

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOUG WILLIAMS, FACILITIES MAINTENANCE AND  
OPERATIONS COORDINATOR  
TRANSPORTATION AND PUBLIC WORKS  
BRANDALYN TRAMEL, PURCHASING AGENT  
AUTHOR AMY CARTER, BUYER  
FINANCE DEPARTMENT  
SUBJECT: APPROVAL OF ADDITIONAL FUNDS TO CONTINGENCY FOR  
GENERAL SERVICES AGREEMENT F002071 HVAC  
MAINTENANCE AND REPAIR SERVICES

AGENDA ACTION: RESOLUTION

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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.

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EXECUTIVE SUMMARY

HVAC maintenance and repair services are required by the Transportation and Public Works Department for HVAC equipment at various City Facilities. The contingency is used for the repair of HVAC equipment.

BACKGROUND

On February 11, 2020, City Council approved General Service Agreement F002071 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.

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On April 9, 2020, City Manager approved additional contingency funding in the amount of \$75,000.

On November 17, 2020, City Council approved additional contingency funding in the amount of \$150,000 and authorized the City Manager to negotiate and amend GSA F002071.

In March 2022, the First Amendment to GSA was executed pursuant to the terms approved by Council on November 17, 2020.

On October 6, 2021, City Manager approved additional contingency funding in the amount of \$95,000.

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.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

The Transportation and Public Works Department submitted a request to add \$200,000 to the \$545,000 contingency originally approved by Council and City Manager. Due to failing HVAC infrastructure throughout the City, the additional funding will allow for the contractor to continue to address failing units with minor repairs. The contingency identified is not a guarantee and is not identified under the original General Service Agreement, therefore, does not require an Amendment to the Agreement.

With approval of the additional contingency funds, the cumulative amount of contingency funding on GSA Number F002071 will be \$545,000. Under City Code 3-08.110 Award Authority, the increase in contingency requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2021-22 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

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This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines 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 no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

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  
Amy Carter, [ACarter@srcity.org](mailto:ACarter@srcity.org), 707-543-3702