



## COUNCIL AGENDA ITEM MEMORANDUM

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**DEPT./DIVISION SUBMISSION & REVIEW:**

Belinda Mattke, Director of Purchasing and Facility Services

**ITEM DESCRIPTION:** Consider adopting a resolution authorizing a services agreement for heating, ventilation, and cooling maintenance and repair services as needed with Capstone Mechanical of Waco in the estimated amount of \$150,000 for FY 2025.

**BACKGROUND:** Authorization of this service agreement with Capstone Mechanical (Capstone) will provide for as-needed heating, ventilation, and cooling (HVAC) maintenance and repair services during FY 2025.

Request for Proposals #13-01-25 was issued to procure the HVAC services. Six proposals were received from Air Performance Service of Central Texas of Pflugerville; Capstone; Moore Air, LLC of Belton; SCG Mechanical LP dba Way Mechanical of Round Rock; Temple Heat & Air of Temple; and The Brandt Companies, LLC of Robinson. An evaluation committee comprised of Facility Services staff reviewed and scored proposals based on the stated evaluation criteria: overall proposed pricing to provide services; approach for management of the contract and the ability to perform specifications and requirements; reputation and prior City experience; and quality and quantity of qualified staff. It was determined that Capstone will provide the best value for the City, as shown in the attached proposal tabulation.

The initial term of the annual contract will be October 1, 2024 through September 30, 2025, with the option to renew the agreement for four additional one-year periods, if mutually agreed to by both parties.

**ALIGNMENT WITH ADOPTED PLANS:**

Plan	Comments
Strategic Plan	This item supports the City of Temple’s Strategic Plan goal of “Infrastructure, facilities, and systems that support exceptional services and community growth” and the Strategic Plan commitment of “Plan for, design, construct, and maintain high quality facilities that meet the needs of the community now and in the future.”

**STAFF RECOMMENDATION:** Adopt resolution as presented in item description.

**BOARDS & COMMISSIONS RECOMMENDATION:** This item was not reviewed by any of the official boards and commissions.

**FISCAL IMPACT:** Funding for the purchase of HVAC services as needed from Capstone in the estimated amount of \$150,000 is included in the adopted FY 2025 Budget by various departmental budgets.

**ATTACHMENTS:**

Resolution

Proposal Tabulation