



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1471) Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) Services at County Facilities

PRESENTATION DATE: June 30, 2020

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and Danny Hixon, Deputy Director Public Works, Parks and Facilities

RECOMMENDED MOTION: Move to award the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) contract to the responsive, responsible bidder Mick's Plumbing & Heating, of Thurmont, MD based on the Total Base Bid of \$306,000.00 based on the hourly rates/formula contained in its bid dated May 29, 2020. The *Total Base Bid* formula included in the bid document for determining the low bidder was as follows:

1,800 Hours x \$ _____ (Regular HVAC Technician Labor Rate) Plus 1200 Hours x \$ _____ (Regular Helper Labor Rate) = *Total Base Bid*

The County sets the percentage markup for repair parts and materials billed at cost plus a percentage at fifteen (15%) percent.

REPORT-IN-BRIEF: On May 28, 2020 a request to renew the contract was submitted by Mick's Plumbing and Heating for the existing Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance (HVAC/ATC) Services contract at County Facilities. The request was considered to be excessive and was brought before the Board for rejection, which the Board did rejected the request and granted approval to rebid the services for new pricing.

On June 3, 2020 the County accepted bids for the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance (HVAC/ATC) Services at County Facilities. The Bid notice was advertised in the local newspaper, listed on the State of Maryland's "eMarylandMarketPlace" and on the County's website. Twenty-Eight (28) persons/companies registered/downloaded the bid document online. Three (3) bid were received. The contract is a one (1) year contract that is to tentatively commence July 1, 2020 and end June 30, 2021, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The work to be performed under this contract shall consist of performing quarterly inspections, furnishing all materials, labor, supervision, tools, equipment, permits and insurance necessary to service, all controls and equipment for the heating, ventilating and air conditioning systems for the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in various departmental budget line item accounts for these services.

CONCURRENCES: Division Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A