



APPROVAL OF GENERAL SERVICE AGREEMENT F002071 – HVAC MAINTENANCE AND REPAIR SERVICES

City Council Meeting
February 11, 2020

Doug Williams
Facilities Maintenance Coordinator,
Transportation and Public Work Department

CURRENT

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

PROPOSED

- City staff issued Invitation for Bid 19-62 for this service.
- Of the five prospective bidders, Matrix HG, Inc., Novato, CA was identified as the lowest responsive and responsible bid.
- Various HVAC systems are old and failing and require ongoing repairs that cannot be predetermined. The \$25,000 repair service contingency is an estimated amount requested for this agreement for minor miscellaneous repairs under \$5,000.

BENEFIT

- The contractor will provide all qualified labor, equipment, and transportation necessary to perform bi-annual maintenance and repair of heating, ventilating and air conditioning (HVAC) equipment to various City facilities.

RECOMMENDATION

- It is recommended by the Transportation and Public Work and Finance Departments that the Council, by resolution, approve General Services Agreement (GSA) Number 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, in the amount not to exceed of \$112,842.84; and approve a repair contingency in the amount of \$25,000 for minor repairs under \$5,000.

QUESTIONS?