



## FACILITIES

**To: Mayor and Town Council**

**From: Chuck Ewings, Assistant Town Manager**

**Through: Mario Canizares, Town Manager**

**Re: Contract for Replacement of Rooftop HVAC Unit at Town Hall**

**Town Council Meeting – September 16, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon authorizing the Town Manager to enter into an agreement with DynaTen Comfort Systems for the replacement of one rooftop air conditioning unit at Town Hall in the amount of \$61,933.

**Description of Agenda Item:**

Town Hall has four rooftop units providing air conditioning to the building. The units that were installed when the building was constructed are reconditioned units. Rooftop Unit 1 (RTU1) has experienced significant maintenance problems over the last two years and has become unreliable. The remaining three units are larger and do not have significant maintenance issues.

The proposed replacement unit also provides heat to support the existing radiant heat units inside the building. This unit serves the Town Council chambers and would ensure those attending public meetings are comfortable.

**Budget Impact:**

The proposed FY26 Capital Improvement Program includes \$300,000 for facility capital improvements as recommended by the Town Council CIP Subcommittee. A portion of these funds are intended for this project and would be available if approved by the Town Council. The vendor is a member of the TIPS cooperative purchasing program and this service has been competitively procured through that program.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Proposed agreement

**Town Staff Recommendation:**

Town Staff recommend that the Town Council authorize the Town Manager to enter into an agreement with DynaTen Comfort Systems for the replacement of one rooftop air conditioning unit at Town Hall in the amount of \$61,933.

**Proposed Motion:**

I move to authorize the Town Manager to enter into an agreement with DynaTen Comfort Systems for the replacement of one rooftop air conditioning unit at Town Hall in the amount of \$61,933.