


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no Physical changes to the environment.	Coordination: Department of Public Works; City Attorney's Office; City Manager's Budget Office	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  3/28/23

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH ACCEL AIR SYSTEMS, INC. FOR HVAC MECHANICAL SYSTEMS MAINTENANCE, REPAIRS, REPLACEMENT, AND INSTALLATION SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a purchase order with Accel Air Systems, Inc. (Santa Clara, CA) for HVAC mechanical systems maintenance, repairs, replacement, and installation services for a one-year term, beginning on or about March 29, 2023, and ending on March 28, 2024, for a not-to-exceed amount of \$1,200,000; and
2. Exercise up to four additional one-year options to extend the term of the purchase order, with the last option ending on or about March 28, 2028, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action provides the City with HVAC mechanical systems, maintenance, repairs, replacement, and installation services.

BASIS FOR RECOMMENDATION:

The Department of Public Works is responsible for overseeing the service and maintenance of HVAC infrastructure at City facilities. HVAC mechanical systems maintenance, repairs, replacement, and installation services are critical for operations at various City sites including police facilities, fire stations, and library branches. These services are essential to avoid HVAC system down time and to mitigate service impacts for the community and City staff.

In October 2022, a competitive Request for Bids was released by the Finance Department to procure these services. Four responsive bids were submitted, and no protests were received. Accel Air Systems, Inc. and ACCO Engineered Systems, Inc. applied and qualified for the City's local business preference. The application of the local business preference was not a determining factor in the award recommendation. Staff recommends award to Accel Air Systems, Inc. for being the lowest priced responsive and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B. Approval of this recommendation will ensure the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2022-2023 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
001	0572	Non-Personal / Equipment	\$18,551,917	\$1,200,000	707	02/14/2023, 30883

FOR QUESTIONS CONTACT: Luz Cofresí-Howe, Assistant Director of Finance, at Luz.Cofresi-Howe@sanjoseca.gov