

APPROVED in Open Session
11/16/2021
Manatee County Board of County
Commissioners



Board of County Commissioners November 16, 2021 - Regular Meeting

SUBJECT

AUTHORIZATION TO ALLOCATE ADDITIONAL BUDGETED FUNDING TO BLANKET PURCHASE ORDER AGREEMENT NO. P2021333 – CHILLER, HVAC, AND REFRIGERATION PREVENTATIVE MAINTENANCE SERVICES

Category

CONSENT AGENDA

Briefings

None

Contact and/or Presenter Information

Presenter: Tom Roberts – Maintenance Coordinator, Property Management Department, Ext. 3049

Contact: Stacia Branco - Senior Procurement Agent, Financial Management Department, Procurement Division, Ext. 3041

Action Requested

Authorize the allocation of additional funding to Blanket Purchase Order Agreement No. P2021333 – Chiller, HVAC, and Refrigeration Preventative Maintenance Services with Air Mechanical & Service Corp. in accordance with the Board of County Commissioners (BCC)-approved departmental budget.

Enabling/Regulating Authority

Manatee County Code of Laws

Background Discussion

On September 1, 2020, the County entered into Blanket Purchase Order Agreement No. P2021333 (Agreement) with Air Mechanical & Services Corp. for the provision of Chiller, HVAC, and Refrigeration Preventative Maintenance Services for an estimated annual amount of \$250,000.00. The work performed under this Agreement includes quarterly and annual preventative maintenance and repairs of chillers, cooling towers, and HVAC systems, air quality control systems, refrigeration equipment and systems.

On July 16, 2021, the County issued a Change Order to increase the individual not-to-exceed Release Order amount to align with Florida Statutes.

On September 1, 2021, the County issued a Change Order to exercise the first option to renew the Agreement through August 31, 2022.

The Agreement is structured as a Blanket Purchase Order Agreement by which Release Orders are issued to the vendor on an as-needed basis. The Release Orders are based on the units of service per County location and are directly associated with the requesting department's Board of County Commissioners (BCC)-approved budget. Individual department account codes are used when encumbering funds through the Release Order. If the individual project's estimated cost exceeds \$300,000.00, a competitive solicitation must be issued for the aforementioned project.

Given the increase in the need for Chiller, HVAC, and Refrigeration Preventative Maintenance Services throughout the various County buildings and properties, the Property Management Department estimates future annual expenditures to be approximately \$1,200,000.00. In order for the Property Management Department to realize greater efficiencies and have the autonomy to leverage Air Mechanical & Service Corp. full suite of Chillers, HVAC, and Refrigeration equipment and services throughout multiple County locations, the Property Management Department is requesting the funding for Blanket Purchase Order Agreement No. P2021333 be directly associated with the Board of County Commissioners (BCC)-approved departmental budget. Any deviation in funding will require a Budget Amendment be brought before the Board of County Commissioners for approval prior to the authorization of any additional services.

Attorney Review

Not Reviewed (No apparent legal issues)

Instructions to Board Records

Original to Board Records.

Copies to:

[11/18/2021 emailed](#)

- Property Management Department: Tom Roberts (tom.roberts@mymanatee.org)
- Procurement Division: Stacia Branco (stacia.branco@mymanatee.org) / (approvedeagendas@mymanatee.org)

Cost and Funds Source Account Number and Name

Various Accounts Depending On Requesting Department

Amount and Frequency of Recurring Costs

N/A