

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a three-year agreement with MacDonald Miller Facility Solutions, Inc. for heating, ventilating, and air conditioning (HVAC) system preventive maintenance and repair services at the Bellevue Service Center, with a two-year renewal option, for a total contract amount not to exceed \$218,136, plus applicable taxes

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**EXECUTIVE SUMMARY**

Authorizing execution of this agreement will provide preventive maintenance and repair for the HVAC system at the Bellevue Service Center. A comprehensive preventive maintenance program minimizes downtime and is a more cost-effective way to operate and maintain this essential equipment.

**RECOMMENDATION**

Move to adopt Resolution No. 9847

**BACKGROUND/ANALYSIS**

Preventive maintenance and 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 equipment downtime. HVAC system maintenance includes regular scheduled inspections, cleaning, repairing, and replacement of parts and filters. Preventive maintenance keeps the system running at or near peak efficiency which reduces energy bills. Regular inspections can also identify and address problems early to minimize unexpected repair costs.

The HVAC system is essential in maintaining the fresh air exchange and indoor air quality necessary to minimize exposure to airborne pathogens for building occupants. This has become even more important during the COVID-19 pandemic. Transportation, Utilities, Parks & Community Services, and Finance & Asset Management all have staff who work at the Bellevue Service Center providing critical maintenance and operations services to the community. The building has over 100 HVAC-related pieces of equipment requiring maintenance throughout the year. Implementing a comprehensive preventive maintenance program demonstrates the City's commitment to providing a safe and functional workplace to conduct business.

The City conducted a competitive process to identify the most qualified and cost-effective vendor to provide HVAC maintenance service at the Bellevue Service Center. Three companies submitted proposals and were evaluated based on:

- Expertise of key personnel
- Technical expertise (certifications to work on vital equipment)
- Overall cost

- Ability to meet required service deadlines
- Experience working on similar buildings
- Completeness of submittal

MacDonald Miller Facility Solutions, Inc. most closely met the evaluation criteria and was selected as the most qualified vendor.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Bellevue City Code Chapter 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.

### **Fiscal Impact**

Approval of this action obligates the City to pay up to \$126,996, plus applicable taxes, to MacDonald Miller Facility Solutions, Inc. for preventive HVAC maintenance service at the Bellevue Service Center during the initial three-year term of the agreement. If renewed, the total five-year obligation would be up to \$218,136, plus applicable taxes.

This expenditure was anticipated in the 2021-2022 proposed Facility Services Fund budget for the first two years of the contract. Future funding for the remaining year of the initial term and for the renewal option, if exercised, will be requested in a subsequent budget process.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a three-year agreement with MacDonald Miller Facility Solutions, Inc. for heating, ventilating, and air conditioning (HVAC) system preventive maintenance and repair services at the Bellevue Service Center, with a two-year renewal option, for a total contract amount not to exceed \$218,136, plus applicable taxes
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9847

## **AVAILABLE IN COUNCIL LIBRARY**

Proposed contract with MacDonald Miller Facility Solutions, Inc.