



MEMORANDUM

Parks and Public Works Department

TO: LAUREL PREVETTI, TOWN MANAGER

MAYOR REVIEW

FROM: JIM HARBIN, ACTING DIRECTOR

SUBJECT: ADULT RECREATION CENTER HEATING VENTILATION AND AIR
CONDITIONING UNIT REPLACEMENT PROJECT

RECEIVED

DATE: July 11, 2022

JUL 14 2022

RECOMMENDATION:

TOWN MANAGER

It is recommended that the Town Manager execute an agreement with Foothill Mechanical Inc. in an amount not to exceed \$195,000 inclusive of all unforeseen costs.

BACKGROUND:

The Heating, Ventilation and Air Conditioning (HVAC) System at the Adult Recreation Center has reached the end of its serviceable life. This HVAC system was installed in 1978 when the building was first constructed. PPW Facilities have been making substantial repairs to the system for several years. These costly repairs have been done through both contracted and in-house labor. The majority of the stand-alone HVAC units have failed (14 out of 18). All of the units are in need of replacement.

DISCUSSION:

Staff received quotes from 2 of the 3 contractors solicited. Foothill Mechanical Inc. provided the most cost-effective proposal for this work. Due to long lead times for delivery of equipment and providing comfort to the occupants and patrons of this facility, it would be beneficial to execute this agreement.

PREPARED BY:

Dan Keller
Facilities and Environmental Program Manager

Reviewed as necessary: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Acting Director of Parks and Public Works

DATE: July 12, 2022

SUBJECT: Adult Recreation Center HVAC Replacement Contract Award

CONCLUSION:

It is recommended that the Town Manager execute an agreement with Foothill Mechanical Inc. in an amount not to exceed \$195,000 inclusive of all unforeseen costs.

ENVIRONMENTAL ASSESSMENT:

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

FISCAL IMPACT:

There are sufficient funds available for this project through the CIP Program Budget as demonstrated in the following fiscal table.

Adult Recreation Center - HVAC Unit Replacement CIP No. 821-2010		
	Budget	Costs
GFAR	\$ 310,000	
Total Budget	\$ 310,000	
		Costs
Agreement with Foothill Mechanical Inc.		\$ 195,000
Total Costs		\$ 195,000
Available Balance		\$ 115,000

Attachments:

1. Purchase and Service Agreement