


Town of Windsor

Memorandum

July 14, 2020

TO: The Honorable Mayor and Town Council

FROM: Sanford B. Wanner, Interim Town Manager 

SUBJECT: Bid Award for Annual HVAC Maintenance Services for the Windsor Town Center

The Invitation for Bid (IFB) #2020-01 for the Annual HVAC Maintenance Services - Town Center was publicly advertised on February 1, 2020. Bids were received on February 25, 2020.

Seven bids were received and reviewed by Brian Camden and staff. Best Repair Company, Inc. was the lowest responsive and responsible bidder for the contract of one (1) year with options for up to four (4) additional one (1) year renewals.

Funds are available in the Town Center Budget to support the first one (1) year bid. The Windsor Town Center Advisory Board has reviewed the bid and supports the award.

I recommend that Town Council adopt the enclosed resolution authorizing and directing the Interim Town Manager to do all things necessary to proceed forward with the contract to Best Repair Company, Inc.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Awarding the Annual HVAC Maintenance Services for the Windsor Town Center to Best Repair Company, Inc.

Resolution No. _____

Resolution

A Resolution Awarding the Annual HVAC Maintenance Services for the Windsor Town Center To Best Repair Company, Inc.

WHEREAS, the Town Council must award a contract for HVAC maintenance and repairs to Best Repair Company, Inc. for the Windsor Town Center, and;

WHEREAS, Best Repair Company was the lowest responsive and responsible bidder for the contract of one (1) year with options for up to four (4) additional one (1) year renewals.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. The Interim Town Manager is authorized and directed to do all things necessary to proceed forward with the contract to Best Repair Company, Inc.

Section 2. This resolution shall be effective on and after its adoption.

Adopted: July 14, 2020

TESTE:

Town Clerk



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

June 9, 2020

Via E-Mail

Mr. Sandy Warner, Interim Town Manager
TOWN OF WINDSOR
8 East Windsor Blvd.
Windsor, VA. 23487

RE: Annual HVAC Maintenance Service; IFB# 2020-01

Dear Mr. Warner,

In response to the bid submittals on the IFB above, we have researched the low bidder, Best Repair Company, and recommend the Windsor Town Council award them the contract.

I am attaching a copy of their Contractor's License and a letter from Trane Mechanical for your reference. Please let me know if additional information is needed.

Regards,

B V Camden

Brian V. Camden
Program Manager

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
08-31-2020

NUMBER
2701022246

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC ELE GFC HVA PLB



BEST REPAIR COMPANY INCORPORATED
PO BOX 11107
NORFOLK, VA 23517



Jerry W. DeBorja
Jay W. DeBorja Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)
(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CBC ELE GFC HVA PLB
NUMBER: 2701022246 EXPIRES: 08-31-2020

BEST REPAIR COMPANY INCORPORATED
PO BOX 11107
NORFOLK, VA 23517



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)



1100 Cavalier Boulevard
Chesapeake, VA 23323
Phone: (757) 558-0200
Fax: (757) 558-9715
www.damuth.com

October 31, 2008

This letter is to confirm that the mechanical contractor listed below has an active account with Damuth Trane and is approved to install the specified equipment and provide to the owner the standard warranty provided by Trane. That warranty is one year on all parts from date of startup not to exceed 18 months from date of shipment.

Mechanical Contractor: Best Repair

Sincerely,

Phillip M. Rouse
Sales Engineer

