



ITEM SUMMARY

MEETING DATE: September 5, 2023

FROM: Monica Powery, Director, Purchasing

SUBJECT: Award of RFP No. 24-003 HVAC and Ice Machine Services

BACKGROUND

The City of Greenacres desires to hire experienced and qualified companies for a multi-year HVAC (heating, ventilating, and air-conditioning) and ice machine contract to perform repair and installation services as needed at various municipal facilities in the City. The RFP was advertised by the City's Purchasing Department on July 16, 2023.

ANALYSIS

The proposals were opened on August 16, 2023 with three (3) proposers responding. The attached tabulation sheet summarized the responses received.

The Selection Committee was comprised of the following City personnel: Public Facilities Supervisor, Vehicle Maintenance Supervisor, Senior Buyer and the Director of Purchasing as the chair. On August 25, 2023, the Selection Committee held a meeting to discuss, evaluate and rank all the firms. The attached tabulation sheet summarizes the committee's final ranking.

FINANCIAL INFORMATION

Sufficient funds are budgeted within the Public Works Department, Building Division for repairs and maintenance, and in the Capital Improvement Program for those units scheduled to be replaced.

LEGAL

The recommendation for award is in accordance with the requirements of City policies and procedures.

STAFF RECOMMENDATION

Approval of Resolution No. 2023-38 authorizing execution of a one-year agreement with the option for three (3) additional one-year renewals for RFP No. 24-003 HVAC and Ice Machine Services to Hyvac Mechanical Services, Inc.