

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ROB SPRINKLE, DEPUTY DIRECTOR TRAFFIC ENGINEERING
TRANSPORTATION AND PUBLIC WORKS
SUBJECT: APPROVAL OF ADDITIONAL FUNDS TO CONTINGENCY FOR
GENERAL SERVICES AGREEMENT F002071 WITH MATRIX HG,
INC. FOR 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, approve the addition of contingency funding for General Services Agreement (GSA) F002071 with Matrix HG, Inc., Concord, California for HVAC Maintenance and Repair Services for the increased amount of \$150,000, for a total contingency amount not to exceed \$990,000.

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, the City Council approved General Services 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.

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

On November 17, 2020, the City Council approved additional contingency funding in the amount of \$150,000.

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

APPROVAL OF ADDITIONAL FUNDS TO CONTINGENCY FOR GENERAL
SERVICES AGREEMENT F002071 HVAC MAINTENANCE AND REPAIR SERVICES
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On May 24, 2022, the City Council approved additional contingency funding in the amount of \$200,000.

On March 15, 2023, the City Manager approved additional contingency funding in the amount of \$95,000.

On September 12, 2023, the City Council approved additional contingency funding in the amount of \$100,000.

On March 6, 2024, the City Manager approved additional contingency funding in the amount of \$100,000.

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 \$150,000 to the \$840,000 contingency previously 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 \$990,000. 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 2023-24 adopted budget within the various 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

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

PRESENTER

Doug Williams, Facilities Maintenance and Operations Coordinator