



## Staff Report

February 21<sup>st</sup>, 2023 Council Workshop Meeting

2023-2025 HVAC Preventive Maintenance and Repairs

Presenter: Will Noonan, Public Works Operations Manager

Time Estimate: 5 minutes

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**BACKGROUND:** The Central Services Division within Public Works manages the Heating, Ventilation and Air Conditioning (HVAC) units throughout the City buildings. This contract is for the purchase of HVAC services for routine preventative maintenance and repairs to HVAC systems throughout City-owned buildings. The City operates a variety of separate HVAC systems at 12 different locations. This contract includes quarterly inspections of all the units and prescribed filter changes and replacement parts. This contract will replace a recently expired contract.

**SUMMARY:** The City went through a formal bid process. The contract is for three years with an option to extend the contract for up to 2 additional years. The low bid was submitted by Hermanson for \$115,476 annually.

**BUDGET IMPACT:** As discussed above, the bid is for \$115,476 annually. The adopted 2023 budget in the Central Services Fund has sufficient budget to support this activity.

**RECOMMENDATION:** Staff recommends this item be placed on the March 6<sup>th</sup>, 2023 Council Regular Meeting Agenda for Council's consideration.