

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 GENERAL SERVICES AGREEMENT NUMBER  
F002957 – 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, approve General Services Agreement Number F002957 with Matrix HG, Inc., Concord, California, for HVAC maintenance services for a period of two (2) years, with three (3) one-year renewal options in the amount not to exceed \$132,930, with a repair service contingency amount of \$300,000.

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EXECUTIVE SUMMARY

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

BACKGROUND

Invitation for Bid (IFB) 24-61 was posted on December 4, 2024, and closed on December 19, 2024.

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 at City Hall, City Hall Annex, Finley Community Center, Municipal Services Center North and South, and other City facilities with the exception of Water Department facilities. There is a need for different service levels and equipment to be serviced for the Water Department, and there is a separate IFB process currently in progress for the Water Department HVAC facilities.

PRIOR CITY COUNCIL REVIEW

Not applicable.

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ANALYSIS

Eighty-five (85) vendors were notified of the bid solicitation IFB 24-61 which resulted in a list of eight (8) prospective bidders that attended the mandatory pre-bid meeting. Two (2) responsive and responsible bids were received. See the table below:

<u>Contractor</u>	<u>Bid Amount</u>
Matrix HG, Inc. Concord, CA	\$132,930**
ACCO Engineered Systems, Inc. San Francisco, CA	\$148,618

\*\*Lowest responsive and responsible bidder

Various HVAC systems are aging and require ongoing repairs that cannot be predetermined. The \$300,000 repair service contingency is an estimated amount requested for this agreement for minor miscellaneous repairs, as needed, that do not exceed \$5,000 through the term of the agreement. Any major repairs will be competitively bid to meet standard DIR Public Works requirements.

FISCAL IMPACT

Funds for this expense have been included in the approved Fiscal Year 2024/25 budget for Transportation and Public Works and various other department budgets. The services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

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ATTACHMENTS

- Resolution/Exhibit A – GSA F002957

PRESENTER

Rob Sprinkle, Deputy Director – Traffic Engineering