

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DOUG WILLIAMS, FACILITIES MAINTENANCE COORDINATOR,
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT
AUTHOR, AMY CARTER, BUYER
FINANCE DEPARTMENT
SUBJECT: SECOND AMENDMENT TO GENERAL SERVICES AGREEMENT
F002071 TO EXTEND THE TERM OF THE CONTRACT AND
INCREASE COMPENSATION WITH MATRIX HG, INC. FOR
HVAC MAINTENANCE SERVICES (CEQA EXEMPT)

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve the Second Amendment to General Services Agreement Number F002071 with Matrix HG, Inc., Concord, California for HVAC maintenance services, for an additional one-year term and increase compensation in the amount of \$65,806.22, for a total amount not to exceed \$235,624.63.

EXECUTIVE SUMMARY

The City of Santa Rosa Transportation and Public Works Department has a need for maintenance services for HVAC equipment at various City facilities.

BACKGROUND

On February 11, 2020, the City Council approved General Services Agreement number F002071 for a two-year term with three (3) one-year extension options in the amount of \$112,842.84 to Matrix HG, Inc., Novato, California.

On March 21, 2022, the City Manager approved the First Amendment for a one-year term extension and increase in compensation in the amount of \$56,975.57.

The contractor provides all qualified labor, equipment, and transportation necessary to provide HVAC maintenance services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

Matrix HG, Inc., submitted a one-year extension proposal with a 15% increase in contract pricing. The current Producer Price Index (PPI) indicates a 15% increase for PCU23822X PPI industry data for Plumbing, heating, and air-conditioning contractors. CPI for All Urban Consumers CUURS49BSA0 Not Seasonally Adjusted for San Francisco-Oakland-Hayward, CA for the period of February 2020 through December 2022 shows a 10.52% increase, plus the increase in cost of fuel and DIR Labor requirements, staff deems the proposal for one year extension is fair and reasonable.

With approval of the Second Amendment, the cumulative amount of General Services Agreement number F002071 will be \$235,624.63. Under the City's Contract/Purchase Order Modification Policy III-9, the Second Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense has been allocated in the Fiscal Year 22-23 adopted budget within the various Departments' operating budget, and as a regular operating expenditure and are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

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/Exhibit A – Second Amendment

CONTACT

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