

MEMORANDUM

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: September 10, 2009

SUBJECT: Heating, Ventilating & Air Conditioning (HVAC)/Electrical/Handyman Services-Contract No. 4600001885

Background

The General Services Division is responsible for building maintenance throughout various District facilities. This request to enter into a one year contract with two one year renewals is with Florida Drawbridges, Inc., the company that has been providing this service for the previous three years. Florida Drawbridges can provide HVAC/Electrical Services for maintenance, repair and remodeling of occupied buildings of various ages, and with various mechanical systems. In addition, they will provide general handyman services to undertake various building maintenance and repair work. Services provided include, but are not limited to, remodeling projects, data line and TV cable installations, minor plumbing repairs, emergency clean-up, and support to the Emergency Operations Center (EOC) during major storm events.

How this helps meet the District's 10 Year Strategic Plan?

This contract supports the Mission Support's overall program goals of providing well maintained facilities as well as efficient and safe work space for District personnel and visitors. It also provides planned levels of preventative maintenance for the District headquarters facilities.

Funding Source: This contract, including extensions, is not to exceed \$630,000, which is subject to Governing Board budget approvals for fiscal years FY10-12.

This Board item impacts what areas of the District, both resource areas and geography:

Primarily, this item impacts District headquarters facilities. The General Services Division will provide contract oversight and administration.

What concerns could this Board item raise?

This work was solicited as a "Request for Bid". The bid was advertised and opened for competition for a 30 day period. Seven bids were received, and the contract was awarded to the lowest responsive, responsible bidder, Florida Drawbridges, Inc. This work cannot be performed in-house as the General Services Division does not have qualified HVAC or Electrical technicians on staff or sufficient staffing levels to provide the aforementioned types of regularly scheduled, routine, and/or unexpected building maintenance functions.

Why should the Governing Board approve this item?

This contract will provide essential professional HVAC and Electrical support, general building handyman services, as needed emergency clean-up services, preventative building maintenance service and EOC support during major storm activity.

If you have any questions, please call me at extension 6351.

SCT/mw
Attachment - Resolution