



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Police Department HVAC Replacement

Preferred Agenda: May 9, 2023

Submitted By: Jason Ogden, Chief of Police

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution ____ Motion ____ Roll Call X Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Rejuvenate Essential Services

Attachments: Procurement documents set

Purpose of this RCA:

Staff requests authorization to award the police department HVAC replacement project to Walker Heating and AC, INC.

Background/Context:

The HVAC units at the police department have not been replaced since its construction approximately 22 years ago. The current state of the equipment and systems used by staff has resulted in inefficiencies and maintenance issues. Staff members have been struggling to “limp the system along” over the past few years, which negatively impacts their productivity and overall effectiveness. The lack of reliable and functional equipment and systems also contributes to a less-than-optimal working environment, which may lead to staff dissatisfaction and retention issues. Given these concerns, it is essential that steps be taken to address the issue and replace our failing HVAC system.

The procurement was advertised for bid on April 12, 2023, and bids closed on April 28, 2023. We received four bids from Walker Heating and AC, INC, (\$131,844), AirX LLC (\$191,070), Columbia Allied Services, (\$244,220), and Apex Mechanical LLC, (\$260,705).

Staff recommends awarding the procurement contract to Walker Heating and AC, INC. and authorizing a 15% contingency (\$19,776) controlled by the City Manager, bringing the total project budget to \$151,620.

This project is funded by monies that have been budgeted and set aside specifically for this purpose.

The Challenge/Problem:

To make efficient use of our budget to replace the HVAC system at the police department.

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Police Department Staff. This project will greatly improve the police department HVAC system which is currently beyond its serviceable lifespan. Staff have spent time and money fixing broken down equipment and fighting with system inefficiencies.

Issues and Financial Impacts:

The low bidder is Walker Heating and AC, INC. at \$131,844. Staff also requests a 15% contingency (\$19,776) controlled by the City Manager, bringing the total project budget to \$151,620.

This project is funded by monies that have been budgeted and set aside specifically for this purpose.

Elements of a Stable Solution:

A stable solution will provide efficient completion of needed facility improvements for the police department.

Options:

1. Option 1 – Move to cancel the project. Not recommended. This project is essential to the stewardship we have to upkeep and maintain our public property.
2. Option 2 – Move to reject all bids and re-bid the project. Not recommended. This project has a very tight schedule to meet the June 30 deadline.
3. Option 3 – Move to execute the procurement as presented. Staff will execute the contract and give notice to proceed.

Recommendation:

Staff recommends Option 3 – Move to execute the procurement as presented.