



Date: February 11, 2021
Current Meeting: February 18, 2021
Board Meeting: February 25, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facilities and Preventative Maintenance Paul Williams
SUBJECT: Consideration and Approval of Ratification for Emergency Boiler Replacement

ACTION ITEM A – 12

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, IPTC wishes to ratify the contract with Ellis Mechanical Inc. for the purchase of three (3) boilers for the 1501 West Washington street facility for an amount not to exceed \$141,400.

BACKGROUND:

IPTC currently has three (3) boilers that supply heat for the front offices, the perimeter heat and most of the maintenance shop and storeroom area. During routine preventative maintenance the Facilities Department found that two (2) of the three (3) boilers have a catastrophic leak in the heat exchanger coils and have been taken off-line.

DISCUSSION:

On February 4 2021, IPTC issued an Electronic Quote (EQ) solicitation for the purchase of three boilers to several commercial Heating Ventilation and Air Conditioning (HVAC) vendors. On February 8, 2021 IPTC followed the Emergency purchase guidelines (Definition set by FTA C 4420.1F) and the procurement process for the purchase of the boilers. IPTC received four (4) bids from Ellis Mechanical, Central Supply Company, The Hill Company and Elemental Enterprises LLC (XBE). All bids were re-reviewed to verify specifications were met. The scope and technical specifications were not written in such a way that would limit competition and enough time was made available for a response. The Evaluation reflected that Ellis Mechanical Inc. was deemed a quality vendor and low bid. A Contract and Purchase Order was issued on February 09, 2021 in the amount of \$141,400.

ALTERNATIVES:

Due to the state of emergency regarding the failing boilers there is no alternative to this action.

FISCAL IMPACT:

The funding source for this procurement is provided from the Capital budget.

DBE/XBE DECLARATION:

No DBE Goal.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on February 18, 2021.