



**TOWN OF MIAMI LAKES  
MEMORANDUM**

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To: Alex Rey Town, Manager

From: Andrea Agha, Procurement Manager *AAA*

Subject: Award of a Contract for Furnish & Install HVAC System for Mary Collins Community Center, 2017-13

Date: February 27, 2017

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**Recommendation**

It is recommended that the Town Manager award a contract in the amount \$14,794 to Master Mechanical Services, Inc. ("MMS"), who is the lowest responsive and responsible bidder for ITB No. 2017-13. Funds are budgeted in the Capital Projects Fund.

**Background**

On February 8, 2017, the Town issued Invitation to Bid ("ITB") 2017-13 for Furnish & Install HVAC System for Mary Collins Community Center, with a closing date of February 24, 2017. The Scope of Work consists of furnishing all labor, materials, equipment, permits and supervision required to remove and dispose of two (2) existing air conditioning units at the MCCC and to furnish and install two (2) identical replacement air conditioning systems that meet the requirements specified in the Contract Documents.

The Work includes delivery, installation, initial air conditioning testing, and periodic maintenance on the new air conditioning units as applicable to the project. The warranty requires one (1) year warranty on labor, and minimum written warranty of one (1) year on all equipment, parts, or material unless the manufacturer provides a longer warranty. Where the manufacturer of the equipment, parts, or material provides a warranty greater than one (1) year or the time frame stipulated then the manufacturer's warranty term will take precedence.

The ITB was advertised in the Miami Daily Business Review, on DemandStar, on the Town's website, and in the Government Center Lobby. Procurement notified ten (10) Prospective Bidders of the solicitation by email and reached five hundred ninety seven (597) suppliers through DemandStar.

Prospective Bidders were required to possess a minimum of three (3) years of experience performing air conditioning installation projects; possess a valid Miami-Dade County Air Conditioning Mechanical limited or unlimited license or State of Florida Class A or B Mechanical

license; provide verifiable client references demonstrating successful completion of at least three (3) air conditioning installation projects with similar scope and project value performed within the last three (3) years; and be authorized by the manufacturer, to sell parts, install, and provide service for the selected Rheem air conditioning unit or proposed equivalent.

On February 24, 2017, the Town held a bid opening and received five (5) bids from the following bidders:

1. Garrison Mechanical\* - \$10,796.30
2. Master Mechanical Services, Inc. - \$14,794.00
3. Premier Air Conditioning\* - \$14,900.00
4. Advance Care Parts, Inc. - \$14,959.08
5. Marvi Builders, LLC - \$16,875.00

\*non-responsive

In its due diligence review, Procurement determined that two (2) bidders were non-responsive: Garrison Mechanical ("Garrison"), and Premier Air Conditioning ("Premier"). Although Garrison Mechanical submitted the lowest bid, their submittal was incomplete as it failed to include multiple requirements within the ITB. For example, the bid failed to provide a completed questionnaire (Section F), failed to provide five (5) reference letters (Page 56), failed to sign and notarize the nine (9) required affidavits (Section B3, Section E, Section G), failed to provide line item pricing, and failed to include a completed bid form (Section B2.01, Section E). As such, Procurement has deemed Garrison Mechanical non-responsive. Premier's submittal was also deemed non-responsive for the same issues: failure to include several forms and affidavits required in the solicitation.

The remaining submittals were reviewed and deemed responsive as they were complete bids. Of the three responsive submittals, MMS provided the lowest bid. Based on MMS being determined to be the lowest responsive and responsible bidder, Procurement recommends awarding contract 2017-13 to MMS Services, Inc.

Concur: \_\_\_\_\_

  
Alex Rey, Town Manager