



## Dinwiddie County Finance and General Services

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### **MEMORANDUM**

TO: Board of Supervisors  
FROM: Gene Jones, Director of Public Works  
DATE: September 20, 2022  
SUBJECT: Contract Award, HVAC Maintenance & Repairs

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### **Background**

The County has been under contract with Warwick Mechanical Group for HVAC maintenance and repairs since 2017. The current contract will expire September 30, 2022.

### **Actions**

We released an RFP for HVAC Maintenance and Repairs on July 28, 2022. Five vendors submitted proposals on August 19, 2022. The selection committee evaluated all proposals and shortlisted two vendors. After interviews with the top two vendors, the County selected Warwick Mechanical Group as having the best overall value. Further details on this procurement can be found on the County website at [www.dinwiddieva.us/purchasing](http://www.dinwiddieva.us/purchasing).

### **Recommendation**

We recommend approval of the following resolution.

**BE IT RESOLVED**, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract for HVAC Maintenance and Repairs with Warwick Mechanical Group with any changes, substantive or otherwise, as may be approved by the County Administrator.