



City of Ketchum

PROCUREMENT MEMO

Meeting Date: August 7th 2023 Staff Member/Dept: Juerg Stauffacher

Agenda Item: Heat pump replacement for City Hall HVAC

Recommended Motion:

I move to approve Purchase Order 23127 for an amount not to exceed \$9592 with Thornton Heating and authorize the mayor to sign the PO.

Summary of Procurement Process:

Bidder	Bid Price
Thornton Heating	\$9592

Low Bid Contractor	Bid Price	Budget Account/Number
Thornton Heating	\$9,592	01-4194-5900

Background (if necessary):

- The condenser unit for the HVAC system unexpectedly failed
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Sustainability Impact:

We are replacing an old condenser with a new sustainable heat pump.

Attachments:

1. Purchase order 23127
2. Thornton Heating quote
- 3.



CITY OF KETCHUM
 PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? Yes No

PURCHASE ORDER - NUMBER: 23127

To: 4114 THORNTON HEATING & SHEETMETAL INC BOX 242 KETCHUM ID 83340	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
07/31/2023	BANCONA	BANCONA	Facilities Maintenance	0	

Quantity	Description	Unit Price	Total
1.00	HVAC SYSTEM & INSTALL- CITY HALL 01-4194-5900	9,592.00	9,592.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		9,592.00

 Authorized Signature

Thornton Heating & Sheetmetal, INC.
 121 Hospital Drive
 Mailing: P.O.Box 242
 Ketchum, Idaho 83340

Proposal

Date	Estimate #
7/10/2023	2778

Name / Address	
Ketchum City Hall City of Ketchum Box 2315 Ketchum, ID, 83340	
Telephone	J Stauffacher

Sales Rep	GC
Project	
City Hall	

Quantity	Description	Cost	Total
1	State HVAC permit	390.00	390.00
1	Demo and discard fee	440.00	440.00
1	Carrier 15 SEER heat pump	5,722.00	5,722.00
1	Crane rental	800.00	800.00
1	Installation	2,240.00	2,240.00
thorntonheating@hotmail.com		Total	\$9,592.00

Terms: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the original proposal will be an extra charge above the original figure. Proposals are good for 30 days. Any proposal constitutes a firm price for work to be done. Budget numbers will be billed on time and material and can exceed or fall short of proposal price.

Signature _____
 Date: _____

ALL CREDIT CARD PAYMENTS WILL
 HAVE A 3% PROCESSING FEE AS OF
 5/04/2020.