

# Memorandum

**REPORT TO:** City Commission

**FROM:** Jon Henderson - Assistant City Manager  
David Arnado - Facilities Superintendent  
Max Ziegler - Facilities Assistant Superintendent

**SUBJECT:** Authorize the City Manager to Sign a Professional Services Agreement with S. Conley Support for Facilities HVAC Preventative Maintenance Services

**MEETING DATE:** March 24, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign a Professional Services Agreement with S. Conley Support for Facilities HVAC Preventative Maintenance Services

**STRATEGIC PLAN:** 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

**BACKGROUND:** The City of Bozeman Facilities Department manages the operation and maintenance of Heating, Ventilation and Air Conditioning systems across 14 City buildings, and contracts with local service providers to conduct annual and semi-annual preventative maintenance work on our primary systems such as boilers, air handlers, chillers, and heat pumps. These services supplement the daily and periodic preventative maintenance work performed by Facilities Staff, especially where advanced training and licensing are required.

On January 10, 2026, the Facilities Dept. published a Request for Proposals seeking HVAC contractors to provide preventative maintenance services on HVAC equipment at 14 City Facilities for FY26 through FY30. During the RFP open period, proposing contractors had the opportunity to conduct a full site walk and review all equipment included in the contract. The RFP closed on February 5, 2026, and received 10 competitive responses. The proposals received were scored by 5 members of the Facilities Dept., who determined that the proposal from S. Conley Support offered the most robust approach to providing HVAC preventative maintenance services at City Facilities. This contract will provide annual and semi-annual preventative maintenance services aligning with the equipment manufacturers' recommended service intervals, performed in the spring and fall of each year, to ensure reliable operation and longevity of Heating, Ventilation, and Air Conditioning equipment.

**UNRESOLVED ISSUES:** None at this time.

**ALTERNATIVES:** As suggested by City Commission.

**FISCAL EFFECTS:** This contract will incur an annual cost of \$55,635.16 in total for the 14 buildings included in the Scope of Services, and will escalate by 6% annually. Expenses under this contract are to be paid by Facilities, Recreation, and Vehicle Maintenance operating budgets.

Attachments:

[PSA - HVAC Preventative Maintenance FY26-FY30.pdf](#)

Report compiled on: February 23, 2026