



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/8/21

RE: Action: Award the City of Appleton's "2021 Fire Station #2 and Fire Station #3 HVAC Digital Controls" contract to Energy Control & Design for a Sole Source contract in the amount of \$47,440.

The 2021 Capital Improvement Plan includes \$165,000 to upgrade the HVAC systems at Fire Station #2 and Fire Station #3. Of that amount, \$12,000 has been utilized for design services and \$78,053 has been utilized for HVAC equipment upgrades, leaving a balance of \$74,947 for digital controls.

Fire Station #2 was built in 1982 with the latest HVAC upgrades completed in 1991. Fire Station #3 was constructed in 1991 with the original HVAC equipment still in use. Neither station currently has digital HVAC controls.

Energy Control and Design (EC&D) has been selected to sole source this work as they are the sole regional provider in the state of the Siemen's digital controls that the City of Appleton uses within its facilities. In addition, EC&D has continually been contracted with the City of Appleton for over 15 years by providing preventive maintenance on HVAC digital controls and mechanical equipment.

Directly contracting with EC&D will eliminate contractor markup costs versus having a mechanical contractor facilitate digital controls installation.

It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a Sole Source contract with EC&D in the amount of \$47,440.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.