

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
DOUG WILLIAMS, FACILITIES MAINTENANCE COORDINATOR,  
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT

SUBJECT: CONTRACT – EXTEND CONTRACT AND ADD FUNDS –  
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Transportation and Public Works (TPW), Water, and Finance Departments that the Council, by resolution, approve the Third Amendment to General Services Agreement (GSA) #F001312 with Alan Troxel, dba Troxel HVAC, Petaluma, California, to extend the contract for an additional year and add funding to the contract term in the amount of \$250,000, for a total amount not to exceed of \$639,000.

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EXECUTIVE SUMMARY

This contract provides maintenance and repair services of HVAC equipment for various City locations.

BACKGROUND

On December 13, 2016, the City Council approved Contract No. F001312 for Maintenance and Repair of HVAC Equipment for a one-year term with four (4) additional one-year extension options to Alan Troxel, dba Troxel HVAC, Petaluma, California, in the amount of \$140,000. The First Amendment added funds in the amount of \$49,000 for repairs. The Second Amendment added funds in the amount of \$200,000.

The contractor provides all qualified labor, equipment, and transportation necessary to perform 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, UFO, and most other City facilities.

PRIOR CITY COUNCIL REVIEW

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On December 13, 2016, City Council approved the General Services Agreement (GSA) #F001312 with Alan Troxel, dba Troxel HVAC, Petaluma, California, for a one-year term.

On August 29, 2017, City Council approved adding funds in the amount of \$200,000.

ANALYSIS

The original contract award was for \$140,000, which included \$109,200 for maintenance and \$30,800 for repairs for the first year of the Agreement with hourly rates. The First Amendment added \$49,000 for repairs authorized as needed by Facilities. The Second Amendment added \$200,000 in funding for ongoing repairs through December 13, 2017. This pending Amendment extends the contract for one year and adds funds.

The City and Alan Troxel, dba Troxel HVAC, entered into a one-year agreement with four (4) one-year extension options on December 13, 2016, awarded by the City Council. See contract activity chart below:

| <u>Award/Amendment</u> | <u>Date</u>                                           | <u>Description</u>                               | <u>Amount</u>           | <u>Authorization</u> |
|------------------------|-------------------------------------------------------|--------------------------------------------------|-------------------------|----------------------|
| Contract Award         | December 13, 2016                                     | Award (1-year term)                              | \$140,000               | City Council         |
| Amendment No. 1        | April 27, 2017                                        | Add Funds                                        | \$49,000                | Purchasing Agent     |
| Amendment No. 2        | August 29, 2017                                       | Add Funds                                        | \$200,000               | City Council         |
| <b>Amendment No. 3</b> | <b>Pending</b>                                        | <b>Contract Ext. and Add Funds (1-year term)</b> | <b>\$250,000</b>        | <b>City Council</b>  |
|                        | <b>Total Cumulative Value Pending Amendment No. 3</b> |                                                  | <b><u>\$639,000</u></b> |                      |

With approval of the Third Amendment adding additional funds to the contract, the cumulative value of the GSA #F001312 will be \$639,000. Under the City's Contract/Purchase Order Modification Policy III-9, this Second Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2017-18 budget within various departments, and as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

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This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A- Third Amendment

CONTACT

Doug Williams, Facilities Maintenance Coordinator, Transportation and Public Works  
Department, 707-543-3712, dwilliams@srcity.org  
Amy Carter, Buyer, Finance Department, 707-543-3702, acarter@srcity.org