



**TOWN OF MILLIKEN
TOWN BOARD
AGENDA MEMORANDUM**

To: Mayor Tokunaga and Town Trustees From: Bill Landwehr, Public Works Director Via: Kent Brown, Town Administrator	Meeting Date: Wednesday, January 27 th 2016
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Agenda Item #	Action: X	Discussion:	Information:
Agenda Title: Authorization of the Town Administrator to Sign the Contract on RFP HVAC			
Attachments: (1) RFP bid result			

PURPOSE

To Authorize the Town Administrator to sign for the contract on the HVAC Service so the town can proceed.

BACKGROUND

In December of 2015 the Town of Milliken issued an advertisement for a RFP for HVAC Service. The RFP consisted of maintaining the HVAC on Town Hall, PD, RO Building, Heritage House, Library Building, Pool Public Works, Headwork, Waste Water Plant. It also consists of inspections of equipment, filter and belt changes and cleaning coils. The bid date was January 20, 2016.

The Town sought out contractors for the RFP on the Rocky Mountain bid site, the Town received nine (9) bids. After discussion, several items were considered that made the proposal from Diller Mechanical the strongest. These items include the details and thorough proposal for periodic maintenance on the equipment, the identification of specific materials to replace, the experience with the systems and equipment and the repair rates are the least expensive. In addition, eight (8) bids did not include the RO building in their proposals. As a result, Diller Mechanical Services was considered to have the strongest proposal.

BUDGET IMPLICATONS

The bid from Diller Mechanical is \$9,942.00. The cost in 2015 for these services was \$10,138.00. The 2016 budget set aside for facilities maintenance including HVAC, Generator and Door security devices is \$12,600.

STAFF RECOMMENDATION

Staff recommends that the Board Authorizes the Contract of HVAC services with Diller Mechanical.

SUGGESTED MOTION

“I move to authorize the Town Administrator to sign the contract for the HVAC Service.