



MEMORANDUM

To: Mayor and City Council

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

Date: October 26, 2021

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.
- The bid was based on type and amount of equipment to be serviced.
- The agreement term is effective October 1, 2021 with annual review and renewal for up to three years total, and 30-day cancellation option.
- The contract includes service to 29 municipal buildings including the provision of parts and materials.
- The value of this contract last year was \$273,980.16
- The value of this proposed annual contract is \$385,753.33

Introduction:

This item is presented to consider approval of on an annual maintenance contract with TD Industries for the city-wide maintenance of HVAC systems for 29 municipal buildings. This contract includes parts, labor and materials required for the annual maintenance of the HVAC systems for a value of \$385,753.33 as budgeted in the general fund.

Analysis:

In September 2017, the City of Coppel Facilities Division received the proposal from TDI, a 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 was for city-wide 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 request is for a continuation of this contract based on the performance of TD Industries and their continued membership in Omnia Partners Co-operative. TD Industries is familiar with the systems installed in our facilities and has the expertise and depth to deal with routine and emergency situations as they arise.

The Interlocal Cooperation Act, Chapter 791 of the Government Code and Local Government Code, Chapter 271 authorizes local governments to enter into interlocal agreements with other governmental jurisdictions. All Agreements offered through Omnia Partners (formerly National IPA) have been awarded via a thorough Request for Proposal (RFP) competitive solicitation by a public agency/governmental entity (e.g., state, city, county, public university, or school district). Omnia Partners is committed to the integrity of the procurement process and saves time and money.

The City utilized this purchasing method because of previous positive results. The City of Coppel is not large enough to warrant having its own “in house” HVAC technicians but has too many facilities for most contractors to supply the 24/7 guaranteed service required, particularly for facilities such as Fire Stations, the Police Department, and the Arts Center. This contract represents an increase in HVAC maintenance expenditure of approximately \$110,000. This increase will cover extra conditioned space related to the Arts Center, Fire Station 4, the new Columbarium building, and the new system at Town Center coming out of warranty, as well as increases in material and labor costs. Staff will continue to monitor the marketplace for services such as this and request proposals when it is determined that costs have stabilized, and it may be advantageous to do so.

Legal Review:

This contract renewal did not require legal review.

Fiscal Impact:

The fiscal impact of this agenda is \$385,753.33, as budgeted in general fund.

Recommendation:

The Public Works Department recommends approval of this renewal.