



CITY COUNCIL COMMUNICATION

November 10, 2015

SUBJECT: HVAC System Maintenance Program
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 system comprehensive maintenance program for the listed city facilities.

ALTERNATIVES:

- Re-Bid through city's purchasing department
- Table the request
- Deny the request

SUMMARY OF SUBJECT:

In FY2014, the Purchasing Department, on behalf of Facility Maintenance, solicited bids for a complete HVAC system comprehensive 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 as part of 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 second of the one (1) year terms. The renewal rate does not include a cost increase. This will be the second extension period of the four (4) allowed.

FINANCIAL CONSIDERATIONS:

Revenue Sources: Annual Budget
Expenditure Accounts: 101-5090-519.43-11
Budgeted Fiscal Year(s): FY2016
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:

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

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