



## Memorandum

**To:** Jen Scharber- City of Tenino  
**From:** Michael Marshall, PE  
**Date:** December 8, 2023  
**Re:** Ag Park North Building Improvements Project: HVAC and Plumbing Contract Award Recommendation

---

The City advertised for bids for the Ag Park North Building Improvements Project: HVAC and Plumbing on November 8, 2023 to perform the HVAC and plumbing finish work. The City opened five bids that were submitted on December 6, 2023 at 1:00 PM. The bids were as follows and all include sales tax:

Elite Mechanical: \$387,049.67  
Sunset Air: \$400,906.15  
Capital Heating and Cooling: \$478,342.50  
Apex Mechanical: \$597,318.44  
Pacific Tech: \$ 627,520.50

The low bid was offered by Elite Mechanical Services, LLC.

Elite Mechanical's bid is the low bid submitted and is properly filled out including signatures and is deemed to be responsive.

I have verified that Elite Mechanical is in good standing with the state of Washington. I have also checked their references which were all good.

We recommend that the City award the contract for Ag Park North Building Improvements Project: HVAC and Plumbing to Elite Mechanical Services, LLC.