



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Bryce McKenna, Facilities and Fleet Manager
Brett Hoffman, Building Maintenance Technician

DATE: January 8, 2024

SUBJECT:

Consideration of **Resolution No. 5748-24** Awarding a Contract for HVAC On-Call Ordinary Repairs and Scheduled Maintenance to Reitmeier NW.

RECOMMENDATION:

Staff recommends that Council approve the resolution awarding and authorizing the City Manager to execute a contract with RINU, Inc. (dba Reitmeier NW) to perform HVAC On-Call Ordinary Repairs and Scheduled Maintenance in an amount not-to-exceed \$250,000 over three years.

EXECUTIVE SUMMARY:

ORS 279A.215 grants the City the authority to participate in permissive cooperative procurements, commonly referred to as “piggybacking.” On July 11, 2023, the Tri-County Metropolitan Transportation District of Oregon (“TriMet”) issued a Request for Proposals (“RFP”) for On-Call HVAC Repair & Maintenance services and posted the opportunity on its eProcurement system (please refer to Tri-Met Resolution 23-09-49, attached). A total of 87 vendors received notice of TriMet’s RFP, and four vendors submitted proposals. After a thorough selection process, TriMet awarded a contract to Reitmeier NW on October 4, 2023. Both the RFP and resulting contract incorporated language allowing other public agencies to procure the same services from Reitmeier NW without the need to issue their own RFPs.

The City currently hires Reitmeier NW to perform scheduled maintenance and on-call repairs on HVAC units at twelve City sites. The Public Works staff has consistently found Reitmeier NW's services to be professional and reasonably priced.

This contract will not include replacement of HVAC units, as well as larger HVAC projects that qualify as public improvements, such as the alteration of ducts or similar reconstruction. If needed, the City will separately procure those services according to the public contracting code.

OUTCOMES OF DECISION:

Approval of the resolution would ensure the uninterrupted delivery of HVAC maintenance and repairs according to the City’s quarterly schedule. If the Council does not approve the award, the Public Works department would be required to issue an RFP, as its staff lacks the capacity to perform these services. However, as detailed in the attached Tri-Met resolution, issuing an RFP is unlikely to yield additional or superior proposals than those received by Tri-Met, which is a larger organization that attracts more responses to its solicitations. City staff has determined that Reitmeier’s pricing is fair and reasonable and recommends the award.

FINANCIAL IMPLICATIONS:

Funds for this project are available in the General Fund for the current fiscal year. The contract will include a non-appropriations clause, enabling the City to terminate the contract for convenience in case funding is not allocated in subsequent fiscal years.

ATTACHMENTS:

- Resolution No. 5748-24 Awarding Contract
- Tri-Met Resolution 23-09-49