



# City Council Report

**Date:** October 7, 2024  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Three-Year Term Contract with Two-Year Renewal Options for Heating, Ventilation, and Air Conditioning (HVAC) Preventative Maintenance Services for the Facilities Management Department **(Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing the Facilities Management Department and Procurement Services evaluated responses. The evaluation committee recommends awarding the contract to the highest-scored proposal from Delta Air Conditioning, LLC. dba Delta Home Services at \$165,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

## Background / Discussion

The City has ten (10) municipal buildings that require preventative maintenance services for heating, ventilation, and air conditioning (HVAC) equipment. The vendor will provide a schedule for a quarterly preventative maintenance and filter changeout. The types of equipment required to be serviced include air handlers, fan coil units, rooftop units, package units, gas pack units, evaporative coolers, mini split HVAC systems, and HVAC/chiller systems.

City staff issued a Request for Proposal (RFP) to all registered and known HVAC vendors. Five (5) proposal responses were received. All vendors met the minimum requirements and were evaluated and scored in accordance with the City's established policies and procedures and relative to the scoring criteria in the solicitation. Based on the evaluation results, the committee recommends awarding the contract to the highest-scoring respondent, Delta Air Conditioning, LLC. dba Delta Home Services.

## Purchase Information

Action: Award  
Procurement Type: Request for Proposals  
Contract Number: 2024186  
Local Consideration: Policy did not apply to this procurement method  
Protests Received: None

Initial Contract Term: Three (3) years

Possible Renewals: Up to a maximum of two (2) years subject to Administrative review and approval

Funding Source: Facilities Management operating budget through the HVAC fund

### Proposal Responses

ACCO Engineered Systems  
Scottsdale, AZ

Delta Air Conditioning, LLC. dba Delta Home Services (Recommended)  
Phoenix, AZ

Honeywell International, Inc.  
Phoenix, AZ

Tolin Mechanical Systems Company  
Phoenix, AZ

VGA426G, LLC. dba AC Medics  
Phoenix, AZ

### No Bid Response

Comfort Systems USA, Inc.

### Proposal Scoring Results

Criteria	Points Possible	ACCO Engineered Systems	Delta Air Conditioning	Honeywell	Tolin Mechanical Systems	VGA426G dba AC Medics
Qualifications & Experience	75	67.00	66.50	65.00	68.75	53.75
Proposed Solution & Method of Approach	75	64.50	62.50	56.25	66.25	62.50
Pricing	50	28.37	45.05	34.78	23.47	12.57
Total	200	159.87	174.05	156.03	158.47	128.82