



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 19, 2021
FROM: Mike Null, Assistant City Manager
SUBJECT: Council approval Air-Max as the City's HVAC vendor for new installations and service to be excepted from informal and formal bidding processes for consistency.

BACKGROUND

The City's Purchasing Policies and Procedures Manual as approved by City Council in 2019 allows "The City Council [to] approve a vendor, service provider, equipment, goods, supplies, materials or services for the purpose of consistency, standardization or cost effectiveness if it is deemed to be in the best interest of the City." Staff is requesting that the City Council approve Air-Max as the City's HVAC vendor for new installations and service to be excepted from informal and formal bidding processes on the basis of consistency and to improve efficiency of operations.

Air-Max has consistently been the awarded bidder for new installs and service. They installed all of the original units for construction of City Hall, the Police Department and the new Public Works building. They currently maintain all of our units; some under contract and some as needed. They are also the only vendor that we can find to reliably service the Aeon unit that circulates fresh air and pressurizes the building at the Police Department. This is a very expensive and specialized piece of equipment. They were the low bidder for the replacement of seven (7) A/C units at City Hall last year. They also have the current service contract for the Police Department.

Staff feels that the approval of Air-Max as the City's HVAC vendor and service provider is in the best interest of the City as it will provide consistency and make operations more efficient by saving time bidding out work every time we need service.

FISCAL IMPACT

Funds are budgeted annually for this type of service by department.

RECOMMENDATION

Approve Air-Max as the City's HVAC vendor for new installations and service to be excepted from informal and formal bidding processes for consistency.