



**DEPARTMENT OF PUBLIC WORKS
MEMORANDUM**

TO: Mayor Pat Kelly
Board of Alderman

FROM: Jim Nahmensen, Public Works Superintendent
Ben vonHarz, Project Manager

CC: Bola Akande, City Administrator

DATE: February 13, 2014

SUBJECT: HVAC Maintenance and Mechanical Services

INTRODUCTION:

The purpose of this memo is to provide information that will help the board understand the need to sign an agreement to lock in HVAC Maintenance and Mechanical Service prices for a couple of years.

BACKGROUND:

The City of Brentwood's Public Works Department released a Request for Proposal for HVAC Maintenance and Mechanical Services on January 21, 2014, with proposal opening on February 6, 2014. The Request for Proposal was to provide services for routine preventative maintenance, seasonal startups and inspections of HVAC systems at City Hall, Police Department, Public Works Department, Post Office, Historical Society, Busy Bee building at Memorial Park and Norm West Park Building. Four companies responded with proposals to provide this service.

FINANCE/OPERATIONS:

The primary object is to reduce cost HVAC maintenance and mechanical Service pricing for three (3) years with the option of two (2) one (1) year extensions contingent upon annual appropriation by the Board of Alderman.

RECOMMENDATIONS:

After reviewing proposal results the Public Works Department is recommending the City sign an agreement with Vogel Heating and Cooling who provided the best pricing for the proposed services requested. The proposal was approved by the Public Works Committee to be forwarded to the Board of Alderman on February 12, 2014.

Vogel Heating and Cooling proposal pricing for preventative maintenance, inspections and seasonal startup is \$6,325.00 per year for the HVAC systems at City Hall, Police Department, Public Works Department, Post Office, Historical Society, Busy Bee building at Memorial Park and Norm West Park Building.

Vogel Heating and Cooling once held a service agreement with the City to maintain the HVAC systems at City Hall. The service agreement with Vogel Heating and Cooling lapsed and there has not been a service agreement in 4 years. Vogel's performance while under the service agreement was satisfactory. Vogel Heating and Cooling received good references from St. Louis Community Credit Union, GJ Grewe, Inc., Standard Machine, Don Brown Chevrolet, and Max & Ermas restaurant.

American Mechanical's proposal was \$14,749.00 per year. Waldinger Corporation's proposal was \$7,896.00 per year. Doll Engineering Services' proposal was \$12,400.00 per year.