

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
DOUG WILLIAMS, FACILITIES MAINTENANCE COORDINATOR,
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT AWARD – MAINTENANCE AND REPAIR OF HVAC
EQUIPMENT

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Finance and Transportation and Public Works Departments that the Council, by motion, approve a one-year contract with four one-year renewal options for maintenance and repair of heating, ventilating and air conditioning (HVAC) equipment to Alan Troxel, dba Troxel HVAC, a Sole Proprietor, Petaluma, California, in the total amount not to exceed \$140,000.

EXECUTIVE SUMMARY

The Transportation and Public Works Department utilizes HVAC maintenance and repair services at various City facilities.

BACKGROUND

On September 22, 2016, Request for Proposal (RFP) 16-32, solicited by the City of Santa Rosa for maintenance and repair of HVAC Equipment was opened by the City Buyer. The RFP provided for maintenance and repair of HVAC equipment services to be performed per a City-defined schedule.

The contractor will provide to the City all qualified labor, equipment, and transportation necessary to perform maintenance and repair of HVAC equipment at City Hall, City Hall Annex, Finley Community Center, Municipal Services Center North and South, Utilities Field Operations, and most other City facilities.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

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ANALYSIS

Of the twenty prospective bidders on the Planet Bids list, six responses were received and all were considered responsive and responsible to the proposal requirements.

A three-member evaluation panel carefully evaluated and scored all proposals under the direction of Purchasing. The evaluation panel evaluated and scored the proposals based on the RFP evaluation criteria, contacts with references and best and final offers. As a result of the thorough evaluation of proposals and best and final offers, Troxel HVAC was found to offer the best value to the City for the following reasons:

- Troxel HVAC submitted a complete proposal response that demonstrated an understanding of the City's requirements for maintenance and repair of HVAC equipment and provided thorough answers to the City's technical questions.
- Troxel HVAC has been in business for fifteen years in Sonoma County and its ownership and employees have many years of experience in HVAC equipment sales, installation, maintenance and repair services and are the current vendor for the City of Santa Rosa.
- Troxel HVAC has very positive customer references from public and private sector customers in Sonoma County that were verified by the evaluation committee through telephone reference checks. Troxel HVAC has also provided good services to the City of Santa Rosa.
- Troxel HVAC offered the most competitive pricing of all proposals submitted.

FISCAL IMPACT

Funds for this expense have been included in the approved Fiscal Year 2016-17 budget for Transportation and Public Works and various other department budgets.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

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NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Agreement

CONTACT

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