



CITY OF
FORESTPARK

MEMORANDUM

TO: Nigel Wattle, Interim Director
Public Works Department

FROM: Talisa R. Adams, CPPO, Procurement Manager
Department of Finance – Procurement

SUBJECT: RFB No. 2024-RFB-004 – On-Call HVAC Equipment Repair, Installation and
Maintenance Services (Annual Contract)

DATE: January 2, 2025

Procurement has completed the evaluation of bids received for RFB No. 2024-RFB-004 – On-Call HVAC Equipment Repair, Installation and Maintenance Services (Annual Contract). Three (3) bids were received. Procurement recommends an annual award to the lowest, responsive, and responsible bidder:

Areas MEP, 217 Fulton Court, Peachtree City, GA 30269

With your concurrence, please submit the anticipated annual award amount for the recommended award. Procurement will prepare an agenda item for Council's approval. Upon Council's approval, please submit the requisition request form and requisition number needed to issue a Blanket PO number.

Procurement will notify the vendor of the approved award to schedule a Kick-off meeting with Procurement and Public Works.

Please let me know if you need further assistance from Procurement.

Thanks,

Talisa R. Adams

Attachments: Bidders' Bid Response, Bid Tabulation/Evaluation Report, and References Check Report

cc: John Wiggins, Director of Finance

On-Call HVAC Equipment Repair, Installation, and Maintenance Services

		ABM	Aeras MEP	The M. Mitchell Group, LLC.	
Line Item	Description	Unit of Measure	Unit Cost	Unit Cost	
1	General Labor Standard Rate	Hourly Rate	\$130.00	\$117.00	\$150.00
2	Journeyman Standard Rate	Hourly Rate	\$130.00	\$119.00	\$64.00
3	Controls Technician Standard Rate	Hourly Rate	\$150.00	\$122.00	\$45.00
4	Overtime/Emergency Rate	Hourly Rate	\$195.00	\$178.50	\$60.00
5	Material Markup (not to exceed 15%)	Percentage	0%	14.90%	15%
6	Monthly Preventative Maintenance Comprehensive Preventative	Per Month	\$16,959.00	\$10,322.00	\$500.00
7	Maintenance (twice a year)	Bi-Yearly	\$0.00	\$61,932.37	\$1,000.00

NOTES

Aeras MEP pricing for line item 6 and 7 are the totals if serviced and billed monthly (line 6) or serviced and billed bi-yearly (line 7)

The M. Mitchell Group was deemed non-responsive due to not providing a response to email requests to provide additional references for similar scope of work performed as listed in the solicitation and provide clarification of prices provided for line items 6 and 7. Two email attempts were made on 12/16/24 and 12/20/24 with no response received. Additionally, the Rockdale County reference submitted by The M. Mitchell Group provided a very poor reference regarding an on-call concrete services project performed by The M. Mitchell Group.

AWARD RECOMMENDATION

Procurement recommends an annual award to the lowest, responsive and responsible bidder:

Aeras MEP
 217 Fulton Ct.
 Peachtree City, GA 30269

Department: Public Works
Project: On-Call HVAC Services
Vendor: Aeras MEP

Reference #1: Crown Bakeries

Type of Project: Preventative Maintenance

Contact: Yancey Peebles 678-439-2864 ypeebles@crownbakeries.com

Questions:

1. What was the project's scope and types of HVAC systems did they maintain? (Furnace, AC, heat pump, etc.) **The scope of the project was to replace the compressor and clean the condenser coils. This unit is R22 and keeps a cool room down to 38°.**
2. Did the maintenance, repairs or installations address the problem effectively? **Yes, the issue was resolved.**
3. Were there any project issues? **There were no issues with this project.**
4. If yes, how did the vendor rectify the issue? **N/A**
5. Were you provided with a detailed estimate before the work began? **All quotes were received and discussed prior to the job starting.**
6. Were you satisfied with the quality of the work performed? **All work was performed to my standards and the work area was left free of trash and debris.**
7. What type of maintenance plan and/or warranty was provided? **I currently have an annual PM contract with Aeras, that is how this issue was found.**
8. How would you rate the company's level of professionalism (1-10)? **I have not had any issues, and someone always responds to my calls promptly. I would rate this company a 10 and would recommend them to other companies.**

Reference #2: JLL Commercial Office

Type of Project: Preventive Maintenance

Contact: Buzz Buchanan 678-892-8080 buzz.buchanan@jll.com

Questions:

1. What was the project's scope and types of HVAC systems did they maintain? (Furnace, AC, heat pump, etc.) **SOW is preventive maintenance per the manufacture's recommendations. Package water cooled CSC (AKA TRANE SWUD) / cooling towers/ split systems / PIU / VAV**
2. Did the maintenance, repairs or installations address the problem effectively? **Many repairs on pumps/towers have all been effective.**
3. Were there any project issues? **No issues.**
4. If yes, how did the vendor rectify the issue? **N/A**
5. Were you provided with a detailed estimate before the work began? **We always receive detailed SOW on proposals.**
6. Were you satisfied with the quality of the work performed? **Yes.**
7. What type of maintenance plan and/or warranty was provided? **Depends on the project – motor replacement 1 yr / 5 yr on compressor.**
8. How would you rate the company's level of professionalism (1-10)? **10.**

REFERENCE CHECKS

Reference #3: City of Atlanta

Type of Project: Preventative Maintenance

Contact: Billy Russell 470-528-2950 bjrussell@atlantaga.gov

Questions:

1. What was the project's scope and types of HVAC systems did they maintain? (Furnace, AC, heat pump, etc.) **They have worked on Packaged Units, Chillers, Heaters, and Split systems.**
2. Did the maintenance, repairs or installations address the problem effectively? **Yes**
3. Were there any project issues? **No**
4. If yes, how did the vendor rectify the issue? **N/A**
5. Were you provided with a detailed estimate before the work began? **Yes, it included scope of work, and cost with labor hours.**
6. Were you satisfied with the quality of the work performed? **Yes**
7. What type of maintenance plan and/or warranty was provided? **Typically for 1 year, however, they have offered a longer manufacture warranty at a cost.**
8. How would you rate the company's level of professionalism (1-10)? **10, all the employees have been very professional and knowledgeable.**

Talisa Clark

From: Nigel Wattley
Sent: Monday, February 10, 2025 1:26 PM
To: Talisa Clark
Cc: John Wiggins; Alton Matthews
Subject: RE: Cancellation of On-call concrete 2024-RFB-010

Talisa,

Public Works has completed its review, and we would like to move forward with the award recommendation of AREAS MEP for the On-call HVAC Equipment Repair, Installation and Maintenance Services for the City Of Forest Park.

- Annual contract RFB No. 2024-RFB-004

Pls feel free to contact me if you have any questions regarding this.



Nigel Wattley

Deputy Director, Public Works

City of Forest Park

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CITY OF
FORESTPARK



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From: Talisa Clark <tclark@forestparkga.gov>
Sent: Friday, January 31, 2025 10:41 AM
To: Nigel Wattley <nwattley@forestparkga.gov>
Cc: John Wiggins <jwiggins@forestparkga.gov>; Alton Matthews <amatthews@forestparkga.gov>
Subject: Re: Cancellation of On-call concrete 2024-RFB-010

Thanks.
Sent from my iPhone