



MEMORANDUM

To: Mayor and City Council

From: Steve Shore, Facilities Manager
Kent Collins, P.E., Director of Public Works

Date: April 28, 2020

Reference: Contract Renewal for City-Wide HVAC Maintenance Services

2030: Sustainable City Government Strategy, Goal 3
Excellent and Well-maintained City Infrastructure and Facilities

General:

- A Request for a Proposal was made to TD Industries Inc based on their membership in Omnia partners (formerly National IPA) co-operative.
- Bid was based on type and amount and of equipment to be serviced.
- The agreement term is effective May 1, 2017 – May 1, 2021 with review and renewal each year of the term.
- The contract includes service to 19 municipal buildings including the provision of parts and materials.
- This item is for a one-year renewal of an existing contract with TD Industries.

Introduction:

This agenda item is being presented to consider approval of awarding the final year of renewal of the Citywide HVAC Maintenance Services to TD Industries, Inc. for a one-year period beginning May 1, 2020, as budgeted; and authorizing the City Manager to sign any necessary documents.

Analysis:

In March 2017, the City of Coppell Facilities Division received the proposal from Texas Department of Licensing and Regulation (TDLR) approved and licensed HVAC contractor to provide citywide HVAC Maintenance services, including the provision of parts and materials. Because this contract is for citywide service, the proposal was evaluated by a committee that included representatives from Purchasing, Fire, Police, Parks and Public Works. TD Industries Inc was awarded the contract with review and renewal annually. This item presents the renewal as provided in the contract.

Legal Review:

The City's standard form contract is being utilized and is reviewed periodically by the City Attorney.

Fiscal Impact:

Fiscal impact of this Agenda item is estimated to be \$273,980.00, as budgeted in the Facilities, General Fund, Building Maintenance account.

Recommendation:

The Public Works Department recommends approval to renew Citywide HVAC Maintenance Services to TD Industries Inc., for a one-year term beginning May 1, 2020.