

Background

Purchasing:

Madison Public Library adheres to all City of Madison purchasing requirements and guidelines. To view the complete documents, click here <http://www.cityofmadison.com/finance/purchasing/>.

In general, these policies state that for purchases under \$5,000 an approved Library purchaser may purchase the items from a qualified vendor of their choice, using their best judgment. Purchases of \$5,000 to \$25,000 require at least three bids from competing, qualified vendors. The lowest bid will be awarded the purchase. Purchases over \$25,000 must use complete a formal and announced bid process.

*Exceptions include justifiable sole source items, SCLS system requirements, items which may be purchased through approved state or governmental purchasing contracts, as well as various other purchasing requirements unique to the Library.

HVAC:

Madison Public Library operates and maintains its facilities independent of City of Madison Engineering. Unlike general building construction items (walls, roofs, electrical work, plumbing, etc) HVAC systems have evolved into complex and sophisticated systems tailored for one specific location. They require inclusion within a preventative maintenance service agreement to maintain efficient and reliable operation. When HVAC mechanical equipment breaks down or malfunctions, a repair is usually required.

Motion

Madison Public Library requests that for HVAC service:

- 1) The current service contract with North American Mechanical Inc (NAMI) which expires 3/31/17 be extended to 12/31/18. This gives NAMI (the original HVAC installer) 5 years of operation of Central Library to thoroughly analyze, diagnose, balance, and modify one of the most complex HVAC systems in any City of Madison facility.
- 2) Any required repairs for HVAC systems which are serviced by the approved HVAC service provider, and which range in price from \$1 to \$25,000, will be awarded to the approved HVAC service provider without a competitive bid. Any repairs over \$25,000 will adhere to a formal announced bid process.
- 3) The Madison Public Library Board shall have authority over Library HVAC service agreements and repair procedures.

Tracy Kuczenski, Library Board President

Date