



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
November 23, 2010

Honorable Mayor and
Members of the City Council

Title: Contract: Heating, Ventilating and Air Conditioning (HVAC) Air Filters

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) awarding a one-year contract with four one-year renewal options to Air Filter Control for the purchase of heating, ventilating and air conditioning (HVAC) air filters in an amount not to exceed \$175,000, for the potential maximum five year term; and 2) authorizing the City Manager or the City Manager's designee to execute the contract and renewal options specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

Contacts: Marc Robles, Program Analyst, Procurement Services, 808-6343;
Craig Lymus, Acting Procurement Services Manager, 808-5524

Presenters: Not applicable

Department: General Services

Division: Procurement Services

Organization No.: 13001061

Description/Analysis:

Issue: The City has an ongoing need to purchase HVAC air filters for the proper functioning of HVAC systems for City buildings and facilities and for maintaining clean air in these buildings for the health of City employees and the public.

Policy Considerations: The recommendations in this report are in accordance with: 1) the provisions of City Code Section 3.56; and 2) Resolution No. 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

Committee/Commission Action: Not applicable

Environmental Considerations:

California Environmental Quality Act (CEQA): The current proposal involves the purchasing of HVAC air filters. Continuing purchases of HVAC air filters are not a 'project' and are not subject to CEQA, in accordance with Section 15378(b)(2) of the CEQA Guidelines. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

Sustainability Considerations: The timely replacement and proper use of HVAC filters ensures reliable and optimal functioning of HVAC systems, reduces energy consumption and provides clean air for City buildings. The vendor will also be encouraged to adopt other sustainable practices when practicable.

Rationale for Recommendation: The City requires the timely replacement of HVAC air filters for the proper functioning of City equipment and for maintaining clean air in City buildings for the health of City employees and the public.

In October 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B11131061002 for the purchase of HVAC air filters. Four responses were received. The lowest responsive and responsible bidder was determined to be Air Filter Control. A summary of the bid results is provided in Attachment 1.

Financial Considerations: Funding for HVAC air filters will be provided by the operating budgets of the Department of General Services, Facilities Management Division and other using departments that internally manage HVAC operation in their buildings. Sufficient funding is available in the FY2010/11 budget for services through June 30, 2011. Services provided after June 30, 2011 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s). The estimated annual amounts are as follows:

Vendor	Year 1	Year 2	Year 3	Year 4	Year 5	Total Contract Amount
Air Filter Control	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$175,000

Emerging Small Business Development (ESBD): Air Filter Control is certified with the City of Sacramento as an emerging/small business firm.

Respectfully submitted by: Craig B Lymus
Craig B. Lymus
Acting Procurement Services Manager

Approved by: Reina J. Schwartz
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

Gus Vina
Gus Vina
Interim City Manager

APPROVED AS TO FORM:
[Signature]
CITY ATTORNEY

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Attachment 1

BID RESULTS - BID NO. B11131061002

	Air Filter Control	Air Filter Supply	Fastenal	Ryan Herco
HVAC Air Filters	\$20,194.88	\$22,581.94	\$30,177.31	\$26,268.83
5% E/SBE Preference	<\$928.50>	<\$1,038.26>	None	None
1% City Limit Preference	None	None	<\$277.50>	<\$241.55>
Prompt Payment Discount	None	None ⁽¹⁾	None	None
Total Bid Evaluation	\$19,266.38⁽²⁾	\$21,543.69	\$29,899.81	\$26,027.28

Award of Contract To:

Air Filter Control
 620 Sunbeam Ave.
 Sacramento, CA 95811

Total Contract Amount: \$175,000

No. of Bids Received	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
4	2	2	Yes

⁽¹⁾Prompt payment discount offered was less than 20 days.

⁽²⁾The lowest responsible bid amount of \$20,194.88 represents the total for the quantities selected for evaluation purposes only. Authorization is requested to enter into contract in an amount not to exceed \$175,000 which anticipates a cost and/or volume increases and more closely reflects the actual amount anticipated to be expended overall for this potential five year contract.

RESOLUTION NO. 2010-XXXX

Adopted by the Sacramento City Council

November 23, 2010

AWARDING CONTRACT FOR THE PURCHASE OF HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AIR FILTERS

BACKGROUND

- A. The City has an ongoing requirement for the purchase of heating, ventilating and air conditioning (HVAC) air filters to provide clean air for the public and City employees in its buildings and for optimal functioning of HVAC equipment.
- B. In October 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B11131061002 for the purchase of HVAC air filters. Four responses were received. The lowest responsive and responsible bidder was determined to be Air Filter Control.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Air Filter Control is awarded a one-year contract with four one-year renewal options for the purchase of HVAC air filters in an amount not to exceed \$175,000 for the potential five year period.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract and renewal options specified above, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).