

BOARD AGENDA ITEM

TO: Dr. Michelle Hubbard, Superintendent

FROM: Tyler Clubb, Director of Facilities

SUBJECT: BOE Agenda Item – June 10, 2024
Authorization to Contract with BCI Mechanical for HVAC Repair and Maintenance Services

DATE: May 23, 2024

Overview

District staff recommend contracting with BCI Mechanical for HVAC repair and maintenance services for an estimated annual amount of \$240,000, with final costs contingent upon needed services and parts.

District staffing challenges in hiring qualified HVAC technicians prompted the District to issue a formal Request for Information (RFI) for HVAC maintenance and repair services in March 2024. The District received responses to the RFI from the following eight vendors: BCI Mechanical; Design Mechanical; EMCOR Services Fagan; Lippert Mechanical; MMC Contractors; Quality Plumbing & Mechanical; RAND Construction; and US Engineering Services.

The District evaluated these RFI responses based on the following criteria: the responses adequacy in providing the desired information as outlined in the RFI; the respondent's qualifications, including education, training, licenses, experience, and past performance of the respondent's agents, employees, and (if applicable) subcontractors; the desirability of the respondent's typical pricing in relation to the District's needs; the respondent's ability to provide the desired services outlined in the RFI; and the respondent's ability to accommodate the desired billing process outlined in the RFI.

Following this initial evaluation, District staff interviewed the three top-ranked respondents: BCI Mechanical; EMCOR Services Fagan; and MMC Contractors. Staff determined that BCI Mechanical offered the best value to the District.

BCI Mechanical quoted pricing for service technicians (\$120 hourly; \$4,560 weekly) and maintenance technicians (\$116 hourly; \$4,400 weekly); any needed parts will be the lesser of retail pricing or a 35% markup. Service and parts will be supplied as requested by the District.

The initial contract term would run from June 2024 to May 2025 (12-months), and staff are requesting authorization to renew the contract for up to four annual terms, so long as any annual price increases shall not exceed the annual Consumer Price Index rate as of June of the preceding fiscal year; services and products remain satisfactory; and both parties agree to the renewal in writing (email, acceptance of purchase order, etc.)

Established in 2002 and based in Gardner, Kansas, BCI Mechanical provides HVAC maintenance and repair services to various clients in the Kansas City area, and the vendor has provided past HVAC services to the District.

This item is budgeted to be paid with general operating funds.