



MEMORANDUM

**TO: Members of the School Board
Dr. Todd Bowden, Superintendent
Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

FROM: Carol A. Lichon, CPPO, Director of Materials Management

**TITLE: APPROVAL TO AWARD BID #18-0111 FOR VARIABLE
FREQUENCY DRIVE MATERIALS AND REPAIR SERVICES**

Bids to provide 'Variable Frequency Drive Materials and Repair Services' were received from two vendors on September 27, 2017. The bid of Commercial Air Management, Inc., was the best low bid meeting the advertised specifications based on a sealed scenario. This bid is for a period of three years with an option to renew for two additional one-year periods. Funds for these purchases are contained in the transfer from the capital budget allocated to the Facilities Services Department.

Requested by:
Jody Dumas

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Posting Date: 10/10/2017

Fiscal Impact:
Not to exceed
\$225,000.00
For a three-year period

Recommended Motion: That the bid of Commercial Air Management, Inc., to provide 'Variable Frequency Drive Materials and Repair Services' in an amount not to exceed \$225,000.00 for a three-year period, be approved as presented.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for HVAC - Variable Frequency Drive - Materials and Repair Services - Bid #18-0111

Opened September 27, 2017 at 3:00 p.m.

Cost to provide all materials, labor, supervision, travel, fuel, equipment, tools, etc., for variable frequency drive for HVAC systems materials and repair services:		Commercial Air Management, Inc.	RJH Technical Services, Inc.
HOURLY RATES			
1	Technician, standard working hours (Monday - Friday 7:00 A.M. through 5:00 P.M.); hourly rate.	\$70.00	\$75.00
2	Technician, non-standard working hours (Monday - Friday prior to 7:00 A.M. and after 5:00 P.M., and Saturday and Sunday); hourly rate.	\$105.00	\$112.50
PARTS & MATERIALS: PERCENTAGE MARK-UP			
3	<p>Parts and materials shall be billed at net cost. Include a percentage allowed for overhead and profit. A maximum of 10% mark-up of materials will be allowed. No mark-up of sales tax allowed. Indicate this percentage in the space to the right. A copy of the itemized materials invoice from the supplier must be included with all billings to the SBSC for materials in order to verify markup.</p> <p>Note: All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).</p>	7.5%	10%
SUBCONTRACTED SERVICES: PERCENTAGE MARK-UP			
4	<p>Subcontracted services to be used only with prior written approval from the Facilities Services representative for maintenance, repairs, installations, and emergency services for variable frequency drive material and repair services to be billed at net cost. A maximum of 10% mark-up will be allowed for overhead and profit. No mark-up of sales tax. A copy of the itemized subcontracted services invoice from the Subcontractor must be included with all billings to SBSC.</p> <p>Note: All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).</p>	7.5%	10%

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THIRD PARTY FEES: PERCENTAGE MARK-UP		
5 Reimbursement of approved third party fees (dump fees, disposal fees), will be allowed with a maximum of 10% mark-up. Mark-up on sales tax will not be allowed. Contractor must have prior written approval from the authorized representative of the Facilities Services Department before incurring the expense. A copy of the invoice reflecting these costs must be submitted with the Contractor's invoice. Note: All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).	7.5%	10%
RENTAL FEES: PERCENTAGE MARK-UP		
6 Rental of equipment not in the regular course of variable frequency for HVAC systems materials and repair services. A maximum of 10% allowed. No mark-up of sales tax allowed. A copy of rental invoices will be required to verify mark-up. Rental is for active use of equipment. Payment for inactive use will not be allowed. Note: All invoices shall be billed on a cost plus basis except during a declared disaster (no mark-up permitted).	7.5%	10%
Notes:		Items 1 & 2, three (3) hour minimum on standard and non-standard hourly rate.
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Recorded By: JoAnn Joyce	Witnessed By: Joyce Haney	