

RESOLUTION NO.: 64-2024  
INTRODUCED BY: Mayor Thomas

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PURCHASE AGREEMENT WITH THE SMITH & OBY COMPANY THROUGH THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES COOPERATIVE PURCHASING PROGRAM FOR THE PURCHASE AND INSTALLATION OF A NEW HVAC SYSTEM FOR CITY HALL.**

WHEREAS, pursuant to the City Charter, this Council may authorize expenditures in excess of twenty-five thousand dollars without public bidding through participation in the cooperative purchasing programs of political subdivisions, including the State of Ohio Department of Administrative Services' Cooperative Purchase Program,

WHEREAS, Council has previously authorized cooperative purchasing through the competitive bids obtained by the State of Ohio Department of Administrative Services Cooperative Purchasing Program;

WHEREAS, the City has received a quote from Smith & Oby Company under State Term Schedule Contact No. CSP900522-11 to provide a new HVAC system for City Hall for the total net price of \$93,500.00, as set forth in the quote dated January 10, 2024, attached hereto as Exhibit A.

NOW, THEREFORE, Be It Resolved by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into an agreement with Smith & Oby Company for the purchase and installation of a new HVAC system for City Hall, as set forth in the quote dated January 10, 2024, attached hereto as Exhibit A, for the total net price of \$93,500.00, with a contingency allowance of 20% for unforeseen costs necessary to complete the work, for a total cost not to exceed \$112,200.00.

Section 2: The Director of Finance is authorized to utilize funds from Fund No. 401-7150-52100 for the cost of the purchase agreement authorized in Section 1 of this Resolution.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such Council action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

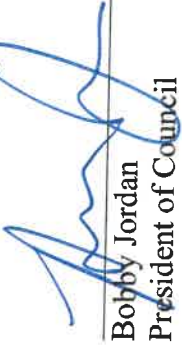
Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: April 16, 2024

APPROVED: April 16, 2024

ATTEST: Tracey Blair  
Tracey Blair  
Clerk of Council

  
Kim A. Thomas, Mayor

  
Bobby Jordan  
President of Council

## EXHIBIT A



The Smith & Oby Company • The Smith & Oby Service Company  
7576 Northfield Road • Wakon Hills, Ohio 44146 • Phone 440-735-5333 • Fax 440-735-5334  
Mechanical Contractors Since 1898 • HVAC • Plumbing • Process Piping • Service Contracts

OH Lic. 19824

City of Richmond Heights  
26789 Highland Road  
Richmond Heights, Ohio 44143  
Attn: Travian M. Atkins, Purchasing Agent

January 10, 2024

REF: City Hall HVAC Project

Travian,

Thank you for thinking of Smith & Oby for your mechanical needs. We've viewed the needs at Richmond Heights City Hall for replacement of the existing rooftop unit and the controls system. As we have discussed, Trane makes the existing controls system but no new rooftop from their product line will work with the existing controls. As a result, a new controls system will be implemented along with new thermostats for each area. We propose to install new Trane replacement rooftop unit which will fit exactly in the space of the old unit on your roof. We are proposing to update (retrofit) the VAV's with new controllers instead of completely replacing them, along with installing a new controls system. The items outlined below are presented for your review and evaluation. Please do not hesitate to reach out with further questions.

### Provide for Installation:

- One (1) 25 Ton Trane Rooftop with Economizer, BACnet capability, VAV operation
- Six (6) zone controllers with integrated actuator
- Six (6) space temperature sensors
- One (1) RTU controller
- One (1) touch screen interface with built-in temperature and humidity sensors
- All other necessary controls components for a new controls system.

### Installation Scope:

- Disconnect and remove old controls equipment for disposal.
- Disconnect and rig away old rooftop.
- Rig new rooftop to roof and set in place.
- Retrofit existing VAV's with new controllers and actuators.
- Run new control wiring for RTU, VAV's, and temperature sensors.
- Program controls interface.
- Electricians to install new fused disconnect switch and service receptacle for RTU.
- Electricians to re-terminate the existing controls conductors to complete installation.
- All existing upstream conductors and over current devices will be reutilized, megger tested, and re-terminated.
- Startup all systems and test operations.
- Adjust thermostat settings in all areas and turn over to client.

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Clarifications & Exclusions:

- Price does not include temporary cooling for the building during the installation.
- Please note in changing both the rooftop and controls during most days of the project you will not have cooling.
- Price excludes air balancing.
- Price includes factory startup of equipment and owner training.
- Retrofit of VAV's assumes all fans where applicable are in working order.
- In all areas, isolation valves are presumed operable and would be additional to this price if replaced.
- Return air smoke detectors, if present, are to be reinstalled by others.
- No roofing to be included in price.
- Insulation replacement or asbestos abatement are not included in the price.
- Price excludes sales tax, permitting, or other applicable fees.
- Price assumes that no ductwork will need replaced or extensively modified.
- Price assumes all existing controller raceway, conductors, and over current devices can be reutilized.
- Client will provide access throughout the building for our work as requested.
- Please note the rooftop unit from Trane currently carry at 14 to 16 week lead time.
- Price for this work is assumed to be normal working hours Monday through Friday 7:00am to 3:30 pm.

Total net price ..... \$ 93,500.00

Please feel free to let me know any questions or concerns. We are prepared to perform these tasks with the urgency required.

Respectfully,

Jarrod Kroah  
Account Executive  
The Smith & Oby Company



Service Sales

Acceptance  
City of Richmond Heights  
Travian M. Atkins

CC: Dave Sommer  
John Toomey

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Purchasing Agent

State of Ohio CONTRACT NUMBER: CSP900522-11