



Date: January 22, 2019

From: Debra Morris, Purchasing Manager
Casey Bennett, Purchasing Analyst

RE: Award Recommendation for HVAC Preventative Maintenance and Repairs

The Purchasing division, at the request of the City Manager, solicited quotes for HVAC Preventative Maintenance and Repairs. The current contract for HVAC Preventative Maintenance and Repairs expires at the end of its final term on January 22, 2020.

On November 8, 2018, the City of Allen received a total of five responses to our official Request for Quote. The purpose of initiating a Request for Quote for this contract was to ensure that we were soliciting responses from the most qualified contractors to perform the work needed. A total of five-hundred and twenty-three suppliers were invited to participate through the eBid system. Five responsive submissions were received through the process. While Price and Parts Markup (PPM) was one of the key factors used in the evaluation process, Qualifications & Experience (Q&E), References and Certifications were also given equal weight during the evaluation process. A weighted average of scores from the evaluation team was used to create this award recommendation.

Price and Parts Markup (PPM)

Company Name	Annual PM Cost (\$)	Parts Markup (%)	Hourly Rate (\$/hour)
Aire Dynamics (TB2)	\$79,095	15-40%	\$90-\$135
Assured Mechanical Solutions	\$79,675	15-35%	\$80-\$110
3D Mechanical Service Company	\$99,272	30-100%	\$75-\$150
Infinity Contractors International	\$102,041	25-45%	\$80-\$120
CEC Facilities Group	\$103,147	20%	\$85-\$170

Weighted Average Scoring Matrix

Company Name	PPM	Q&E	References	Certifications	Totals
Aire Dynamics (TB2)	22	24.75	23	23.75	93.50
CEC Facilities Group	22	21	19	18.25	80.25
Infinity Contractors International	19	16	15.5	5.75	56.25
Assured Mechanical Solutions	23	13.75	9	5.25	51.00
3D Mechanical Service Company	20	17.5	10	3.25	50.75

The Purchasing division recommends a contract amount of \$100,000 for Preventative Maintenance, with an additional amount of \$200,000 for Small Repairs, primarily awarding the contract to Aire Dynamics (TB2), the company representing the best value. The first term of the agreement will begin on January 23, 2019 for a period of one year with two renewal terms of one year each. Additionally, the Purchasing division recommends CEC Facilities Group as the Alternate Awarded Vendor in the event that Aire Dynamics (TB2) cannot adequately service the City's needs.

Sincerely,
Casey Bennett, Purchasing Analyst