



Date: November 22, 2021
Current Meeting: December 02, 2021
Board Meeting: December 09, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facilities and Preventative Maintenance Paul Williams
SUBJECT: Consideration and approval of RFP-21-08-413 HVAC and maintenance services

ACTION ITEM A – 12

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter into a three-year contract with two one-year options with Ellis Mechanical for an amount not to exceed \$1,728,000.

BACKGROUND:

The HVAC equipment consists of a chiller system, rooftop units, make-up air units, exhaust fans, and multiple other systems controlled by our automated BMS (Building Management System). An RFP was released to solicit qualified contractors to maintain IPTC’s HVAC equipment. The selected contractor would be required to supply all labor, supplies, materials, and equipment needed to perform preventative maintenance and keep all warranties valid. The contract will apply to all IPTC locations.

DISCUSSION:

IPTC procurement department released a solicitation for HVAC maintenance services on October 7, 2021. The solicitation was advertised in several local papers and online. The procurement team also contacted 13 local mechanical contractors and sent a link to download the RFP packet. IPTC held a pre-bid meeting offering location tours for the equipment inspection. Two vendors attended, one being the incumbent Ellis Mechanical. Procurement received one bid, Ellis Mechanical; this bid was found to be responsive and responsible.

ALTERNATIVES:

The Board could choose not to approve the contract and restart the bid process. It is the procurement department's belief that withdrawal and repost would yield the same results.

FISCAL IMPACT:

The funding for this project will come out of the Operating Budget.

DBE/XBE DECLARATION:

Ellis Mechanical has letters of commitment from Pinnacle Equipment (MBE), Service Pipe & Supply (WBE), and Worldwide Filters (MBE) for suppliers of needed materials to be used to perform their scope of work.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on December 2, 2021.