



AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 11, 2024

SUBJECT: Approval of a notice of intent to award a contract for the Recovery Center HVAC system

RECOMMENDED MOTION:

Move approval of Board Chair signature of Document No. 2024-751, a Notice of Intent to Award a contract for the Recovery Center HVAC system.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County Facilities Department prepared bid solicitation documents for the Recovery Center (Telecare) HVAC replacement project. The project scope includes the removal and replacement of the HVAC system at the Recovery Center (Telecare) which has reached the end of its serviceable life and has incurred significant maintenance-related costs over the last several years. The project was advertised in the *Daily Journal of Commerce*, *Bend Bulletin* and posted on the *Deschutes County website* on July 24, 2024, through July 31, 2024. The Department reviewed the bids on August 30, 2024.

Eight HVAC contractors attended the mandatory pre-bid site visit. Three bids were submitted. Two of the bids lacked a required document and were determined to be non-responsive. The responsive bid result is as follows:

<u>BIDDER</u>	<u>TOTAL BID AMOUNT</u>
Apex Mechanical LLC.	\$589,000.00

This action issues a Notice of Intent to Award the contract to the apparent low bidder, Apex Mechanical LLC., and allows seven days for concerned parties to protest the award. If there is no protest within the seven-day period, the contract will be awarded to the apparent low bidder.

BUDGET IMPACTS:

The project cost has been identified as part of the FY 2025 Facilities Department capital maintenance plan.

ATTENDANCE:

Brent Harding, Facilities Project Coordinator
Lee Randall, Director