

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

SUBJECT ITEM:

AWARD OF CONTRACT TO POL-AIR INC. FOR HEATING AND AIR CONDITIONER REPAIR AND MAINTENANCE SERVICES FOR THE APPLE VALLEY TOWN HALL, POLICE/MUNICIPAL SERVICE BUILDING AND THE AQUATICS CENTER

SUMMARY STATEMENT

On March 15, 2006, the Town entered into a contract for full service HVAC Repair and Maintenance with Pol-Air, Inc. in Victorville, California. The term of the contract was for three years, commencing March 15, 2006 and ending March 14, 2009.

On February 3, 2009 a Request for Proposals was mailed to over sixty vendors; all HVAC repair and maintenance companies who have left their contact information with our department as well as contractors that were listed in the local yellow pages. Additionally, the RFP was noticed in the Apple Valley News on February 6 and 13, 2009 and was listed on the Town's Website. As a result of the request, the Town received seven proposals. Six of the proposals were not full service proposals as required by the RFP.

Pol-Air, Inc. was the lowest responsive proposal the Town received. We have been pleased with their service during the past eleven years. This proposal contains a 10% increase over the existing contract. It is staff's recommendation to approve this three year contract for an amount not to exceed \$17,135.00 per year.

RECOMMENDED ACTION:

Award the contract for Heating and Air Conditioning Repair and Maintenance Services to Pol-Air, Inc. in the amount of \$17,135.

Proposed by: Ralph Wright, Community Services Manager

Item Number: _____

T. M. Approval: _____

Budgeted Item Yes No N/A