



**DATA SHEET**  
**Agenda Item No. 12.**

**Meeting Date: October 5, 2017**

**Agenda Item:**

Authorize the Executive Director to enter into a pricing agreement to provide HVAC/Electrical services, with Concord Commercial Services, Inc. as the primary vendor and Russell Madden, Inc. as the secondary vendor for a period of 12 months, beginning October 15, 2017.

<b>Placement:</b>	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Individual Consideration	<input type="checkbox"/> Executive Session
<b>Vote:</b>	<input checked="" type="checkbox"/> Non-Weighted	<input type="checkbox"/> Weighted Capital	
<b>Recommending Department: Operations</b>			

**Background:**

The District currently utilizes a contract available through the National Cooperative Purchasing Alliance (NCPA) for HVAC/Electrical services. This includes installation, repair, and maintenance of HVAC systems located at all District facilities. Electrical services ranging from running electrical lines for new equipment such as blowers and pressure washers, to motion switches and electrical switches are covered under this portion of the contract. The proposed pricing agreement will allow for the same services, while meeting the needs of the District under more beneficial and cost effective terms.

Following required public notices and bidding procedures, sealed bids from seven (7) potential vendors were received and opened on August 30, 2017. The responses were evaluated based on labor rates and parts mark-up. Based upon this evaluation, staff recommends that the Board of Directors authorize a pricing agreement with Concord Commercial Services, Inc. and Russell Madden, Inc.

If approved, this pricing agreement is scheduled to begin 10/15/17 and will expire 10/14/18. There are options for two additional 12-month renewals.

**Concord Commercial Services, Inc. (Primary)**

HVAC Technician	\$72.00/hr
HVAC Journeyman	\$60.00/hr
OT Rate	45%
Emergency Rate	45%
Parts Mark-up	20%

Master Electrician	\$65.00/hr
Journeyman Electrician	\$55.00/hr
Apprentice Electrician	\$45.00/hr
OT Rate	45%
Emergency Rate	45%
Parts Mark-up	20%

**Russell Madden, Inc. (Alternate)**

Contractor	\$95.00/hr
Journeyman	\$80.00/hr
Helper	\$45.00/hr
OT Rate	50%
Emergency Rate	0%
Parts Mark-up	15%

Master Electrician	\$75.00/hr
Journeyman	\$65.00/hr
Helper	\$55.00/hr
Admin/Office	\$30.00/hr
OT Rate	50%
Emergency Rate	0%
Parts Mark-up	15%

**Financial:**

Funding is included in the current operating budget.

**Recommendation:**

That the Board authorize the Executive Director to enter into a pricing agreement for HVAC/Electrical Services with Concord Commercial Services, Inc. as the primary vendor and Russell Madden, Inc as the alternate vendor.

Submitted By: \_\_\_\_\_



Jan Morris, Manager of Human Resources and Purchasing

Date: September 29, 2017