

RESOLUTION NO. 24-157

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 4<sup>TH</sup> STREETS, IN AN AMOUNT NOT TO EXCEED \$4,748.00 FOR 501 PROCTER STREET, PAEDC FUNDING ACCOUNT NO. 120-80-625-5318-00-00-000 AND IN AN AMOUNT NOT TO EXCEED \$6,820.00 FOR 549 4<sup>TH</sup> STREET FUNDING IN PAEDC ACCOUNT NO 120-80-625-5318-00-00-000 | PROJECT NO. ED0002.OTH.EQM

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation (PAEDC) owns the properties located at 501 Procter and 549 4<sup>th</sup> 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 Units at the EDC buildings 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 February 19, 2024, 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, in the amount of \$4,748.00 and 549 4<sup>th</sup> Streets, in the amount of \$6,820.00, with the option to renew for two (2) additional one (1) year period; and.

**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, in the amount of \$4,748.00 and 549 4<sup>th</sup> Streets, in the amount of \$6,820.00, with the option to renew for two (2) additional one (1) year periods.

**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 9<sup>th</sup> day of April A.D., 2024,  
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

**AYES:**

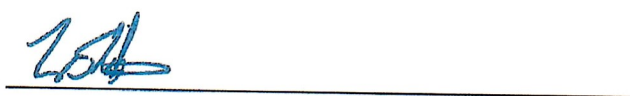
Mayor Bartie, Maya Pro Team Everfield


Councilmembers Louis Beckera, David  
Kimber and Frank

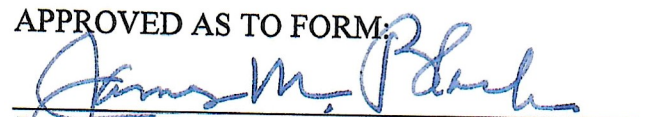
NOES: None

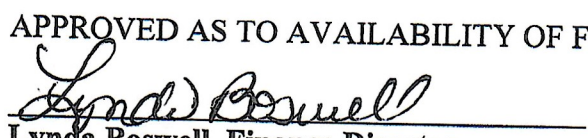
  
Thurman Bartie, Mayor

ATTEST:   
Sherri Bellard, City Secretary

APPROVED:  
  
Terry Stokes, PAEDC CEO

APPROVED AS TO FORM:  
  
Charles E. Zech, PAEDC Attorney

APPROVED AS TO FORM:  
  
James M. Black, Interim City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:  
  
Lynda Boswell, Finance Director

# Exhibit "A"





**Industrial and Commercial  
Mechanical**

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

January 9, 2024

PORT ARTHUR EDC  
549 4<sup>TH</sup> STREET (PRESS BLDG)  
PORT ARTHUR TX

ATTN: **JOANIE COLLAZO, Mrs. Krystle Muller, CEO**  
Subject: **ICM QUARTERLY HVAC MAINTENANCE PROPOSAL WITH QUARTERLY FILTER CHANGE**  
REFERENCE: **ICM SERVICE AGREEMENT TO PERFORM QUARTERLY HVAC MAINTENANCE & 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 <b>1-Trip Per year</b> for the <b>ANNUAL inspection</b> of <b>9 DAIKIN ROOFTOP AC</b> at the <b>EDC PRESS BUILDING</b> , ALSO includes HVAC Preventative Maintenance performed on <b>2-Mini-split AC systems</b> . The <b>ANNUAL INSPECTION</b> also includes Operational Inspection and the <b>Cleaning of equipment Condensing Coils</b> and testing for proper Air Conditioning - cooling performance of all Equipment. <b>NOTE: AT CUSTOMERS REQUEST -EXHAUST FANS ARE NOT INCLUDED IN MAINTENANCE PROGRAM</b>  |
| 2.   | 3 - trips | Furnish a <b>Quantity of 3 – Trips Per Year Quarterly Preventative Maintenance</b> and <b>Operational Inspections</b> –on <b>DAIKIN, COMMERCIAL ROOFTOP AC UNITS</b> and <b>2 Mini-Split AC Air Conditioning and Heating Systems</b><br><b>Operational Inspections includes the following items performed on all associated equipment:</b> <ul style="list-style-type: none"><li>• <i>Checking for proper Refrigerant levels of all associated Equipment.</i></li><li>• <i>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.</i></li><li>• <i>Inspection of all associated Fan motors for proper operations and amperage readings.</i></li><li>• <i>Lubrication of all associated Fan Motors &amp; bearings per manufacturer’s specifications</i></li><li>• <i>Inspection of Controls, relays, and compressor Contactors, for proper integrity and operation.</i></li><li>• <i>Treatment of Condensate drain pans and drain lines, with Algacide to ensure proper flow.</i></li><li>• <i>Inspection of Evaporator Coils and Blower Wheels for proper cleanliness and integrity.</i></li><li>• <i>Inspection of Equipment Cabinetry for excessive corrosion or failure.</i></li><li>• <i>Testing each system for Proper Temperature performance levels and temperature readings.</i></li><li>• <i>Furnishing Supervisory Management detailed Reports for any recommended repairs needed on AC Systems – No additional work will be performed, without approval from Management.</i></li></ul> |
| 3    | 4 TRIPS   | <b>QUARTERLY Replacement of Return Air Filters</b> every 3- months is performed for <b>DAIKIN Commercial Rooftops</b> . <b>(Mini-Split system washable filter will be cleaned and reinstalled in equipment)</b><br><b>Disposal of old filters will be provided by ICM, during each Filter change, at customers dumpster.</b>  |
| 4    | 4         | <b>Furnish Preventative Maintenance reports to management</b> , 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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## 2<sup>ND</sup> BUILDING LOCATION



