

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DOUG WILLIAMS, FACILITIES MAINTENANCE AND
OPERATIONS COORDINATOR, TRANSPORTATION AND
PUBLIC WORKS DEPARTMENT
ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
AUTHOR, AMY CARTER, BUYER, FINANCE
SUBJECT: AUTHORIZATION TO AMEND GENERAL SERVICES
AGREEMENT F002071 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, authorize the City Manager or his designee to negotiate and amend General Services Agreement Number F002071 with Matrix HG, Inc., Novato, California for HVAC Maintenance and Repair Services in an amount not-to-exceed \$150,000, bringing the not-to-exceed amount under the Agreement to \$362,842.84 if the additional funding is utilized.

EXECUTIVE SUMMARY

HVAC maintenance and repair services are required by the Transportation and Public Works Department for HVAC equipment at various City Facilities. Authorization for the City Manager or his designee to amend the City's existing agreement, provided such amendment(s) do not exceed \$150,000 will allow the City to move quickly to address necessary repair of HVAC equipment.

BACKGROUND

On February 11, 2020 City Council approved General Services Agreement (GSA) F002071 in an amount of \$112,842.84 with a \$25,000 contingency for minor repairs under \$5,000 per occurrence. Any repairs that exceed the \$5,000 threshold will be competitively bid according to City Code 3-44 and DIR requirements.

On April 9, 2020, the City Manager approved additional contingency funding in the amount of \$75,000, bringing the total not-to-exceed amount under the Agreement to \$221,842.84 (which includes the \$100,000 contingency).

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 the exception of the Water Department facilities.

The contractor provides to the City, all qualified labor, equipment, and transportation necessary to provide abatement services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Transportation and Public Works Department recommends that Council authorize the City Manager or his designee to negotiate and amendment(s) to GSA Number F002071 with Matrix HG, Inc. on an as-needed basis, provided those amendment(s) do not exceed \$150,000. Due to failing HVAC infrastructure throughout the City, the additional funding will allow the contractor to continue to address failing units with minor repairs. If Council authorizes the City Manager to negotiate additional amendment to the original GSA to add funding as needed, the total not-to-exceed amount under the Agreement has the potential to be \$362, 842.84.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2020-21 adopted budget within the departments that utilize the service as a regular operating expenditure and will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

The proposal has been found in compliance with the California Environmental Quality Act (CEQA). Pursuant to CEQA Guidelines Section 15301, the project is categorically exempt because it involves the repair and maintenance of existing facilities.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Doug Williams, 707-543-3712, dwilliams@srcity.org

Alan Alton, 707-543-3089, aalton@srcity.org

Brandalyn Tramel, 707-543-3706, btramel@srcity.org

Amy Carter, 707-543-3702, acarter@srcity.org