

July 19, 2018

19-008

ACCEPT PROPOSAL AND AWARD CONTRACT TO  
TRANE OREGON FOR HVAC SERVICES

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance & Administration  
Mark Mitsui, College President

REPORT: Portland Community College has a need to contract with a qualified vendor to provide HVAC maintenance services to include maintenance, minor repair, and installation for operations, small tenant improvements, emergency services and specialty projects, district-wide. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires a formal solicitation process, Request for Proposal (RFP).

On May 23, 2018, the RFP was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, the PCC Solicitation website, and the State of Oregon ORPIN vendor system with an additional outreach effort to all COBID firms registered with the associated NAICS and NIGP business codes, resulting in additional outreach to (25) twenty-five registered firms. A total of (7) seven firms downloaded RFP documents from the College's Purchasing Website, none of which were a Certification Office for Business Inclusion and Diversity (COBID) Certified firm.

At the proposal submission closing time of 2pm, June 19, 2018, the College received (2) two proposals. The committee members evaluated all proposals based on the following criteria: price, experience, partnership and relationship team, qualification and experience of firm, references, and diversity, inclusion, sustainability and social equity.

After reviewing the proposals, the committee recommends awarding the contract to TraneOregon the proposer receiving the highest total evaluation score.

Proposal Evaluation Final Scores

Contractor	Score
TraneOregon	295
Delta Connects	283

The award is made to the company whose final score of the Proposal Evaluation and Oral Interview resulted in the highest-ranked score.

**RECOMMENDATION:** That the Board of Directors accept the proposal and award a three-year contract to TraneOregon in the amount of \$1,950,000.00 (based on an annual estimate of \$650,000.00), with an option for the College to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$3,250,000.00. Expenditures for this contract will come from the general and capital fund.