

**Purchase Request # 4**  
**Regular Board Meeting October 23, 2018**  
**Consideration of Approval to Purchase HVAC**  
**Maintenance and Repair**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase HVAC Maintenance and Repair from 4-L Engineering Company, Inc. for the District's Facility Plant Operations.

**BACKGROUND**

This contract is for the repair of heating ventilation and air conditioning systems for existing District facilities. This includes chillers, boilers, cooling towers, pumps, fans and motors. 4-L Engineering has been an excellent partner for the past twelve (12) years, responding to emergency calls, non-emergency calls and performing scheduled repairs, as needed.

Invitation to Bid (ITB) Number 4180 was issued to procure HVAC Maintenance and Repair. Five (5) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers who determined the bid submitted by 4-L Engineering Company would provide the best value to the District. The bid submitted by 4-L Engineering Company was determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

HVAC equipment in District facilities provides thermal comfort and acceptable indoor air quality. Regular maintenance and repair ensures building comfort levels are maintained and the inside of buildings are free of pollutants.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization for \$385,000.00 for three (3) years, which is budgeted in the District Facility Plant Operations departments' FY19 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning December 1, 2018 through November 30, 2021.

**ATTACHMENTS**

Attachment 1 – Tabulation

Attachment 2 – Price evaluation

**RESOURCE PERSONNEL**

Ken Lynn

Chief Financial Officer

972-758-3831