

Consider Approval of Bid – Annual Contract -
HVAC Inspection, Maintenance and Repair Services

A request for bids for the annual contract for HVAC inspection, maintenance and repair service was sent to seven vendors and was advertised in the local newspaper. Four responses were received. The bid is available for Board review, if desired. The scope of work includes providing any new HVAC installation in addition to any minor repairs, rehabilitation, or alterations to existing equipment.

The following guidelines are effective for the term of the contract:

- All services will be provided at pre-priced labor rates for the types and classifications of work required to perform services described in the bid.
- Materials supplied will be provided at cost plus a preset percentage of cost as proposed in the bid.
- All work will be written as a job order on a College purchase order with the preset labor rate(s) and material costs for each job awarded. All materials used with costs will be required for each job order.
- All services requested on a job order will be scheduled, approved, and accepted by the Director of Facilities and Security or his designee. The contractor will provide certificates of insurance and performance bonds as required.

The source of funding for the annual contract for HVAC inspection, maintenance and repair services is the Education and General Fund budget. Since the expenditures for these services may be in excess of \$50,000, Board approval is required. Staff will notify the Board of Regents when the total for the year exceeds \$50,000.

It is recommended that the Board of Regents award the annual contract for HVAC inspection, maintenance and repair services to Gowan, Inc. The contract term would be from September 1, 2012, through August 31, 2013, with optional annual renewals for up to three years.

**BID SUMMARY
BID #12-07-194**

<u>VENDOR</u>	<u>LOCATION</u>	<u>LOW BID</u>	<u>COMMENTS</u>
Gowan, Inc.	Houston	Yes	
AMS	Stafford	No	
Kilgore Industries	Houston	No	
Entech	Houston	No	