

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 11/30/2021

**Report Date:** 11/17/2021

**Report No:** 13.

**Submitted By:** Barbara Pyeatt

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**Subject:** Consider, and act upon, the award of RFP 2021-08 On-Call HVAC Repairs and Maintenance Services to MGS Refrigeration Heating and Cooling. *(David Nunnelley, Acting Public Works Director)*

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:** Approve the award and authorize staff to proceed with a service agreement.

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**Background:** RFP 2021-08 Scope of work is to provide the City of Alamogordo Departments with On-Call Services for HVAC Repairs and Maintenance services to all City Departments.

The RFP was advertised on October 17, 2021 in both the Alamogordo Daily News and Albuquerque Journal. The RFP was also sent out directly to 4 local vendors. On November 10, 2021 four (4) proposals were received. MGS Refrigeration Heating and Cooling, Control Equipment Company, PC Automated Controls and Yearout Mechanical. All proposals were reviewed for validity and were determined to be responsive. All proposals were distributed to 3 evaluators. The attached composite score sheet is the results of that evaluation.

Copies of all proposals are available at the Purchasing Department

CITY OF ALAMOGORDO  
 COMPOSITE SCORE SHEET  
 On-Call HVAC Repair and Maintenance Services  
 November 10, 2021  
 RFP NO. 2021-08

Factor	Available Points per Vendor	3 Committee Members	MGS Refrigeration	Yearout Mechanical	Control & Equipment Co	PC Automated Controls
1	75	Firm and personnel's experience in providing similar information and services relative to the requirements described in Attachment #1	68	61	60	56
2	60	Firm's capacity and capability to provide the information and services in a timely manner	58	50	43	37
3	30	Firms past performance on similar project assignments. As part of their response, firms must provide a list of four references with names and phone numbers	29	26	21	21
4	30	Firm should describe their approach to providing and managing the anticipated services	24	24	12	21
5	30	The key personnel who will be assigned to the project should be identified and summarize their experience.	30	24	25	27
6	75	Pricing	75	63.75	55.5	51.75
7	Based on Percentages	Preferences: Resident Vetrans, NM Business and Local Business	28.4	12.4375	0	0
		Accumulated Score	<b>312</b>	<b>261</b>	<b>217</b>	<b>214</b>