



SOLICITATION SIGNATURE PAGE

(Please attach to Goal Setting Worksheet and API Recommendation Form)

Presented at GSC Meeting: 12/3/25

Department/Division Fire Rescue / Finance-Purchasing

HVAC Maintenance and Repairs, Term Contract

Project Name/Number _____

Contract Manager Edward Olsen / Meghan Parnell

Phone/ E-mail eolsen@pbc.gov

Estimated Date of Advertising _____ Estimated Dollar Value of Project \$400,000

Type of Solicitation IFB

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

MParnell 11/12/25

Department/Division Director

Lauren Magierowski

Digitally signed by Lauren Magierowski A.
DN: DC=org, DC=pbcgov, OU=Enterprise, OU=FIRE, OU=Utens,
CN=Lauren Magierowski A, E=LMagierowski@pbc.gov
Reason: I am approving this document
Location:
Date: 2025.11.13 10:39:21-0500
Foxit PDF Editor Version: 12.1.0

OSBD

TDW/K 11/18/25

Goal Setting Committee Chairperson

GOAL SETTING*

Project Summary Worksheet Availability Adjustment/Weighting

*Rev. 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

ORIGINATING DEPARTMENT: Fire Rescue

DATE: October 30, 2025

SOLICITATION NAME: HVAC Repairs and Maintenance-FR

PROJECT No.

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

SCOPE OF PROJECT:

CONTRACT FOR HVAC MAINTENANCE AND REPAIRS AT FIRE RESCUE LOCATIONS. ESTIMATED ANNUAL DOLLAR VALUE IS \$400,000.00

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
91036	Heating, Air Conditioning, and Ventilation Maintenance and R	\$ 133,334.00	33.33%
99852	Heating, Air Conditioning, Ventilating & Refrigeration Equip	\$ 133,333.00	33.33%
91450	Heating, Ventilating and Air Conditioning (HVAC)	\$ 133,333.00	33.33%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$400,000.00	100.00%

AVAILABILITY

				RACE/ETHNICITY				Total		TOTAL FIRM	PERCENT OF WORK
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	S/M/WBE	NON-SBE		
91036	16								55	71	33.33%
99852	2								100	102	33.33%
91450	16								161		33.33%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
Total	34								316	173	100.00%

GOAL SETTING*
Project Summary Worksheet
Availability Adjustment/Weighting

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ORIGINATING DEPARTMENT: Fire Rescue

DATE: October 30, 2025

SOLICITATION NAME: HVAC Repairs and Maintenance-FR

PROJECT No.

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

AVAILABLE APIs:

SBE Price Preference

DEPARTMENT RECOMMENDED API:

SBE Price Preference

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

OSBD RECOMMENDED API:

SBE Price Preference

OSBD REVIEWER NAME

OSBD REVIEWER SIGNATURE

11/18/25

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE



Solicitation Review and API Recommendation

Department/Division Fire Rescue / Finance-Purchasing
Project Name/Number HVAC Maintenance and Repairs, Term Contract
Contract Manager Edward Olsen / Meghan Parnell
Phone/e-Mail eolsen@pbc.gov
Estimated Date of Advertising _____ Estimated Dollar Value of Project \$400,000
Type of Solicitation IFB

The following steps have been taken in the review of the scope of services and terms:

EARLY/FORMAL REVIEW*

☒ A review of the Terms and Conditions of the solicitation and contract has been reviewed and removed any language or conditions that may adversely impact SBE firms to respond.

☐ Special contract requirements are included due to the following:

☒ This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among SBE firms.

☐ This solicitation review has considered and determined this contract is sized to maximize SBE participation in the bidding process. The following steps were taken:

- ☐ The following opportunities have been combined to increase the competition among SBE firms:

- ☐ The selection criteria will not unnecessarily restrict competition or adversely impact the ability for SBE firms to respond or participate as subcontractors. The following steps were taken:

- ☒ The project will be advertised for a minimum of 30 days unless where practical or for a longer period if required by state law.
- ☒ Researched relative availability for the particular good or service at the prime and subcontractor levels.
- ☒ Consult with department management on which API will create maximum opportunity for SBE firms or prepare Waiver.
- ☒ Complete Goal Setting form with backup documentation.
- ☐ The originating department has determined there are no SBE subcontracting opportunities and have included documentation associated with the **No API** recommendation on the Goal Setting Worksheet.
- ☒ Forward to the OSBD for review.
- ☐ If the OSBD agrees, submit to the Purchasing or Originating Department.
- ☐ If the OSBD disagrees, change and submit to Purchasing or Originating Department.

MANDATORY REVIEW

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OSBD for the Goal Setting Committee.

*A Solicitation Signature Page should be attached and signed at each step of the review process.