



Agenda Briefing

Date of Meeting: 03/19/2019

Submitting Department: Purchasing

Date Submitted: 03/08/2019

Prepared By: Liz Lopresti

Presenter: Kevin Padgett

Will there be a guest/visitor presenter who is not an employee?: Yes No

What is this person's first and last name and affiliation to this item?:

Subject: Project 2019-03 HVAC Maintenance

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Discussion & Direction

Executive Summary: The current Honeywell Contracts for HVAC Maintenance at City Hall and Public Works expire on April 1, 2019. This contract includes both of those facilities, as well as the Fire Station and Community House. Service at City Hall is comprehensive, ensuring access to service if there is a problem at night and on weekends for the fire department. It also includes preventative maintenance at PWAC, SVFD and the Community House. Honeywell submitted the only response to project number 2019-03.

Background/Issue (What prompted this need?): The current, individual contracts for City Hall and Public Works are expiring. This contract will combine them into 1 contract, and add the Fire Station and Community House.

Budget Analysis/Funding Comments: This is a budgeted expense and will including funding from various building maintenance accounts.

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Expenditure Required: \$55,018

Budgeted Amount: \$ **Source of Funds/Funding Account:** Various

Not Budgeted: If approved, the following will be included in the next Budget Amendment and \$ will be added to Revenue Account: and \$ added to Expenditure Account:

1295 Form Required? Yes No

Name of Applicant (if applicable) :

Legal Description/Location (if applicable):

Supporting Materials Attached:

1. Contract
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Recommended Placement on Agenda: Bid Awards

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

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Recommended Action: Award contract to Honeywell, the only bidder for project 2019-03, for an amount of \$55,018.00 for HVAC Maintenance.

REVIEWED AND APPROVED BY:
(as appropriate)

DocuSigned by:

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Department Director

3/12/2019

Date

DocuSigned by:

DAE0009BB7004D9...

Finance Director

3/13/2019

Date

Steven L. weathered


City Attorney

3/13/2019

Date

Deputy City Manager

Date

DocuSigned by:

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City Manager

3/13/2019

Date

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