



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 5, 2018

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 Maintenance Contract With Matrix HG, Inc., In An Amount Not To Exceed \$99,984 For HVAC Maintenance Of City Owned Buildings For Fiscal Year 2018-19

RECOMMENDATION

Staff recommends that the City Council adopt the above referenced resolution.

BACKGROUND

The City contracts for heating, ventilation, and air conditioning (HVAC) services at Civic Center, the Child Development Center, the Police Department, Recreation Center, Senior Center, and both fire stations.

In 2015, the City issued a Request for Proposals for HVAC services, and Matrix HG, Inc. responded with a proposed five-year contractual relationship. Previously, on June 20, 2017, the City Council authorized the City Manager to enter into a Maintenance Contract with Matrix HG Inc. in an amount not to exceed \$98,471 for HVAC services at City facilities for fiscal year 2017/18, with options to renew the contract through FY 2019/20.

DISCUSSION

The total amount of the proposed agreement for FY 2018-19 - a copy of which is attached to this report - is \$99,984. The proposal this year is a simplified one-page document based on the contractor's standard 60-page technical proposal for Emeryville, 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 of 3.5% based on the not-to-exceed local Consumer Price Index of 3.6%, 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 2018-19 in the Major Maintenance Fund 650 to cover the normal cost of HVAC Maintenance.

PREPARED BY: Andrew Clough, Acting Public Works Director

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



Carolyn Lehr
City Manager

Attachments:

1. Draft Resolution
2. Maintenance Contract, FY 2018-19