



# City of Hudson, Ohio

## Staff Report With Text

**File #:** 17-151      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Passed  
**File created:** 9/19/2017      **In control:** City Council  
**On agenda:** 10/3/2017      **Final action:** 10/3/2017

**Title:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GARDINER SERVICE COMPANY FOR THE CITY'S HVAC MAINTENANCE PROGRAM.  
Executive Summary: The Public Properties Division currently contracts for preventative maintenance services and repairs of HVAC equipment and associated control systems assets within public buildings. Public Works staff opened bids on 8/31/17 and the lowest bid was submitted by Gardiner Service Company for a total estimate of \$46,900.00 annually. This is a three (3) year contract with an optional renewal of two (2) years. The current contract expires on December 31, 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution No. 16-190, passed 12-6-2016, 2. 2018 Bid tab HVAC-1.1, 3. Resolution No. 17-151

Date	Ver.	Action By	Action	Result
10/3/2017	1	City Council	approved on the consent agenda	Pass

### A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GARDINER SERVICE COMPANY FOR THE CITY'S HVAC MAINTENANCE PROGRAM.

**Executive Summary:** The Public Properties Division currently contracts for preventative maintenance services and repairs of HVAC equipment and associated control systems assets within public buildings. Public Works staff opened bids on 8/31/17 and the lowest bid was submitted by Gardiner Service Company for a total estimate of \$46,900.00 annually. This is a three (3) year contract with an optional renewal of two (2) years. The current contract expires on December 31, 2017.

### Legislative History

Resolution # 16-190 authorizes staff to receive pricing on goods and services including HVAC maintenance.

### Purpose & Explanation

The City of Hudson has historically bid out preventative maintenance services and emergency repair services on all HVAC equipment operating in public buildings. The contract is for a three (3) year term with an option for a two (2) year renewal if services are acceptable and pricing remains reasonable. The attached bid tab shows current contract pricing and compares pricing of bids that were received on 8/31/17. Gardiner Service Company submitted the lowest bid, which represents an estimated annual savings of 4.95% compared to current contract pricing. The contract consists of a fixed price for the program's preventative maintenance portion (section A) and an hourly rate for call-in repair services outside of the preventative maintenance program (section B).

Gardiner Service is a longtime area HVAC service company. Company references have been solicited, and they came highly recommended by other organizations, including Kent State University. Gardiner has provided documentation that they meet our requirements to service equipment and provide remote systems

monitoring and integration.

### Timing Considerations

The contract will begin January 1, 2018 and run through December 31, 2020.

### Fiscal Impact

- ☒ Currently Budgeted
- ☐ Supplemental Appropriation Required
- ☐ Appropriation Not Required.

### Suggested Action

Staff recommends City Council pass a resolution authorizing the City Manager to enter into a contract with Gardiner Service Company, 31200 Bainbridge Road, Solon, Ohio 44139 at the low bid of \$16,100.00 annually for preventative maintenance services and at the call-in hourly service labor rate of \$88.00. The estimated annual contract amount is \$46,900.00. The service contract term will be three (3) years with an option to renew the contract for an additional two (2) years, provided services are performed to the City's satisfaction and pricing remains reasonable.

### Submitted by,

Jane Howington, City Manager

Frank J. Comeriato, Jr., Assistant City Manager- Operations

Eric Hutchinson, Assistant Public Works Director