



INFORMATION MEMORANDUM

TO: Mayor and City Council

FROM: Kevin Muenchow, Fleet and Facilities Director

DATE: May 7, 2019

SUBJECT: Purchase of Replacement HVAC Units

The FY2018-19 Fixed Asset budget includes \$242,000.00 for the purchase of replacement HVAC units as deemed necessary based on life cycle analysis, which supports Critical Business Outcome – Plan for, build, and maintain high quality public assets. Staff is recommending the replacement of four HVAC units at the Justice Center and four HVAC units at the Branch Connection. These units are between 19 to 20 year of age.

Staff evaluated the HVAC equipment located at the Justice Center and the Branch Connection. The Justice Center has a total of 22 separate HVAC units on the roof and the Branch Connection has a total of 15 separate HVAC units on the roof. The evaluation considered historical repair frequency, costs, current condition, and recommendations from the City's Crew lead technician with over 40 years of HVAC experience.

The City of Farmers Branch requested a quotation from the BuyBoard Contract. City Administration evaluated the quotation as to meeting specifications and desire to award the purchase of the eight replacement HVAC units to Trane U.S. Inc. for \$112,998. The remaining amount budgeted for HVAC unit replacement will be used as deemed necessary when there is a repair estimate of 40% or more of the cost of a replacement unit to include other factors such as age and repair history.

RECOMMENDATION:

City Administration recommends to approve the purchase of eight replacement HVAC unit replacement for the Justice Center and Branch Connection.