

CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a five-year agreement with MacDonald Miller Facilities Solutions for heating, ventilating, and air conditioning (HVAC) system preventive maintenance service at ten Fire Department facilities, for a total contract amount including contingency funds, not to exceed \$191,668.10, plus applicable taxes.

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Fire Department

EXECUTIVE SUMMARY

This Resolution provides preventive maintenance service for the HVAC system serving ten Fire Department facilities, including nine fire stations and the public safety training center. A preventive maintenance program has been shown to minimize downtime and is a more cost-effective way to operate and maintain this essential equipment.

RECOMMENDATION

Move to adopt Resolution No. 9529.

If approved, 01/07/2019.

BACKGROUND/ANALYSIS

Preventive maintenance service is necessary to keep the HVAC system operating efficiently, protect the City's investment by prolonging the life of the equipment, maintain high indoor air quality, and minimize repair expenses and equipment downtime. HVAC system maintenance includes scheduled inspection, cleaning, repairing, and replacement of parts and filters. Preventive maintenance keeps the system running near peak efficiency, which reduces energy bills, and regular inspections can identify and address problems early to minimize unexpected repair costs.

Bellevue's Fire Department has over 100 HVAC-related pieces of equipment requiring maintenance throughout the year. Utilizing a preventive maintenance program demonstrates the City's commitment to providing a safe, functional workplace for staff and for the public to conduct business. Preventive maintenance programs have been shown to reduce primary system failures that could leave portions of a building without heating or cooling for days or weeks while waiting for diagnosis, replacement component order and delivery, installation, and calibration.

To further address the need to maintain an acceptable working environment for public services in the event of an unexpected failure, the proposed contract is bolstered by contingency funds equivalent to \$15,000 per year to expedite repairs. This approach is consistent with prior HVAC requests and has proven effective in avoiding or reducing service interruptions.

The City utilized a public request for proposal process to identify the most qualified and cost-effective vendor to provide service for the HVAC system. Four companies submitted proposals and were evaluated based on:

- Price
- Expertise of key personnel to be used on the project
- Technical expertise
- Response of references

MacDonald Miller Facilities Solutions more closely met the evaluation criteria and was selected as the most qualified vendor.

POLICY & FISCAL IMPACTS

Policy Impact

Comprehensive Plan: Capital Facilities Element

CF-2. Plan for the long-term renewal or replacement of aging capital facilities as needed to maintain target service levels.

Bellevue City Code

BCC 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

BCC 4.28.190 defines the general standards for determining the lowest responsible bidder.

Fiscal Impact

Approval of this action obligates the City to pay up to \$116,668.10 to MacDonald Miller Facility Solutions for preventive HVAC maintenance service at ten Fire Department facilities. This contract includes \$75,000 in contingency funds for unexpected repairs or equipment replacement not covered under scheduled maintenance but necessary to maintain operation efficiency of the HVAC system. The total five-year obligation, including contingency funds, would be up to \$191,668.10, plus applicable taxes.

This expenditure was anticipated and is included in the adopted 2019-2020 budget for the first two-year term of the contract. Future funding for the remaining years of the contract will be requested in subsequent budget processes.

OPTIONS

1. Adopt the Resolution authorizing execution of a five-year agreement with MacDonald Miller Facilities Solutions for heating, ventilating, and air conditioning (HVAC) system preventive maintenance service at ten Fire Department facilities, for a total contract amount including contingency funds, not to exceed \$191,668.10, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9529

AVAILABLE IN COUNCIL LIBRARY

Proposed agreement