

RESOLUTION NO. 22-475

A RESOLUTION APPROVING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION ENGAGING THE SERVICES OF INDUSTRIAL & COMMERCIAL MECHANICAL OF BEAUMONT, TEXAS THROUGH BUYBOARD CONTRACT #638-21 FOR THE PREVENTATIVE MAINTENANCE OF THE HVAC SYSTEMS AT 501 PROCTER AND 549 4TH STREETS; IN AN ANNUAL AMOUNT NOT TO EXCEED \$11,568.00. FUNDS AVAILABLE IN EDC ACCOUNT NO. 120-80-625-5318-00-000

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation (PAEDC) owns the properties located at 501 Procter and 549 4th Streets, Port Arthur, Texas and has the commitment to maintain the safety and integrity of said premises; and

WHEREAS, Industrial & Commercial Maintenance (ICM), has been servicing the HVAC Roof Top Unit at the EDC building and has provided consistent dependable service; and

WHEREAS, the HVAC units are in need of ongoing mechanical preventative maintenance to keep the HVAC systems up and running all season long with no breakdowns, enabling the transition of heating and cooling throughout the seasons with reliable and efficient service while operating at maximum efficiency; and

WHEREAS, pursuant to Chapter 271 of the Texas Local Government Code, a city, by resolution of its governing body, may participate in cooperative purchasing programs such as Buyboard, as an alternative to formal bid process; and

WHEREAS, ICM, as an awarded vendor on the Buyboard (Contract #638-21), has provided a HVAC Maintenance Proposal "**Exhibit A**", including annual and quarterly maintenance, which also includes of return air filters; and

WHEREAS, for the safety and comfort of the tenants, HVAC Preventative Maintenance is necessary; and

WHEREAS, at their October 3, 2022 Board Meeting, the PAEDC Board of Directors approved engaging the services of Industrial & Commercial Mechanical for the maintenance of the HVAC Roof Top Units located at 501 Procter and 549 4th Streets, in the amount of \$11,568.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Council authorizes PAEDC to engage the services of Industrial & Commercial Maintenance (ICM)'s, as a BuyBoard participant – Contract #638-21, for the HVAC Maintenance of the HVAC Roof Top Units located at 501 Procter and 549 4th Streets, in the amount of \$11,568.00.

Section 3. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 25th day of Oct. A.D., 2022,

at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Bartio; Mayor Pro Tem Holmes

Councilmembers Jones, Kinlaw, Moss

and Frank.

NOES: None.

ATTEST:


Sherri Bellard, City Secretary


Thurman Bartie, Mayor


APPROVED:


Krystle Muller, Interim PAEDC CEO

APPROVED AS TO FORM:


Charles E. Zech, PAEDC Attorney

APPROVED AS TO FORM:


Val Tizeno, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:


Kandy Daniel, Interim Finance Director

Exhibit "A"

CITY OF PORT ARTHUR- ECONOMIC DEVELOPMENT COORPORATION ICM PROPOSAL TO PERFORM QUARTERLY HVAC MAINTENANCE AND QUARTERLY FILTER CHANGES FOR 2 – EDC BUILDING LOCATIONS



**Industrial and Commercial
Mechanical**

TACLA23943C
4445 Westpark Avenue
Beaumont, TX 77705
Phone (409) 842-3737
Fax (409) 842-3738

September 19, 2022

PORT ARTHUR EDC
549 4TH STREET (PRESS BLDG)
PORT ARTHUR TX

ATTN: Mrs. Krystle Muller, CEO
Subject: ICM QUARTERLY HVAC MAINTENANCE PROPOSAL WITH QUARTERLY FILTER CHANGE
REFERENCE ICM PROPOSAL TO PERFORM QUARTERLY HVAC MAINTENANCE WITH QUARTERLY FILTER CHANGE

Dear Mrs. Muller,

Industrial Commercial Mechanical is pleased to offer the following proposal to Furnish labor and materials to provide QUARTERLY HVAC MAINTENANCE and QUARTERLY FILTER CHANGE as listed below for your consideration:

