



Date: Tuesday, September 10, 2025

Honorable Mayor and Council Members:

Author and title: Tiffany Hambrick, Facilities Maintenance Administrative Technician

Title: **InTech Mechanical Contract Amendment & Purchase Authority**

Jen Callaway, Town Manager

Recommended Action: That the Town Council authorize the Town Manager to execute a contract amendment with InTech Mechanical Company, Inc. for a new not to exceed amount of \$100,000 for infrastructure and non-infrastructure projects; on-call service; and emergency on-call services related to the Town's Heating, Ventilation, and Air Conditioning system.

Discussion: The Facilities Maintenance Division executed a contract with InTech Mechanical Company, Inc. (InTech) on July 1, 2025, for preventative maintenance and on-call services and repairs related to the Town Heating, Ventilation, and Air Conditioning (HVAC) equipment in the amount of \$49,999.

InTech performs scheduled preventive maintenance to extend equipment life, improve efficiency, and reduce unexpected failures. Services include inspections, lubrication, filter and belt replacement, refrigerant checks, coil cleaning, electrical connection tightening, safety/controls testing, and written maintenance reports. The contract also includes maintenance of major mechanical systems including HVAC units, pumps, boilers, hot water systems, cooling towers, motors, and building automation controls, with detailed equipment lists identified in the contract for each facility. The preventative maintenance has been completed at Town Hall, Public Service Center, and the Humane Society for a total cost of \$8,521.00. The Water Heaters at the Public Service Center will be serviced in October of 2025 and have not been billed yet.

On-call corrective repairs, emergency services, or work beyond the preventive maintenance scope are quoted separately and require Town authorization before proceeding. These services are billed separately at contracted prevailing wage rates. Due to the age of the equipment within the Town's facilities, InTech has been called out to repair or replace a compressor contactor, service a water heater, and service a heat pump compressor at Town Hall, all since July 1, 2025. At the Public Service Center, InTech installed a mini split in the new mechanic's office, repaired a leak to the system, replaced a compressor, and replaced a phase monitor. These repairs cost a total of \$17,941.09.

Staff have also identified the following additional work at Town Hall necessary:

- North Hot Water 3-Way Valve Replacement and Thermostat Install;
- South Hot Water 3-Way Valve Replacement and Thermostat Install; and
- Water Source Heat Pump #15 Replacement.

These projects are expected to cost a total of \$30,717.

In summary, the Town has spent a total of \$26,462 of the Intech contract \$49,999 authorized amount, with a total of \$30,717 of additional planned projects (\$57,179 total). This does not include any additional unforeseen service or emergency calls throughout the rest of fiscal year 2025/26.

InTech's familiarity with our infrastructure and operational requirements provides a significant advantage in terms of efficiency, continuity of service, and reduced onboarding or troubleshooting time. InTech has consistently demonstrated responsiveness, technical expertise, and cost-effective solutions, making them a trusted partner for the Town's HVAC service needs.

Therefore, facilities staff recommend increasing the current contract amount by \$50,001 for a total not-to-exceed amount of \$100,000, to allow the completion of needed and unforeseen HVAC work for all the Town's facilities for the remainder of FY 2025/2026.

Priority:

<input type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input checked="" type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input type="checkbox"/>	Core Service

Fiscal Impact: This on-call contract will be funded through the Facilities Maintenance Budget for FY2025/26, which includes estimates for emergency and unforeseen repairs. Staff do not anticipate the need for a budget amendment for this work.

Public Communication: None beyond continued communication with InTech Mechanical.

Attachments: None.