



ADD CONTINGENCY TO GENERAL SERVICES AGREEMENT F002071 HVAC MAINTENANCE AND REPAIR SERVICES

City Council Meeting
May 24, 2022

Doug Williams, Facilities Maintenance and Operations,
Transit and Public Works Department

BACKGROUND

- On February 11, 2020 City Council approved GSA F002071 with Matrix HG, Inc., Novato, California for HVAC maintenance and repair services for a two-year term with three one-year options to extend in an amount not to exceed \$112,842.84 and a repair service contingency in the amount not to exceed \$25,000.
- On April 9, 2020, the City Manager approved additional contingency in the amount of \$75,000. On November 10, 2020, City Council approved additional contingency in the amount of \$150,000. On October 6, 2021, City Manager approved additional contingency in the amount of \$95,000.

ANALYSIS

- Transportation and Public Works
Department submitted a request to add \$200,000 in contingency funding to address failing HVAC units with minor repairs. With approval of additional contingency funds, the cumulative amount of contingency funding on GSA F002071 will be \$545,000.

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council by resolution: 1) approve the addition of contingency funding for General Services Agreement (GSA) F002071 with Matrix HG, Inc., Novato, California for HVAC Maintenance and Repair Services for an increase in in the amount of \$200,000, for a total contingency amount not to exceed \$545,000; and 2) delegate authority to the City Manager or designee to negotiate and execute any necessary amendments to GSA F002071 and/or related documents to utilize the additional contingency, subject to approval as to form by the City Attorney.

Questions?