



**MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer**

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: HVAC Preventative Maintenance Services – ACCO Engineered Systems

ACTION REQUESTED

Approve the award of competitive Request for Proposals No. 10501 to ACCO Engineered Systems, Inc. of Sacramento, CA for preventative maintenance and as-needed repair services for heating, ventilation, and air conditioning systems located in County facilities in the maximum amount of \$250,000 for the period of July 1, 2016 through June 30, 2017; and

Authorize the Purchasing Manager to execute the option to renew the resulting award for two (2) additional one-year periods provided the renewal amounts do not exceed 10 percent in aggregate of the original award amount; and

Authorize the Purchasing Manager to issue change orders in the maximum amount of 10% of the original aggregate award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities (DPWF) requires a qualified firm to provide heating, ventilation, and air conditioning (HVAC) preventative maintenance services and repairs as needed. DPWF has historically provided HVAC maintenance services with County staff supplemented with occasional one-time contracts with third party contractors for repairs. However, DPWF has experienced a reduction in the size of its maintenance staff over the past several years, while the number of HVAC systems to be maintained has increased. This trend has resulted in greater staff workload and an increased necessity to establish a contract to support County HVAC maintenance operations. The County currently has no contract for comprehensive HVAC preventative maintenance services.

The Procurement Services Division developed Request for Proposals (RFP) No. 10501 for HVAC preventative maintenance services and operations services. The RFP was distributed via the County's online Public Purchase system to eighty-four potential proposers and was also posted on the County's website. Fifteen firms downloaded the RFP online and a total of six (6) responsive proposals were received from ACCO Engineered Systems, Inc. of Sacramento, CA; Airco Mechanical, Inc. of Sacramento, CA; Indoor Environmental Services of Sacramento, CA; Johnson Controls, Inc. of Folsom, CA; Mesa Energy Systems of Sacramento, CA; and Top Notch Mechanical, Inc. of Roseville, CA.

An evaluation panel comprised of representatives from DPWF evaluated and ranked the proposals in accordance with the evaluation criteria described in the solicitation. Local vendor preference did not affect the result of the evaluation. The evaluation panel interviewed the short-listed firms and determined that ACCO Engineered Systems was the top-ranked firm. Staff is currently negotiating a mutually agreeable contract that supports the County's objectives for HVAC preventative maintenance services. Procurement Services received no bid protests.

Therefore, your Board's approval is required to proceed with the award to ACCO Engineered Systems in the maximum amount of \$250,000.

FISCAL IMPACT

When the Building Maintenance FY2016-17 Proposed budget was prepared in November 2015, \$120,000 was included as a placeholder for the estimated cost of the new service contract. To fully budget the recommended cost of the service contract, an additional \$130,000 will be requested as a final budget adjustment to increase appropriations and offsetting revenues for the FY 2016-17 Final Budget. Since Building Maintenance is an Internal Service budget, charges for this service will be billed to occupants within county buildings. Funds are not encumbered until purchases are rendered against the BPO.

cc: Valerie Bayne, Administrative Services Manager
Steve Newsom, Deputy Director – Capital Facilities
Dennis Hughes, Assistant Building Maintenance Superintendent