

City Council – Action Request Form

Date: June 13, 2023

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager
 Nicholas Geis, Property & Facilities Management Director
 TaWanna Gates, Interim Purchasing Director

Council Action Requested:
 Resolution Awarding Contract for HVAC Replacement at Benton Convention Center Administration Offices.

Strategic Focus Area: Service Excellence
Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

On behalf of the Benton Convention Center, the Property & Facilities Management Department has the need to replace the HVAC unit in the Benton Convention Center administration offices. The project includes furnishing all labor, equipment, materials, insurance, supervision, cleanup, permits, and fees to replace the existing unit along with additional duct and transitions as needed.

Notices of this project were sent to 30 contractors with two businesses attending the mandatory pre-bid conference; only one bid was offered. The following bid was received April 14, 2023:

	<u>City/State</u>	<u>Total Bid</u>
Professional Air Systems, LLC	Rural Hall, NC	\$116,820

It is recommended that a contract for HVAC replacement at the Benton Convention Center administration offices be awarded to Professional Air Systems LLC, the low bidder meeting specifications, in the amount of \$116,820. Funds have been previously appropriated and will be made available in accounts 3115-532109-464720 and 817220-532109-632025 to cover the cost of this contract.

M/WBE comment: This project was sent directly to 30 businesses on the City’s vendor listing for HVAC contractors. Notifications were also sent to all local M/WBE and regional HUB businesses on a bi-weekly basis. See Exhibit A for a complete list of businesses that were notified directly of the opportunity as well as the bidder’s Workplace Demographics.

Committee	FC June 13, 2023	Action	Approval
For	Unanimous	Against	
Remarks:			