

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Tyler Scroggins, Public Works Director

DATE: July 6, 2026

SUBJECT: Resolution 26-195 | A Resolution awarding the City Hall Basement HVAC Replacement Project to NHS Mechanical

RECOMMENDATION:

Staff recommends awarding the City Hall Basement HVAC Replacement Project to NHS Mechanical in an amount not to exceed \$217,576.00 and authorizing the Purchasing Agent to execute the agreement and any related documents necessary to complete the project.

BACKGROUND:

The City issued a Request for Proposals for the City Hall Basement HVAC Replacement Project to provide a complete HVAC solution for the basement level of City Hall. The scope of work includes evaluating the existing HVAC conditions, replacing the older HVAC unit serving the basement area, providing a dedicated mini-split system for the IDF room, making necessary ductwork and airflow modifications, and completing all labor, materials, equipment, controls, testing, and related work necessary to provide a complete and operational system.

Proposals were received until 2:00 p.m. on June 17, 2026, and publicly opened in accordance with the solicitation documents. The City received one proposal, submitted by NHS Mechanical. Staff reviewed the proposal and recommends award to NHS Mechanical as the sole responsive and responsible proposer. NHS Mechanical submitted a base proposal in the amount of \$217,576.00.

FINANCIAL IMPACT:

The total contract amount is not to exceed \$217,576.00. Funding is available through the approved budget for this project. (GL Line - 313-48025-59391)



City of Spring Hill | Public Works

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