### Industrial and Commercial Mechanical

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

January 9, 2024

### 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 SERVICE AGREEMENT 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 <b>1-Trip Per year</b> for the <b>ANNUAL inspection</b> of <b>DAIKIN ROOFTOP AC</b> at the EDC BUILDING, which includes HVAC Preventative Maintenance performed on 3-Mini-split AC systems. The <b>ANNUAL INSPECTION also includes</b> Operational Inspection and the <b>Cleaning of all equipment Condensing Coils</b> and testing for proper Air Conditioning - cooling performance of all Equipment.
2	3 - trips	Furnish a <b>Quantity of 3 – Trips Per Year Quarterly Preventative Maintenance and Operational Inspections</b> –on <b>DAIKIN COMMERCIAL ROOFTOP</b> and <b>3 Mini-Split AC Air Conditioning and Heating Systems</b> <b>Operational Inspections includes the following items performed on all associated equipment:</b> <ul style="list-style-type: none"><li>• <i>Checking for proper Refrigerant levels of all associated Equipment.</i></li><li>• <i>Inspection of, and alignment, of associated Drive V-Belts where applicable, is included.</i></li><li>• <i>Inspection of all associated Fan motors for proper operations and amperage readings.</i></li><li>• <i>Lubrication of all associated Fan Motors &amp; bearings per manufacturer’s specifications</i></li><li>• <i>Inspection of Controls, relays and compressor Contactors, for proper integrity and operation.</i></li><li>• <i>Treatment of Condensate drain pans and drain lines, with Algacide to ensure proper flow.</i></li><li>• <i>Inspection of Evaporator Coils and Blower Wheels for proper cleanliness and integrity.</i></li><li>• <i>Inspection of Equipment Cabinetry for excessive corrosion or failure.</i></li><li>• <i>Testing each system for Proper Temperature performance levels and temperature readings.</i></li><li>• <i>Furnishing Supervisory Management detailed Reports for any recommended repairs needed on AC Systems – No additional work will be performed, without approval from Management.</i></li></ul>
3	4-Trips	<b>QUARTERLY Replacement of Return Air Filters</b> is performed for <b>DAIKIN Commercial Rooftop</b> . (Mini-Split system washable filter will be cleaned and reinstalled in equipment) <b>Disposal of old filters will be provided by ICM, during each Filter change.</b>
4	4	<b>Furnish Preventative Maintenance report to management</b> , 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 2024 PROPOSAL TO PERFORM QUARTERLY HVAC MAINTENANCE AND QUARTERLY FILTER CHANGES FOR 2 – EDC BUILDING LOCATIONS

**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 2024 PROPOSED YEARLY INVESTMENT TO PROVIDE QUARTERLY MAINTENANCE AND QUARTERLY AC FILTER CHANGES – EVERY 3 MONTHS

ICM PRICE PER 2024 YEAR \$4,748.00 PER YEAR LUMP SUM - Tax is not included

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

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PORT ARTHUR EDC  
549 4<sup>TH</sup> STREET (PRESS BLDG LOCATION)  
PORT ARTHUR TX

ICM PROPOSED 2024 YEARLY INVESTMENT TO PROVIDE QUARTERLY MAINTENANCE AND QUARTERLY AC FILTER CHANGES

ICM PRICE PER 2024 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

**\*\*RENEWAL CLAUSE\*\***

THE TERM OF THE CONTRACT IS FOR A THREE (3) YEAR PERIOD, WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS AT THE MUTUAL AGREEMENT OF BOTH PARTIES, ICM RESERVES THE RIGHT TO INCREASE PARTS AND LABOR TO FAIR MARKET RATES AT RENEWAL OF AGREEMENT.

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