



City of Boynton Beach Agenda Item Request Form

Meeting Date: 11/ 4/2025

Proposed Resolution No. R25-290- Award Request for Proposal No. 25-058R for HVAC Equipment, Maintenance Products, Services, and Repairs to Shamtec, Inc., and approve a Citywide Contract between the City and Shamtec, Inc., in an amount not-to-exceed \$500,000 annually for an initial three (3)-year term, with one (1) optional two (2)-year renewal, subject to the availability of budgeted funds and satisfactory vendor performance.

Requested Action: Staff recommends approval of Proposed Resolution No. R25-290.

Explanation of Request: TERM: Three (3) year period with one (1) optional renewal of an additional two (2) years.

Ensuring reliable heating, ventilation, and air-conditioning (HVAC) across City facilities- City Hall, Public Works, parks buildings, community centers, and public safety facilities - is mission-critical for service continuity, occupant comfort, and asset protection. Outsourcing HVAC services to a qualified contractor provides the City of Boynton Beach with immediate access to specialized technicians, faster response times, and performance guarantees without the fixed cost and administrative burden of maintaining a full in-house team and inventory. Contracted providers bring manufacturer certifications, lift/boiler/chiller expertise, advanced diagnostic tools, and a staffed call center that scales for hurricanes, heat advisories, and seasonal peaks- capabilities that are costly to replicate internally.

On July 18, 2025, the City issued Request for Proposal (RFP) 25-058R for HVAC Equipment, Maintenance Products, Services, and Repairs. This initiative was a collaborative effort between the Public Works Department and the Procurement Division to secure a qualified vendor capable of delivering reliable HVAC-related services and supplies to support city operations.

The RFP was publicly broadcast and remained open until September 8, 2025. By the closing date, the City received three (3) complete proposal submissions from qualified vendors. An Evaluation Committee was formed to review and score the proposals based on the criteria outlined in the RFP, including qualifications, experience, pricing, service capabilities, and compliance with technical specifications. The committee convened on October 3 and October 8, 2025, to conduct a thorough evaluation.

Following the evaluation process, the committee determined that the proposal submitted by Shamtec, Inc. was the most advantageous to the City. Shamtec's submission demonstrated

strong technical capabilities, competitive pricing, and a clear understanding of the City's HVAC service needs. Following the evaluation process, the committee identified Shamtec, Inc. as the most advantageous proposer. To ensure the vendor's ability to meet all contract requirements, City staff conducted a negotiation meeting with Shamtec, Inc. on October 14, 2025. During this meeting, Shamtec confirmed its capacity to fulfill the full scope of services outlined in the RFP.

Staff recommends that the City Commission approve the award of RFP 25-058R to Shamtec, Inc. and authorize the Mayor to execute all necessary agreements to initiate services for an amount not to exceed \$500,000 annually.

How will this affect city programs or services? This initiative will improve reliability and comfort across City facilities, reducing service interruptions and ensuring quicker response to HVAC issues. It allows staff to focus on core operations while maintaining safe, functional, and energy-efficient environments for employees and the public.

Budgeted Item: Yes

Account Line Item and Description: Annually \$500K with various accounts

Fiscal Impact: This is a budgeted item.

Attachments:

[R25-290 Agenda_Item_3895-2025_Resolution_to_Award_RFP_25-058R_for_HVAC.docx](#)

[Exhibit A to Resolution - 25-058R Shamtec Inc. Agreement - Vendor Signed.pdf](#)

[Exhibit A - RFP 25-058R HVAC Equipment Products Services and Repairs -Final.pdf](#)

[Exhibit B - 25-058R - Shamtec Inc - Complete.pdf](#)

[COI 1](#)

[COI 2](#)

[City of Boynton Beach \(1\)UPDATED 10.30.25.pdf](#)