



AGENDA ITEM REPORT

DATE: June 18, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Annual Countywide Contract for HVAC Repair, Replacement & Maintenance

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP240250DJN, HVAC Repair & Replacements – Annual to Air Mechanical & Service Corp., Country Cooling & Heating, Inc., Page Mechanical Group, LLC, PGR Mechanical Contractors, Inc., Pilar Services, Inc., and Waterside Mechanical, Inc. for the repair, replacement, and preventative maintenance, on an as-needed basis, for an initial term of one three-year period, as approved in the departments’ annual adopted budgets. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contracts, for up to three additional one-year periods, and to execute all associated documents, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Awards competitively solicited contracts to a pool of selected bidders determined to be responsive and responsible as follows: Air Mechanical & Service Corp., Country Cooling & Heating, Inc., Page Mechanical Group, LLC, PGR Mechanical Contractors, Inc., Pilar Services, Inc., and Waterside Mechanical, Inc.

The contracts will provide countywide HVAC repair, replacement, and preventative maintenance on an as-needed basis, for an initial term of three years and may be renewed up to three additional one-year periods as approved in the departments’ annual adopted budgets and upon agreement of all parties. This is a new annual contract with an estimated budget of \$500,000.00. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Procurement Management obtained bids for the project known as Invitation to Bid No. RFP240250DJN, HVAC Repair & Replacements – Annual. On the bid deadline of April 12, 2024, Procurement Management received six submittals. After conducting an analysis of the bid submissions, it was determined to award the following pool of vendors: Air Mechanical & Service Corp., Country Cooling & Heating, Inc., Page Mechanical Group, LLC, PGR Mechanical Contractors, Inc., Pilar Services, Inc., and Waterside Mechanical, Inc.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Various funds Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments’ annual adopted budgets.	

V. RECOMMENDATION
Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Air Mechanical Vendor Executed Contract OCR	6/5/2024	Contract
Country Cooling Vendor Executed Contract OCR	6/5/2024	Contract
Page Mechanical Vendor Executed Contract OCR	6/5/2024	Contract
PGR Mechanical Vendor Executed Contract OCR	6/5/2024	Contract
Pilar Services Vendor Executed Contract OCR	6/5/2024	Contract
Waterside Vendor Executed Contract OCR	6/5/2024	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	6/6/2024 - 8:31 AM
Budget Services	Henkel, Anne	Approved	6/6/2024 - 9:50 AM
Budget Services	Winton, Peter	Approved	6/6/2024 - 11:01 AM
County Attorney	Holborn , Robert	Approved	6/11/2024 - 9:21 AM
County Manager	Winton, Peter	Approved	6/11/2024 - 11:28 AM