



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Acceptance of Proposals for City Facilities Building Maintenance

MEETING DATE:

November 6,
2025

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked accept proposals for City-owned building HVAC and plumbing on-call and emergency maintenance and authorize the City Manager to sign the contracts for services.

BACKGROUND/DISCUSSION:

The current three-year contracts for HVAC, plumbing, and pest control services for City-owned buildings are coming to a close. Staff put a request for proposals out via the City's electronic bidding process and received bids for HVAC and plumbing services. The bid results are attached. There were no proposals submitted for pest control services. Staff will rebid the project.

Staff recommends accepting the proposals and moving forward with non-exclusive contracts with each contractor to provide flexibility and quicker emergency response in case an issue arises and the lowest bidder cannot respond timely.

OPTIONS:

1. Move to accept the proposals.
2. Other direction

FISCAL IMPACT:

☐ None ☒ \$TBD Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☐ No TBD If yes, amount of appropriation increase: \$TBD

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

☐ Goal #1: Make Clearlake a Visibly Cleaner City

- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to accept the proposals and authorize the City Manager to sign the contracts for services.

- ☐ **Attachments:** 1)
- 2)