



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/20/2024

ITEM NO: 5

DATE: August 15, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement for Services with Air Systems Inc. for Heating Ventilation and Air Conditioning (HVAC)
Unanticipated Repair Services for a Total Agreement Amount of \$3,481

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Services (Attachment 1) with Air Systems Inc. for Heating Ventilation and Air Conditioning (HVAC) unanticipated repair services for a total agreement amount of \$3,481.

REMARKS:

The Town of Los Gatos had an agreement with Air Systems Inc. from 2019 through June 30, 2024. Due to multiple emergency repairs and adjustments needed to cool the Library during a heatwave in the last month of the agreement, \$3,481 is owed to the vendor, exceeding the limit for unanticipated repairs by \$2,409.85. The Town has not paid any part of this invoice since only \$1,071.15 remains in the agreement and it is not the Town's practice to pay a portion of an invoice.

Since the prior agreement expired on June 30, 2024 and the Town has an outstanding invoice for \$3,481, the Town Council is being asked to authorize the Town Manager to execute a new, limited term agreement with Air Systems Inc. to facilitate payment of the outstanding invoice.

Air Systems Inc. has had a successful work history with the Town for over five years and has a separate, current five-year agreement with the Town for HVAC repairs and preventative maintenance. This contract period began on July 1, 2024 and cannot be used to pay invoices for the prior Fiscal Year or under the prior contract.

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

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SUBJECT: Authorize the Town Manager to Execute an Agreement for Services with Air Systems Inc. for Heating Ventilation and Air Conditioning (HVAC) Unanticipated Services for a Total Agreement Amount of \$3,481

DATE: August 9, 2024

FISCAL IMPACT:

There are sufficient funds in the FY 2023/24 Adopted Operating Budget (Facilities Maintenance) for this agreement.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15378(b)(5), approval of this agreement is not a project subject to CEQA because it is an administrative activity that will not impact the environment.

Attachment:

1. Agreement for Services with Air Systems Inc. with Exhibit A Prior Agreement