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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/21/2017

RE: Request to issue HVAC Services Contract to Energy Control and Design for \$126,675.31 for HVAC maintenance and \$42,846.44 for HVAC Controls maintenance.

On February 16, 2017 we accepted proposals for HVAC maintenance and repair services. Three companies responded to the RFP. Inventories of equipment were provided and a mandatory pre-proposal conference and facility walk-through was conducted on January 31, 2017. The proposals were evaluated and scored by the Facilities Manager, Projects Manager, Records & Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. [Note that the HVAC Controls are proprietary, thus only one contractor could meet the requirements of the request for proposal.] The bids were received as follows:

	<u>HVAC Services</u>	<u>HVAC Controls</u>	<u>Rating (Possible 100)</u>
August Winter	\$147,592.00	Did not meet specs	72
Bassett Mechanical	\$142,272.00	Did not meet specs	46
Energy Control & Design	\$126,675.31	\$42,846.44	78

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday</u>
August Winter	\$98.00	\$138.00
Bassett Mechanical	\$117.00	\$175.50
Energy Control & Design	\$94.50	\$124.50

Based on our evaluations, PRFMD recommends awarding the contract to Energy Control & Design. Energy Control & Design has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Annual increases not to exceed 3%. Upon approval, the contract will be effective May 1, 2017.

Please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions. Thank you.