



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Award of Contracts for HVAC and Plumbing On-call and Emergency Services

MEETING DATE:

November 3,
2022

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 to award contracts for HVAC and plumbing repairs for City-owned buildings and authorize the City Manager to sign.

BACKGROUND/DISCUSSION:

Due to the amount of deferred building maintenance, coupled with the need for specialized expertise and emergency repairs, the City released Request for Proposals for an on-call and emergency contract for HVAC and plumbing repairs with the intent of awarding a three-year contract for an on-call vendor for both routine and emergency services for City-owned buildings, including City Hall, the Highlands Park Visitor Center, the Clearlake Youth Center, and the Clearlake Senior/Community Center. Awarding a contract for services allows stability in both vendor and costs. The solicitations were released via the City's procurement portal through OpenGov and advertised as legally required. Costs for repairs were budgeted in the 2022/23 fiscal year budget adopted by the Council in June. Each Request for Proposal defined hourly rates and parts mark-up costs.

The deadline for proposals for plumbing services was October 21st and the City received one proposal from ACCO Engineered Systems, Inc. The proposed contract for services is for a term of three years and for an amount not exceeding \$30,000 over the term of the contract.

Updated: HVAC proposals closed on November 2nd. Two proposals were received- ACCO Engineered Systems and Comfortable Living. The proposed term for plumbing services is a three-year contract not exceeding \$50,000. To aid in efficiency and provide for vendor capacity, staff recommends contracting with each vendor on an ongoing basis. Contracts will be paid for on a per call basis with no mandatory minimum. The City will only pay for work performed. If in the unlikely event additional funds are needed, staff will ask for Council consideration at that time.

OPTIONS:

1. Move to award contracts for HVAC and plumbing services
2. Other direction

FISCAL IMPACT:

☐ None ☒ not-to-exceed amounts: \$50,000 HVAC; \$30,000 plumbing over the next three fiscal years

Budgeted Item? ☒ Yes ☐ No

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

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 award the contracts for HVAC and plumbing services and authorize the City Manager to sign the contracts.

☐ **Attachments:**