



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 12/11/2018**

**File #: 18-454, Version: 1**

### **SUBJECT: CONSENT AGENDA**

A Resolution Of The Board Of Trustees Of The Town Of Erie Approving An Agreement For Services With Haynes Mechanical Systems For 2019 HVAC Maintenance Services In The Amount Of \$20,900

**DEPARTMENT:** Public Works

**PRESENTER:** Todd Fessenden, Public Works Director

### **FISCAL INFORMATION:**

Cost as Recommended: \$ 14,980, \$3,100, \$2,820  
Balance Available: \$ 190,200, \$46,100, \$40,300  
Budget Line Item Number: 100-70-440-520000-000000  
500-70-740-520000-000000  
510-70-750-520000-000000

New Appropriation Required: No

**STAFF RECOMMENDATION:** Approve the Resolution to award said contract, authorize the appropriate Town officer to execute said contract, and authorize Staff to expend contracted fund.

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The 2019 Operating Budget also includes funds for annual HVAC preventative maintenance services of all Town-owned facilities and on-call services as needed. Service contracts are competitively or state-bid and awarded. Each of the contracts allows for a renewal option for up to two consecutive years following the initial award (a total of three years). A proposed renewal occurs when both the Town and Contractor/Vendor agree, the increased price is no more than 2% of the previous year and performed work was satisfactory.

Invitation to Bids were posted on the Town's website starting November 27, 2018 and a mandatory pre-bid meeting and walk-thru was held on November 29, 2018. The following bids were received on December 4, 2018:

### **Bid Information (HVAC Maintenance Services)**

<b>Vendor</b>	<b>Total Bid Price</b>
Haynes Mechanical	\$ 20,900.00
Diller Mechanical Services	\$ 21,085.00
Braconier Mechanical	\$ 23,525.00
RBM Mechanical	\$ 57,472.25

Staff recommends awarding the 2019 HVAC Maintenance Services contract to Haynes Mechanical. Haynes Mechanical has previously completed work for the Town of Erie. No local Erie business submitted a bid for this service.

### **ATTACHMENTS:**

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- a. Resolution
- b. Agreement for Services