



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 20, 2016

TO: Carolyn Lehr, City Manager

FROM: Public Works Department

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A First Amendment To The Maintenance Contract With Matrix HG, Inc. Increasing The Contract Amount By \$23,000 To An Amount Not To Exceed \$67,948 For Routine HVAC Maintenance Of City Owned Buildings For Fiscal Year 2015-16

Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Maintenance Contract With Matrix HG, Inc. In An Amount Not To Exceed \$83,812 For Routine HVAC Maintenance Of City Owned Buildings For Fiscal Year 2016-17

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a first amendment to the 2015-16 maintenance contract with Matrix HG, Inc. in an amount not to exceed \$67,948 and to enter into an agreement with Matrix for routine maintenance for 2016-17 in an amount not to exceed \$83,812.

BACKGROUND

First Amendment to Agreement for FY 2015-16:

The City contracts for the maintenance of all City owned building facilities. On June 17, 2015 the City entered into a Maintenance Contract with Matrix HG, Inc. (Matrix) in an amount not to exceed \$44,948 for Routine HVAC maintenance of City owned buildings for fiscal year 2015-16. Said contract was approved administratively by the City Manager using the City's informal bidding procedures for contracts under \$45,000. Under the contract, Matrix provides routine preventive maintenance for all City HVAC systems. They also provide on-call repair service when systems malfunction. The on-call service is paid for as extra work on a time and materials basis.

During the course of work this fiscal year, more repair service was requested and performed than originally anticipated. The most significant unanticipated costs encountered included the repair of the HVAC system at the Senior Center at approximately \$21,800.

Given all the extra repair work required in fiscal year 2015/16, an additional \$23,000 is needed to pay all invoices received. A First Amendment to the Maintenance Contract for FY 2015-16, increasing the contract to an amount not to exceed \$67,948 is needed to pay for this additional service.

Agreement for FY 2016-17:

The proposed total contract amount for HVAC maintenance are repairs for FY 2016-17 is \$83,812. This contract amount includes a \$45,000 contingency for unanticipated repair work that may be needed.

FISCAL IMPACT

The additional funds in the amount of \$23,000 needed for the contract amendment for fiscal year 2015-16, will be charged to the existing budget for the Capital Improvement Program Project No. 15650008 for General Maintenance/Facilities Replacement.

There is sufficient funding budgeted in the operating budget for fiscal year 2016-17 in the Major Maintenance Fund 650 to cover the cost of the HVAC Maintenance.

PREPARED BY: R. Cunningham, Public Works Operations and Facilities Manager

**APPROVED AND FORWARDED TO THE CITY
COUNCIL OF THE CITY OF EMERYVILLE:**



Carolyn Lehr, City Manager

Attachments:

1. Resolution to amend the FY2015-16 Contract
2. Resolution for FY 2016-17 Contract
3. First Amendment to Contract, FY 2015-16
4. Contract, FY 2016-17