



# City of Broken Arrow

## Request for Action

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**File #: 17-2214, Version: 1**

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**Broken Arrow City Council  
Meeting of: 05-16-2017**

**To: Mayor and City Council  
From: General Services Department  
Title:**

**Approval of and authorization to execute service agreement quotes  
with Custom Service for heating, ventilation, and air conditioning  
service and ADDCO Electric for electrical service**

**Background:**

In an effort to improve service while decreasing costs the General Services Department has solicited quotes from HVAC (heating, ventilation, air conditioning) and Electrical service companies to provide required services on a recurring basis during the next year. Quotes were solicited from several local companies. These quotes do not replace the normal bidding process for projects over \$2,500.00 nor does it lock the City into using the selected service company. In the event the City feels an estimate for requested work is too high, the City may bid that work as a separate request for quotes.

Quoting these services annually ensures that the City is getting a qualified contractor at the best labor rate and paying a reasonable mark up on parts. Custom Services was the only quote received for HVAC service and ADDCO Electric was the low quote for Electrical service. Both companies have provided good service to the City in the past.

The quotes are good for fiscal year 2018. These services will be quoted again in May/June 2018.

**Cost: Not Applicable**

**Prepared By: Lee Zirk, General Services Director**

**Reviewed By: Finance Department  
Parks Department  
Assistant City Manager - Operations  
Assistant City Manager - Administration  
Legal Department**

**Approved By: Michael Spurgeon, City Manager**

**Attachments: Quote Tabulation for HVAC Service  
Quote Tabulation for Electrical Service**

**Quote agreement for ADDCO Electric**

**Quote agreement for Custom Services**

**Recommendation:** Approve and authorize the execution of service agreement quotes for ADDCO Electric to provide electrical repair services and for Custom Services to provide HVAC service per the quote specifications.