

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOUG WILLIAMS, FACILITIES MAINTENANCE COORDINATOR,  
TRANSPORTATION AND PUBLIC WORKS  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
AUTHOR, JENNIFER MYLES, SENIOR BUYER, FINANCE  
DEPARTMENT  
SUBJECT: APPROVAL OF GENERAL SERVICE AGREEMENT F002071  
WITH MATRIX HG, INC. FOR HVAC MAINTENANCE AND  
REPAIR SERVICES

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve General Services Agreement F002071 for HVAC maintenance services for a period of two (2) years, with three (3) one-year renewal options with Matrix HG, Inc., Novato, California, for a total amount not to exceed \$112,842.84.

---

EXECUTIVE SUMMARY

Transportation and Public Works Department has a need for a bi-annual maintenance and repair service agreement for HVAC equipment at various City facilities.

BACKGROUND

The contractor provides all qualified labor, equipment, and transportation necessary to perform bi-annual maintenance and repair of heating, ventilating and air conditioning (HVAC) equipment at City Hall, City Hall Annex, Finley Community Center, Municipal Services Center North and South, and most other City facilities with exception to the Water Department facilities. As there is a need for different service levels and equipment to be serviced for the Water Department, there is a separate bid process currently in progress for the Water Department HVAC facilities.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

Eighty-nine (89) vendors were notified of the bid solicitation Invitation for Bid 19-62 which resulted in a list of five (5) prospective bidders that attended the mandatory pre-bid site visit. Three (3) responsive and responsible bids were received, see the table below:

<b>Contractor</b>	<b>Bid Amount</b>
Matrix HG, Inc Novato, CA	\$112,842.84
Peterson Mechanical Sonoma, CA	\$128,040
Mesa Energy Systems, Inc Hayward, CA	\$262,278.03

FISCAL IMPACT

Funds for this expense have been included in the approved Fiscal Year 2019-20 budget for Transportation and Public Works and various other department budgets. The services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A (Agreement)

CONTACT

Doug Williams, [dwilliams@srcity.org](mailto:dwilliams@srcity.org) 707-543-3712

Brandalyn Tramel, [btramel@srcity.org](mailto:btramel@srcity.org) 707-543-3706

Jennifer Myles, [jmyles@srcity.org](mailto:jmyles@srcity.org) 707-543-3709