



CITY OF MENIFEE

SUBJECT: Agreement with Airforce 1 Plumbing, Heating & Air, Inc. for Facility HVAC Maintenance and Repair Services

MEETING DATE: September 6, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Contract Services Agreement with Airforce 1 Plumbing, Heating & Air, Inc. for Fiscal Year 2023/2024 facility HVAC maintenance and repair services in an amount not-to-exceed \$41,016; and
2. Authorize the City Manager to execute four, one-year extensions at the City's discretion and contingent on availability of the corresponding budget; and
3. Authorize the City Manager to execute additional amendments as needed to include maintenance services for future city facilities currently under construction, at the City's discretion and contingent on availability of the corresponding budget.

DISCUSSION

The City of Meniffee's Community Services Department, Facilities Division, oversees the maintenance of all City owned and leased facilities. Quarterly HVAC maintenance services are required at the 13 separate sites listed in Table 1.

Table 1 – City Facilities

Location	Address
City Hall	29844 Haun Road
Community Services Headquarters – West Annex	29995 Evans Road
Community Services Headquarters – North Annex	29995 Evans Road
Kay Cenicerros Senior Center	29995 Evans Road
Lazy Creek Recreation Center, Building A	26480 Lazy Creek Road
Lazy Creek Recreation Center, Building B	26480 Lazy Creek Road
Public Works Maintenance and Operations Center	27860 Bradley Road
Meniffee Police Headquarters	29714 Haun Road

Menifee Police Substation	28115 Bradley Road
Fire Station No. 5	28971 Goetz Road
Fire Station No. 7	28349 Bradley Road
Fire Station No. 68	26020 Wickerd Road
Fire Station No. 76	29950 Menifee Road

On May 2, 2023, staff issued Request for Proposal (RFP) No. 2023-19 for HVAC maintenance services and repairs. The work would consist of but is not limited to the inspection, periodic preventative maintenance, repairs, service calls, and other task services necessary to insure safe, well maintained HVAC systems. The services also include, but are not limited to the maintenance, delivery/pickup, supplies, and any labor associated with these services.

The City received three proposals from the following firms:

- Airforce 1 Plumbing, Heating & Air, Inc.
- FM Thomas Air Conditioning
- Pacific West Industries

A committee consisting of City staff evaluated the proposals. The firms were evaluated based on the criteria set forth in RFP No. 2023-19 which included experience/qualifications of the firm, referenced projects, cost proposal, and quality of responsiveness of the proposal.

Following the evaluation process and interviews and reference of the three candidates, City staff determined that Airforce 1 was the most qualified to conduct the requested services.

All the tabulated results from the evaluations are listed in Table 2 below:

Table 2 – RFP Evaluation Summary

Firm Name	Evaluation Score	Interview Score	Annual Maintenance Cost Proposal (\$)
Airforce 1	81.00	80.33	\$21,016
FM Thomas Air Conditioning	86.00	75.00	\$39,008
Pacific West Industries	82.67	56.00	\$63,584

Based on the committee's evaluation, Airforce 1 is recommended as the most qualified business to provide HVAC maintenance services to the City. Estimated costs are within the annual estimated budget.

Additional amendments may be required to include additional HVAC unit maintenance for the new City facilities currently under construction; the Cherry Hills Building and Fire Station No. 5. Both facilities are in the beginning stages of construction and are planned to be operating within the next two years. Staff is requesting City Manager authorization to amend the agreement as these new city facilities are completed, contingent on budget and city discretion. At that time staff will evaluate quotes received to ensure the current agreement remains the most cost-effective option.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

The current fiscal impact for this item is \$41,016 for Fiscal Year (FY) 2023/2024 which includes \$21,016 for quarterly maintenance services and \$20,000 for as-needed emergency services. Funding is available within the current fiscal year's budget as summarized in Table 3 below.

Table 3 – FY 2023/2024 Funding Availability

Fund / Department	Account Number	Available Balance	Agreement Amount
Facilities / Non-Departmental	116-4221-52050	\$27,158	\$6,512
Facilities / Community Services	116-4660-52050	\$19,097	\$5,032
Facilities / Public Works	116-4550-52050	\$15,750	\$1,184
Facilities / Police Department	116-4911-52050	\$80,893	\$5,328
Facilities / Cal Fire	116-4445-52050	\$97,741	\$2,960
Facilities / Various	Various Facilities accounts as needed		\$20,000
TOTALS		\$240,639	\$41,016

Future fiscal years would be funded in the corresponding fiscal year's budget as outlined in Table 4 below. At the end of the first year, the contractor may apply a cost adjustment of the CPI not-to-exceed 5% on the quarterly maintenance costs. As-needed emergency services in the amount of \$20,000 would remain the same for the duration of the agreement. If each of the four renewals are exercised, the total contract amount would be in an amount not-to-exceed \$216,122.

Table 4 – Agreement Extension Amounts

Fiscal Year	Maintenance Service Costs (incl. 5% Annual Markup)	As-needed Emergency Services	Total Contract Amount
2024/2025	\$22,066	\$20,000	\$42,066
2025/2026	\$23,169	\$20,000	\$43,169
2026/2027	\$24,327	\$20,000	\$44,327
2027/2028	\$25,544	\$20,000	\$45,544

ATTACHMENTS

1. Agreement - Airforce 1 Plumbing Heating & Air, Inc.