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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 06-07-2016

RE: Action: Award the City of Appleton Municipal Services Building "2016 HVAC Replacement Project" contract to B & P Mechanical, Inc. in the amount of \$338,800 with a contingency of \$8,400 for a contract total not to exceed \$347,200.

Action: Approve positive balance transfer of \$35,000 from the "MSB Roof Replacement Project" to "MSB HVAC Replacement Project."

Action: Approve positive balance transfer of \$30,000 from the "Fire Stations #3 and #5 Exterior Lighting Project" to "MSB HVAC Replacement Project."

The 2016 Capital Improvement Plan includes \$295,000 for replacing the HVAC system at the Municipal Services Building. The project includes installing a new variable air volume distribution system and new rooftop units to the offices. The existing HVAC system is at the end of its life cycle, and is energy inefficient compared to the proposed system. This project will also include the replacement of existing ceiling tiles, office lighting, and incorporate the HVAC system into the backup generator system.

The bids were received as follows:

B & P Mechanical, Inc. (low bid)	\$338,800
Great Lakes Mechanical, Inc.	\$377,200
Reeke-Marold Company	\$390,795

During design phase it was determined that an additional roof top unit is required and that this area should be served by back-up power during emergencies, thus raising the anticipated cost of this project. We are requesting to utilize positive variances from the Municipal Roof Project and the Fire Stations #3 and #5 Exterior Lighting Upgrade Projects that had bid below estimates.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to B & P Mechanical, Inc. Therefore, the Parks, Recreation, and Facilities

Management Department recommends awarding the contract to B & P Mechanical, Inc. in the amount of \$338,800 plus a contingency of \$8,400 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.