



Agenda Report

September 20, 2021

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE PURCHASE ORDER CONTRACT AWARD WITH THERMAL AIR CONDITIONING, INC. TO FURNISH AND DELIVER HEATING, VENTILATION AND AIR CONDITIONING EQUIPMENT FOR A NEW SYSTEM AT THE SENIOR CENTER FOR AN AMOUNT NOT TO EXCEED \$127,174

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place; and
2. i) Accept the bid dated August 10, 2021 submitted by Thermal Air Conditioning, Inc. (Thermal Air), for the purchase of Trane Packing Units and Adaptable Curbs to replace the existing heating, ventilation and air conditioning (HVAC) system at the Senior Center; ii) reject all other bids; and iii) authorize a purchase order contract with Thermal Air for an amount not to exceed \$127,174.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for maintaining and performing needed repairs to City facilities. The Senior Center, located at 85 E. Holly Street, serves the community by offering various programs for social interaction, recreation, basic support and needs services, education, volunteerism and community activism. The current HVAC systems at the Senior Center are over twenty years old and have reached the end of their lifecycle. This project has been identified in the FY 2022 Annual Work Plan under the *Building Maintenance FY 2021 – 2025* project in the Capital Improvement Program budget.

On July 14, 2021, a Notice Inviting Bids for the Purchase of Trane Packing Units and Adaptable Curbs to Existing Curbs was posted on PlanetBids as well as published in the local paper. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. As this is a replacement of existing equipment, the bid requirements were specific to the Trane models so the system could be retrofitted quickly without compromising structures in place and with the least amount of change to existing duct work, thus minimizing additional work, time and cost. Staff researched and reached out to local vendors, one of which submitted a bid.

A total of 20 vendors downloaded the specifications, one of which was local. Four bids were received by bid opening date, of which one was non-responsive.

BID RESULTS:

Bids received by the bid opening date of August 10, 2021 are as follows:

Bidder		Bid Amount
1. Thermal Air Conditioning, Inc.	Pasadena, CA	\$127,174
2. Allison Mechanical, Inc.	Redlands, CA	\$129,460
3. AC Pros, Inc.	Tarzana, CA	\$153,360
Project Manager's Estimate		\$110,000

Based on current industry level pricing, the procurement manager's estimated cost included a 10% contingency only. Due to ongoing COVID impacts to raw materials and supply chains, the bid amounts submitted were higher than estimated.

Thermal Air, a Pasadena-based company, has been in business for over 14 years providing equipment and services for industrial, commercial and residential needs in heating, cooling, piping and refrigeration. Thermal Air has not previously done business with the City of Pasadena.

As the lowest, responsive and responsible bidder, staff recommends that Thermal Air be awarded a purchase order contract to provide this one-time purchase of the HVAC equipment. Installation will be performed by Public Works staff (qualified HVAC technicians). This proposed purchase order contract with Thermal Air fully complies with the Competitive Bidding and Living Wage Ordinances and with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

The purchase order contract will be set as follows:

Trane Equipment Purchase as set forth in bid specifications	\$127,174
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The installation of the HVAC system is anticipated to begin in November 2021 and will be completed by February 2022, contingent upon weather conditions and operational considerations at the Senior Center.

COUNCIL POLICY CONSIDERATION:

This project addresses City Council's goals to maintain fiscal responsibility and stability; improve, maintain and enhance public facilities and infrastructure; and ensure public safety.

ENVIRONMENTAL ANALYSIS:

This proposed project is exempt from CEQA pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place.

FISCAL IMPACT:

The total cost of this purchase order contract and this action is \$127,174. Funding will be addressed by the utilization of existing budgeted appropriations from the *Building Maintenance FY 2021-2025 (71903) CIP Project*. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Approved by:



STEVE MERMELL
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