



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/21/2021

ITEM NO: 3

DATE: September 9, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Purchase and Service Agreement with Air Systems Incorporated for HVAC Preventative Maintenance and Repair Services in an Amount of \$2,753.52 for a Total Agreement Not to Exceed \$382,048.52

RECOMMENDATION:

Authorize the Town Manager to execute a first amendment to the Purchase and Service Agreement with Air Systems Incorporated for HVAC Preventative Maintenance and Repair Services in an amount of \$2,753.52 for a total agreement not to exceed \$382,048.52.

BACKGROUND:

On November 25, 2019, the Town Council authorized an execution of a five-year agreement with Air Systems Incorporated for HVAC Preventative Maintenance and Repair Services for Town facilities in an amount not to exceed \$379,295.

DISCUSSION:

The vendor performed services in the month of June, which included additional unforeseen expenses which exceeded the contract amount for Fiscal Year (FY) 2020/21. In July, the vendor emailed the invoices for this work to an incorrect Town email, which resulted in Town staff being unaware of the pending invoices. Subsequently, discussions took place with the vendor identifying the unpaid invoices. To allow payment to be made appropriately, additional funding of \$2,753.52 is being requested in this amendment.

PREPARED BY: Dan Keller
Facilities & Environmental Services Manager

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

PAGE 2 OF 2

SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Purchase and Service Agreement with Air Systems Incorporated for HVAC Preventative Maintenance and Repair Services in an Amount of \$2,753.52 for a Total Agreement Not to Exceed \$382,048.52

DATE: September 9, 2021

FISCAL IMPACT:

There are sufficient funds available in the FY 2020/21 Facilities Operating Budget.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. First Amendment to the Original Agreement.