

Proposal to Designate Everything Air Heating & Cooling as Sole Source Vendor for HVAC Services

To: Minidoka School District Board of Trustees

From: Daryl Kent, Business Manager

Date: 10/17/2025

Subject: Sole Source Vendor Designation under Idaho Code § 67-2808(2) – HVAC Services

1. Purpose

This proposal requests that the Minidoka School District formally designate Everything Air Heating & Cooling as the sole source vendor for HVAC maintenance, repair, and service work across all district facilities, pursuant to Idaho Code § 67-2808(2). This designation is sought to ensure operational consistency, system reliability, and continuity of service through a qualified vendor with proven performance and an established history of supporting the district's HVAC infrastructure.

2. Background

The Minidoka School District has worked with Everything Air Heating & Cooling for the past two years to provide HVAC maintenance and service across its schools and district facilities. During this time, Everything Air has installed, serviced, and maintained most of the district's existing Carrier and integrated HVAC systems. They have developed detailed, site-specific knowledge of the district's HVAC infrastructure, controls, and performance patterns, and have consistently provided responsive, high-quality service that meets or exceeds district standards.

Additionally, other local HVAC contractors have stated that they are unable to handle the scale of the district's systems, citing both resource limitations and challenges associated with servicing numerous large-capacity systems across all district facilities. This combination of exclusive familiarity and service capability makes Everything Air the only vendor reasonably qualified to perform the required HVAC work.

3. Legal Basis

Idaho Code § 67-2808(2) authorizes public agencies to make sole source determinations when only one vendor is reasonably available to provide the required goods or services. The governing board must declare by resolution the factual basis supporting that finding. This proposal meets those conditions because Everything Air Heating & Cooling has extensive experience and historical knowledge of the district's HVAC systems; other area HVAC contractors have confirmed they cannot manage the district's service scale or technical requirements; and Everything Air has demonstrated a proven record of reliability, capacity, and cost-effective performance.

4. Justification for Sole Source Designation

- Exclusive Knowledge and Experience: Everything Air has maintained and serviced the district's HVAC systems for two years, developing detailed technical knowledge of each building's infrastructure and controls.
- Capability and Capacity: Other local vendors have confirmed that they lack the staffing, equipment, or expertise to manage the large-scale, multi-facility service demands required by the district.
- Operational Continuity: Maintaining a consistent service provider minimizes downtime, prevents warranty issues, and ensures uniform standards of maintenance and compliance across facilities.
- Cost and Time Efficiency: Everything Air's familiarity with district systems reduces diagnostic and labor costs while ensuring faster service response times compared to new or inexperienced contractors.
- Proven Performance: The vendor has consistently provided dependable, high-quality service, addressing both preventive maintenance and emergency repair needs with professionalism and responsiveness.
- Warranty Coverage: Everything Air carries the district's current warranties for Sigler, Carrier, and their own labor, ensuring that all work remains under valid manufacturer and service warranties.

5. Recommendation

It is recommended that the Board of Trustees adopt a resolution declaring Everything Air Heating & Cooling as the sole source vendor for all HVAC service, maintenance, and repair work for the Minidoka School District under the authority of Idaho Code § 67-2808(2).

6. Proposed Motion

Motion: I move that the Minidoka School District Board of Trustees declare Everything Air Heating & Cooling as the sole source vendor for all district HVAC maintenance, repair, and service work, in accordance with Idaho Code § 67-2808(2), based on their two-year history of service, extensive knowledge of district HVAC systems, proven performance, the inability of other local vendors to meet the district's large-scale service requirements, and their warranty coverage. This designation shall remain in effect for a period of three (3) years, subject to review and renewal by the Board.