



City of Broken Arrow

Request for Action

File #: 18-621, Version: 1

**Broken Arrow City Council
Meeting of: 06-04-2018**

Title:

Approval of and authorization to execute service agreement quote with Custom Service for heating, ventilation, and air conditioning service

Background:

In an effort to improve service while decreasing costs the General Services Department has solicited quotes from HVAC (heating, ventilation, air conditioning) 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. Custom Services has provided good service to the City in the past.

The quotes are good for fiscal year 2019. These services will be quoted again in May/June 2019.

Cost: \$84 per hour, \$121 per hour after business hours

Funding Source: Various departmental operational accounts

Requested By: Lee Zirk, General Services Director

Approved By: Michael L. Spurgeon, City Manager

Attachments: Quote Tabulation for HVAC Service
Quote Agreement for Custom Services

Recommendation:

Approve and authorize the execution of service agreement quotes for Custom Services to provide HVAC service per the quote specifications