



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 05/05/2020

ITEM NO: 12

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DATE: April 30, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Fire Suppression (Halon) for Server Rooms Project (841-6004):  
a. Authorize the Town Manager to Execute a Purchase and Service Agreement with Fire Safety Supply Inc. for Installation of Fire Suppression System Upgrades in an Amount Not to Exceed \$92,555 including contingencies  
b. Authorize a budget adjustment from the Fire Suppression (Halon) for Server Rooms project (841-6004) to the Plaza Level Railing – Code Upgrade project (821-2116) in the amount of \$5,604

**RECOMMENDATION:**

Staff recommends that the Town Council:

- a. Authorize the Town Manager to execute a Purchase and Service Agreement with Fire Safety Supply Inc. for installation of Fire Suppression System Upgrades in an amount not to exceed \$92,555 including contingencies.
- b. Authorize a budget adjustment from the Fire Suppression (Halon) for Server Rooms project (841-6004) to the Plaza Level Railing – Code Upgrade project (821-2116) in the amount of \$5,604.

**BACKGROUND:**

In order to protect the Town's Information Technology (IT) equipment, the addition of enhanced fire suppression systems is needed in three IT server rooms within Town facilities. These systems use a non-destructive gas as a fire extinguishing agent instead of water, which would significantly damage IT equipment. Installation of this equipment is critical to provide fire protection and ensure functionality of IT equipment, which includes electronic communication and data and document storage capabilities. Damage or loss of this equipment

**PREPARED BY:** Dan Keller  
Facilities & Environmental Services Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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SUBJECT: Fire Suppression (Halon) for Server Rooms

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BACKGROUND (continued):

would result in significant replacement cost and business interruption to the Town.

DISCUSSION:

A request for quotes was sent to four firms and all of them submitted cost proposals (see Attachment 2). Based on a review of the proposals and reference checks, staff determined that Fire Safety Supply Inc. is the best qualified and most cost competitive firm to provide the requested services. Given that the winning bid for the Fire Suppression Project is significantly lower than anticipated, staff is recommending utilizing those savings to complete other essential projects as outlined below.

The Plaza Level Railing – Code Upgrade project has been quoted and the budget for that project is \$5,604 short of anticipated costs. Staff is recommending utilizing savings from the Fire Suppression project to meet the additional funding need. The total allocated budget for this project would be \$35,604 and is within the Town Manager’s authority to award.

CONCLUSION:

Approval of the recommended actions will allow for these three projects to progress.

FISCAL IMPACT:

The Adopted FY 2019/20 – FY 23/24 Capital Improvement Program includes funding for the Fire Suppression (Halon) for Server Rooms project in the amount of \$200,000 as demonstrated in the fiscal table below.

As noted above, staff is requesting to transfer \$5,604 from the Fire Suppression (Halon) for Server Rooms project (841-6004) to the Plaza Level Railing – Code Upgrade project (821-2116) due to estimated project costs that slightly exceed the available budget.

The balance of project savings will be transferred back to the Facilities Maintenance Fund at the completion of the project and will be available for future programming by the Town Council.

SUBJECT: Fire Suppression (Halon) for Server Rooms

DATE: April 30, 2020

FISCAL IMPACT (continued):

<b>Fire Suppression (Halon) for Server Rooms Project 841-6004</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$ 200,000	
<b>Total Project Budget</b>	<b>\$ 200,000</b>	
Fire Safety Supply Inc.		\$ 92,555
Equipment		\$ 10,000
<b>Total Project Costs</b>		<b>\$ 102,555</b>
Transfer to Plaza Level Railing - Code Upgrade		\$ 5,604
<b>Total Transfers</b>		<b>\$ 50,604</b>
<b>Project Savings</b>		<b>\$ 91,841</b>

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Purchase and Service Agreement
2. Cost Proposals