



CITY OF EMERYVILLE

MEMORANDUM

DATE: June 20, 2017

TO: Carolyn Lehr, City Manager

FROM: Andrew Clough, Acting Public Works Director

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Service Agreement With Matrix HG, Inc., In An Amount Not To Exceed \$98,471 For HVAC Maintenance Of City Owned Facilities For Fiscal Year 2017-18**

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a Professional Service Agreement (PSA) with Matrix HG, Inc., in an amount not to exceed \$98,471 for heating, ventilation and air conditioning (HVAC) of City owned facilities.

BACKGROUND

The City contracts for HVAC services at the Civic Center, Child Development Center, Police Department, Recreation Center, Senior Center, and both fire stations.

Previously, on September 18, 2016, the City Council authorized the City Manager to enter into a Maintenance Contract with Matrix HG Inc. in an amount not to exceed \$83,812 for HVAC services at City facilities for fiscal year (FY) 2016-17, with options to renew the contract through FY 2019-20.

DISCUSSION

The total amount of the proposed agreement for FY 2017-18 is \$98,471. The proposal is a simplified one-page document based on last year's 60-page technical proposal, which has not substantively changed for the upcoming year. The one-page proposal contains only minor adjustments to scope and also contains a Cost of Living Adjustment based on the local Consumer Price Index of 3.4%, as provided for in the general conditions of the contract.

This contract amount includes a \$55,000 contingency for unanticipated repair work that may be needed city-wide. This estimate is based on a review of past expenditures and an evaluation of what may be required to maintain the existing aging infrastructure.

FISCAL IMPACT

There is sufficient funding budgeted in the operating budget for fiscal year 2017-18 in the Major Maintenance Fund 650 to cover the normal cost of HVAC Maintenance.

STAFF COMMUNICATION WITH THE PUBLIC

There has been no communication with the public.

CONCLUSION

Matrix HG Inc. possesses the specialized knowledge and skills, to render the services necessary to complete the HVAC work for City facilities

PREPARED BY: Andrew Clough, Acting Public Works Director

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



Carolyn Lehr, City Manager

ATTACHMENTS

1. Resolution
2. Maintenance Contract, FY 2017-18