATIVES:

- Do not approve.
- Re-Bid through city's purchasing department.

SUMMARY OF SUBJECT:

The agreement is for a complete comprehensive HVAC maintenance program for the listed city facilities.

1. City Hall.
2. Finance / Human Resources Building.
3. Development / Engineering Building.
4. Fire Administration / Purchasing Building.
5. Euless Family Life Center (EFLC).

This program covers preventative maintenance, seasonal startup inspections, bi-monthly filter changes, service parts, and as needed replacement compressors are included in the contracted maintenance services. Purchasing advertised the maintenance program for bids with bid packages sent to seven local vendors. One completed bid was returned. The bid requested an agreement for a period of one (1) year with an option to renew for four (4) additional one-year periods by mutual written agreement. The recommended vendor is ABM Building Services, LLC, Fort Worth, Texas.

FINANCIAL CONSIDERATIONS:

Revenue Sources: Annual Budget
Expenditure Accounts: 601-5090-519.74-20
Budgeted Fiscal Year(s): FY 2013-2014
Budgeted Expenditure: \$56,000
Estimated Expenditure: \$54,492
Over/**Under** Projection By: \$1,508
Other Comments:

SUPPORTING DOCUMENTS:

- Bid Tabulation
- Vendor List

APPROVED BY:

_____ **LG** _____ City Manager's Office
_____ **KS** _____ City Secretary's Office