

Mayor and Council Communication

DATE: 06/24/25

M&C FILE NUMBER: M&C 25-0573

LOG NAME: 13P COOP BUYBOARD 720-23 HVAC PARTS JH PMD

SUBJECT

(ALL) Authorize Non-Exclusive Purchase Agreements with Baker Distributing Company LLC and EPMA Corporation DBA Johnstone Supply Using BuyBoard Cooperative Contract No. 720-23 for the Purchase of Heating, Ventilation and Air Conditioning Equipment, Supplies, and Installation Services for a Combined Annual Amount Up to \$120,000.00 and Authorize One One-Year Renewal Option for the Same Amount for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize non-exclusive purchase agreements with Baker Distributing Company LLC and EPMA Corporation DBA Johnstone Supply using BuyBoard Cooperative Contract No. 720-23 for the purchase of heating, ventilation and air conditioning equipment, supplies, and installation services for a combined annual amount up to \$120,000.00 and authorize one, one-year renewal option for the same amount for the Property Management Department.

DISCUSSION:

The purpose of this Mayor & Council Communication (M&C) is to authorize the execution of non-exclusive purchase agreements with Baker Distributing Company LLC and EPMA Corporation DBA Johnstone Supply for the purchase of heating, ventilation and air conditioning equipment, supplies, and installation services.

On February 27, 2024, M&C 24-0143 authorized non-exclusive purchase agreements with Carrier Enterprise LLC., Enviromatic Systems of Fort Worth Inc., Trane U.S. Inc., and Lennox Industries, Inc. using BuyBoard Cooperative Contract No. 720-23 for the purchase of heating, ventilation and air conditioning equipment, supplies, and installation services for a combined annual amount up to \$1,612,500.00, and authorized two one-year renewal options for the same amount for the Water, Property Management and Police Departments

The Property Management Department (PMD) approached the Purchasing Division to enter into agreements with Baker Distributing Company LLC and EPMA Corporation DBA Johnstone Supply under BuyBoard Contract No. 720-23, HVAC Equipment, Supplies, and Installation. The department will utilize the agreement to purchase Heating, Ventilation and Air Conditioning (HVAC) parts and installation services on an as-needed basis.

These agreements are needed for purchasing commercial HVAC products for a more diverse range of units, parts, and supplies. The vendors currently contracted under BuyBoard 720-23 (authorized by M&C 24-0143) are brand-specific and only supply products for the brand they carry. EPMA Corporation DBA Johnstone Supply and Baker Distributing Company LLC will provide units, supplies, and replacement parts for a wide range of brands as well as additional universal parts.

Funding is budgeted in the Other Contractual Services account within the General Fund for the Property Management Department.

AGREEMENT TERMS: The initial term of this Agreement will end on November 30, 2025. The Agreement may be renewed for one additional one-year period through November 30, 2026. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of items. BuyBoard contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas. Request for Proposal (RFP) No. 720-23 was published on January 18, 2023, and responses were opened on July 13, 2023.

BUSINESS EQUITY: A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Property Management has the responsibility to validate the availability of funds.

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