



Town of Miami Lakes Memorandum

To: Honorable Mayor & Councilmembers

From: Edward Pidermann, Town Manager

Subject: Request for Authorization to Waive Competitive Solicitation Requirements Pursuant to Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code for 2024-23 Town Hall HVAC Control System

Date: October 8, 2024

Recommendation:

It is recommended that the Town Council authorize a waiver of the solicitation process under Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code for 2024-23 Town Hall HVAC Control System (“Project”) and authorize the Town Manager or his designee to enter into a contract with Integrity Controls And Test & Balance Inc (“ICTB”) for the Project in an amount not to exceed Thirty Thousand Three Hundred Sixty Dollars (\$30,360.00). This amount includes ICTB’s quote amount of Twenty-Seven Thousand Six Hundred Dollars (\$27,600.00) and a contingency amount of Two Thousand Seven Hundred Sixty Dollars (\$2,760.00), approximately ten percent (10%) for unforeseen circumstances. Completion is expected within sixty (60) days following the execution of the contract and issuance of the notice to proceed. This project will be funded through the Sinking Fund.

Background:

On July 22, 2024, the Town requested quotes to supply and install a new HVAC Control System compatible with the existing HVAC/RTU System (YORK AV15 to AV28, Gen 2 Series). The specifications detailed the equipment, materials, training, and services required. The RFQ received a single response with one quote that included all the necessary services. However, the total amount of Twenty-Seven Thousand Six Hundred Dollars (\$27,600.00) exceeded the Procurement threshold.

The Town then issued Invitation to Bid (“ITB”) 2024-23 Town Hall HVAC Control System on August 12, 2024. The scope consisted to supply and install a new HVAC Control System compatible with our existing HVAC/RTU System (YORK AV15 to AV28, Gen 2 Series). To

include testing and commissioning of the new equipment, and provision of training on the proper use and maintenance of the new equipment. The new control system should be of high quality and reliable of the new building automation system interface (Reliable controls Mach- Pro Web Controller). The equipment should come with a manufacturer's warranty. The equipment should be compatible with our existing HVAC and be compliant with the applicable standards and regulations, including but not limited to The Florida Building Code (in accordance with NFPA 70 & 70A), the latest adopted edition of the National Electrical Code (NEC), and Occupational Safety and Health Administration (OSHA) regulations.

The ITB was advertised on DemandStar and Public Purchase, and also displayed in the Government Center Lobby. Additionally, Procurement sent out an email notice about this contractual opportunity to other vendors in the relevant trade.

To qualify for award, prospective Proposers were required to:

1. Possess a minimum of five (5) years of experience performing HVAC control system installation with similar scope and/or projects.
2. Must have completed at least five (5) HVAC control system installation projects of similar scope and value performed within the last three (3) years; and
3. Possess a valid State of Florida or Miami-Dade County License to perform the work outlined in this ITB.

On the date of the Bid deadline, September 10, 2024, the Town received only one (1) solicitation:

1. RGEN Enterprises LLC. ("RGEN") - \$98,000.00
d/b/a Cool Water Air Conditioning

Procurement conducted a due diligence review of the bid for responsiveness and determined that, while RGEN met the minimum requirements, their bid price was significantly higher—three times more expensive than anticipated—and exceeded the Town's budget.

Town staff completed their due diligence and found that ICTB submitted the lowest quote. It is worth noting that ICTB has previously serviced and handled minor HVAC repairs when needed and is familiarized with the Town Hall's system.

Procurement recommends that the Council authorize the Town Manager to waive the competitive solicitation requirements pursuant to Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code for the Town Hall HVAC Control System in an amount not to exceed \$30,360.00

Exhibits:

Resolution

Exhibit A – ICTB Proposal

Exhibit B - Budget