

BOARD MEETING DATE: January 8, 2016

AGENDA NO. 5

PROPOSAL: Execute Contract for HVAC and Refrigeration Maintenance, Services and Repairs

SYNOPSIS: On October 2, 2015, the Board authorized the release of an RFP for HVAC and refrigeration maintenance, services and repairs. This action is to execute a three-year contract with KLM, Inc., for a total amount not to exceed \$135,578. Sufficient funds are available in the FY 2015-16 Budget and funding will be included in successive budgets for each of the remaining fiscal years.

COMMITTEE: Administrative, December 11, 2015; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a three-year contract with KLM, Inc., for a total amount not to exceed \$135,578.

Barry R. Wallerstein, D.Env.
Executive Officer

WJJ:BJ

Background

The current contract with KLM, Inc., for HVAC and refrigeration maintenance, services and repairs expires on December 31, 2015. On October 2, 2015, the Board authorized the release of RFP #P2016-10 to request bids for HVAC and refrigeration maintenance, services and repairs. SCAQMD maintains HVAC equipment requiring frequent servicing, maintenance and repairs in the Computer Room, Print Shop, and Laboratory, as well as the Cafeteria and Child Care Center.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective methods of outreach to the potential bidders in the South Coast Basin.

Additionally, potential bidders were notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

Proposal Evaluation

Nine proposals were mailed out and three contractors attended the October 15, 2015, mandatory bidder's conference. A single proposal was received when final bidding closed at 2:00 p.m., November 12, 2015, which is complete and meets RFP requirements.

The evaluation panel included three SCAQMD employees: the Building Maintenance Manager, Business Services Manager, and a Principal Air Quality Instrument Specialist. Of these panel members, one is African American, one is Caucasian, and one is Hispanic; one is female and two are male.

Evaluation of the proposal was based on criteria specified in the RFP, which included cost, understanding of requirements, contractor qualifications and references regarding past work experience. Staff recommends the contract be awarded to KLM, Inc., the only firm that submitted a complete and responsive proposal. KLM, Inc., is a full-service HVAC and refrigeration contractor with over 35 years of experience in Southern California, and has serviced and maintained multiple components of SCAQMD's HVAC and refrigeration equipment located through the Diamond Bar facility for the past three years. Additionally, their references from other public and private facilities were excellent.

Proposal

This action is to issue a three-year contract with KLM Inc., for an amount not to exceed \$135,578.

Resource Impacts

Sufficient funds in the amount of \$24,019 are available in the approved FY 2015-16 Budget for the remainder of the fiscal year. Since this is proposed to be a three-year contract, continuing funding will need to be included in the budgets for each of the remaining fiscal years of the contract. Annual costs are \$43,452 for FY 2016-17; \$44,902 for FY 2017-18; and \$23,205 for the first six months of FY 2018-19.

Attachment

Evaluation Summary

ATTACHMENT

HVAC AND REFRIGERATION MAINTENANCE, SERVICES AND REPAIRS

RFP #2016-10

EVALUATION SUMMARY

COMPANY NAME	TOTAL CONTRACT AMOUNT	COST POINTS	UNDERSTANDING OF REQUIREMENTS	CONTRACTOR QUALIFICATIONS POINTS	PAST EXPERIENCE	ADDITIONAL POINTS	TOTAL
KLM, Inc.	\$135,578	30	25	25	20	15*	115

*Additional points awarded per RFP requirements for small business, local business, and/or DVBE status.