

May 7, 2014

Award the Bid to Provide HVAC Equipment Maintenance and Repair Service for the AADL

I. Problem Statement:

Select a contractor to provide HVAC equipment maintenance and repair service for the AADL.

II. Executive Summary:

Comparable bids must be evaluated and a contractor selected by the Board of the AADL for the next three years.

III. Background:

The AADL's current mechanical service contract expires June 30, 2014. A request for bid was sent out in April in order to assure that the Library is paying a competitive rate for mechanical maintenance services. Three vendors responded. The bid amounts are listed below:

<u>All Branches</u>	Shambaugh&Son(Pace)	Gem Energy	Campbell Inc.
2014-15	\$83,865	\$87,900	\$93,216
2015-16	\$86,400	\$89,200	\$97,546
2016-17	<u>\$88,975</u>	<u>\$90,500</u>	<u>\$97,935</u>
	\$259,240	\$267,600	\$288,697

IV. Options:

1. Reject current bids and rebid the work.
2. Award the bid.

V. Rationale:

Bid meetings were held with each contractor. The contractors satisfied all of the conditions outlined in the request for bid. Both Shambaugh & Son, and Campbell have done work for the AADL in the past, and both companies have proven reliable and capable of providing the quality of service required by AADL. Gem Energy met all of the requirements. While AADL does not have direct experience with that company, we do know the work of some of their current principals.

VI. Recommendation

Shambaugh & Son is currently the AADL's contractor and is the current low bidder. AADL is very satisfied with Shambaugh & Son's work. As the HVAC systems age, it is advantageous to have the continuity in maintenance and repair that Shambaugh & Son will provide at a competitive price for AADL. Administration recommends that the contract be awarded to Shambaugh & Son.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-135**

**RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THREE YEARS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of May 2014 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son for three years beginning July 1, 2014 for the bid amount of \$259,240.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary