



CITY COUNCIL COMMUNICATION
November 25, 2014

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

ACTION REQUESTED:

Consider approval of a one-year extension of Bid No. 003-14 with ABM Building Services, LLC, Fort Worth for an HVAC comprehensive maintenance program for the listed city facilities.

ALTERNATIVES:

- Table the request
- Deny the request

SUMMARY OF SUBJECT:

In FY2014, the Purchasing Department, on behalf of Facility Maintenance, solicited bids for a complete comprehensive HVAC maintenance program for the listed city facilities. 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.

The agreement covers the following 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).

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. ABM Building Services, LLC has submitted a letter for renewal for the first of the one (1) year terms. The renewal rate does not include a cost increase. This will be the first extension period of the four (4) allowed.

FINANCIAL CONSIDERATIONS:

Revenue Sources: Annual Budget
Expenditure Accounts: 101-5090-519.43-11
Budgeted Fiscal Year(s): FY 2014-2015
Budgeted Expenditure: \$ 56,000
Estimated Expenditure: \$ 54,492
Over/**Under** Projection By: \$ 1,508
Other Comments:

SUPPORTING DOCUMENTS:

- Renewal Letter: ABM Building Services, LLC

APPROVED BY:

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