

**SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
BOARD AGENDA ITEM – December 15, 2020**

PROCUREMENT SOLICITATION

19-798-P-SH HVAC Test & Balance Continuing Services

– Award Increase

<input type="checkbox"/> (ITB) Invitation To Bid	<input type="checkbox"/> (ITN) Invitation To Negotiate	<input type="checkbox"/> (PB) Piggyback
<input checked="" type="checkbox"/> (RFP) Request For Proposal	<input type="checkbox"/> (RFQ) Request For Qualifications	<input type="checkbox"/> (SC) State Contract
<input type="checkbox"/> (SS) Sole Source		

REQUESTOR: Plant Operations and Maintenance

Legal Review Required: Yes No

Standard Template Used with No Changes: Yes No

Standard Template Type: N/A

VENDOR NAME	REQUESTED AWARD INCREASE AMOUNT	REQUIRED PRODUCTS/SERVICES
Bay to Bay Balancing, Inc. Thermal Systems Balancing, Inc.	NTE \$250,000.00 annually	Continuing Services for HVAC system test and balancing
Total for Remaining 4 Years	\$1,000,000.00	

<input checked="" type="checkbox"/> Contract Award Increase	New Contract Amount	\$1,000,000.00
<input type="checkbox"/> Recurring Contract	Previous Board Approved Amount	\$150,000.00
<input type="checkbox"/> New Contract	Variance	\$850,000.00

PRICE INCREASE / DECREASE EXPLANATION: Test and balance services at the beginning of a capital HVAC project provide a clearer picture of system components that may not be functional. Knowing this information at the beginning of the project helps to ensure the project is scoped correctly and that the system will be functional after the project is complete. These services typically cost about \$25,000 to \$40,000 each depending upon the scope of the HVAC project. Facilities services has been tasking the construction manager or design builder with subcontracting these services as part of an HVAC renewal project. With this contract in place, the District can contract directly for these services, which reduces the cost by 5%-15%.

DISCUSSION:

Part of the District HVAC systems maintenance and repair is to perform the test and balancing of air conditioning distribution systems, including systems containing glycol. Plant Operations and Maintenance requires the use of a professional licensed HVAC test and balancing service provided. Test and balancing will lead to more efficient HVAC systems and eliminate some of the current HVAC issues as well as provide data for future HVAC projects.

CONTRACT TERM:

The initial contract term commenced October 16, 2019 and will continue until October 15, 2022 with one (1) optional two (2) year renewal.

RECOMMENDATION:

It is the recommendation of Susan Hann, Assistant Superintendent of Facilities Services and James Ross, Director of Plant Operations and Maintenance to approve the above increase to allow the District to contract directly for HVAC system test and balance services.

AUTHORITY FOR ACTION:

Florida Administrative Code 6A-1.012 (10)