



Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: 8/29/2025

Subject: Approval for procuring a maintenance agreement at city hall for HVAC units

I'm requesting approval of a five-year maintenance agreement for the inspection and servicing of all HVAC units at City Hall. We solicited quotes for this work, and the lowest responsible quote was submitted by NAC.

The cost for the first year of the agreement is \$5,065.00. Years two through five will be \$5,571.50 annually, with the option to renew or cancel on a yearly basis.

Thank you for your time and consideration. If you have any questions or would like more details, feel free to reach out to me directly at 763-257-7106.