- | Item | QTY | Description |
|------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 1 - trip | Furnish a Quantity of 1-Trip Per year for the ANNUAL inspection of 9 DAIKIN ROOFTOP AC at the EDC PRESS BUILDING, ALSO includes HVAC Preventative Maintenance performed on 2-Mini-split AC systems. The ANNUAL INSPECTION also includes Operational Inspection and the Cleaning of equipment Condensing Coils and testing for proper Air Conditioning - cooling performance of all Equipment.
NOTE: AT CUSTOMERS REQUEST -EXHAUST FANS ARE NOT INCLUDED IN MAINTENANCE PROGRAM |
| 2. | 3 - trips | Furnish a Quantity of 3 – Trips Per Year Quarterly Preventative Maintenance and Operational Inspections –on DAIKIN, COMMERCIAL ROOFTOP AC UNITS and 2 Mini-Split AC Air Conditioning and Heating Systems
Operational Inspections includes the following items performed on all associated equipment: <ul style="list-style-type: none">• Checking for proper Refrigerant levels of all associated Equipment.• Inspection of, and alignment, of associated Drive V-Belts where applicable, is included. Replacement of bad V-Belts will be reported to customer and quoted to customer, for approval.• Inspection of all associated Fan motors for proper operations and amperage readings.• Lubrication of all associated Fan Motors & bearings per manufacturer's specifications• Inspection of Controls, relays, and compressor Contactors, for proper integrity and operation.• Treatment of Condensate drain pans and drain lines, with Algaecide to ensure proper flow.• Inspection of Evaporator Coils and Blower Wheels for proper cleanliness and integrity.• Inspection of Equipment Cabinetry for excessive corrosion or failure.• Testing each system for Proper Temperature performance levels and temperature readings.• Furnishing Supervisory Management detailed Reports for any recommended repairs needed on AC Systems – No additional work will be performed, without approval from Management. |
| 3 | 4 TRIPS | QUARTERLY Replacement of Return Air Filters every 3- months is performed for DAIKIN Commercial Rooftops. (Mini-Split system washable filter will be cleaned and reinstalled in equipment)
Disposal of old filters will be provided by ICM, during each Filter change, at customers dumpster. |
| 4 | 4 | Furnish Preventative Maintenance reports to management, detailing any mechanical problems discovered during Preventative maintenance work. Any mechanical problems which require replacement of parts or extra Repair work will be provided to management - with pricing for consideration or their approval, before proceeding with any extra needed repairs. |

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CITY OF PORT ARTHUR- ECONOMIC DEVELOPMENT COORPORATION ICM PROPOSAL TO PERFORM QUARTERLY HVAC MAINTENANCE AND QUARTERLY FILTER CHANGES FOR 2 – EDC BUILDING LOCATIONS

2ND BUILDING LOCATION



Industrial and Commercial Mechanical

TACLA23943C
4445 Westpark Avenue
Beaumont, TX 77705
Phone (409) 842-3737
Fax (409) 842-3738

September 19, 2022

**PORT ARTHUR EDC
501 PROCTOR STREET BLDG.
PORT ARTHUR TX**

ATTN: Mrs. Krystle Muller, CEO
Subject: ICM QUARTERLY HVAC MAINTENANCE PROPOSAL WITH QUARTERLY FILTER CHANGE
REFERENCE: ICM PROPOSAL TO PERFORM QUARTERLY HVAC MAINTENANCE WITH QUARTERLY FILTER CHANGE
Dear Mrs. MULLER,

Industrial Commercial Mechanical is pleased to offer the following proposal to Furnish labor and materials to provide QUARTERLY HVAC MAINTENANCE and QUARTERLY FILTER CHANGE as listed below for your consideration:

Item	QTY	Description
1	1 - trip	Furnish a Quantity of 1-Trip Per year for the <u>ANNUAL Inspection</u> of <u>DAIKIN ROOFTOP AC</u> at the EDC BUILDING, which includes HVAC Preventative Maintenance performed on <u>3-Mini-split AC systems</u> . The <u>ANNUAL INSPECTION</u> also includes Operational Inspection and the <u>Cleaning of all equipment Condensing Coils</u> and testing for proper Air Conditioning - cooling performance of all Equipment.
2	3 - trips	Furnish a Quantity of 3 – Trips Per Year Quarterly Preventative Maintenance and Operational Inspections –on <u>DAIKIN COMMERCIAL ROOFTOP</u> and 3 Mini-Split AC Air Conditioning and Heating Systems <u>Operational Inspections includes the following items performed on all associated equipment:</u> <ul style="list-style-type: none">• Checking for proper Refrigerant levels of all associated Equipment.• Inspection of, and alignment, of associated Drive V-Belts where applicable, is included.• Inspection of all associated Fan motors for proper operations and amperage readings.• Lubrication of all associated Fan Motors & bearings per manufacturer's specifications• Inspection of Controls, relays and compressor Contactors, for proper integrity and operation.• Treatment of Condensate drain pans and drain lines, with Algaecide to ensure proper flow.• Inspection of Evaporator Coils and Blower Wheels for proper cleanliness and integrity.• Inspection of Equipment Cabinetry for excessive corrosion or failure.• Testing each system for Proper Temperature performance levels and temperature readings.• Furnishing Supervisory Management detailed Reports for any recommended repairs needed on AC Systems – No additional work will be performed, without approval from Management.
3	4-Trips	<u>QUARTERLY Replacement of Return Air Filters</u> is performed for <u>DAIKIN Commercial Rooftop</u> . (Mini-Split system washable filter will be cleaned and reinstalled in equipment) <u>Disposal of old filters will be provided by ICM, during each Filter change.</u>
4	4	Furnish Preventative Maintenance report to management, detailing any mechanical problems discovered during Preventative maintenance work. Any mechanical problems which require replacement of parts or extra Repair work will be provided to management - with pricing for consideration or their approval, before proceeding with any extra needed repairs.

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ITEMS NOT INCLUDED

- Any Changes or Modifications, other than specified as part of proposal, or proposed scope of work.
- Any Changes or Work delays; due to problems beyond our control.
- Warranty of any items not furnished and installed by ICM
- Refrigerant, or refrigerant leak search
- WATER, FOR WASHING COILS AT ANNUAL CLEANING - WATER CONNECTIONS MUST BE AVAILABLE ON SITE FOR CLEANING

ICM PROPOSED PRICING FOR MAINTENANCE & FILTERS CHANGE PER BOTH LOCATIONS

PORT ARTHUR EDC
501 PROCTOR STREET BLDG LOCATION.
PORT ARTHUR TX

ICM PROPOSED YEARLY INVESTMENT TO PROVIDE QUARTERLY MAINTENANCE
AND QUARTERLY AC FILTER CHANGES – EVERY 3 MONTHS

ICM PRICE PER YEAR \$4,748.00 PER YEAR LUMP SUM - Tax is not included

OPTIONAL - QUARTERLY BILLING - \$1,187.00 BILLED Per Each Maintenance Inspection

PORT ARTHUR EDC
549 4TH STREET (PRESS BLDG LOCATION)
PORT ARTHUR TX

ICM PROPOSED YEARLY INVESTMENT TO PROVIDE QUARTERLY MAINTENANCE AND QUARTERLY AC FILTER CHANGES

ICM PRICE PER YEAR \$6820.00 PER YEAR LUMP SUM - Tax is not included

OPTIONAL -QUARTERLY BILLING - \$1,705.00 BILLED Per Each Maintenance Inspection

THIS PROPOSAL IS VALID FOR 30 DAYS - FROM THE DATE OF PROPOSAL

INDUSTRIAL & COMMERCIAL MECHANICAL IS AN AWARDED VENDOR FOR BUYBOARD
CONTRACT # 638-21

Thank you for your request for this proposal. We would appreciate the opportunity to provide these services. Please let me know if you would like to proceed with the proposed service repair, and what purchase order number we will utilize, for our billing for services.

As always, we thank you for your business and the opportunity to provide our services.

Regards,

Jerry F. Johnson

Approved by

Date

ICM SALES REPRESENTATIVE

OFFICE; 409-842-3737

CELL: 409-658-8797