



**CITY OF SANTA CLARITA  
AGENDA REPORT**

CONSENT CALENDAR

CITY MANAGER APPROVAL: Ken Stripling

DATE: February 12, 2019

SUBJECT: AWARD HEATING AND AIR CONDITIONING MAINTENANCE CONTRACT

DEPARTMENT: Public Works

PRESENTER: Cruz Caldera

RECOMMENDED ACTION

City Council:

1. Approve the use of a “piggyback” contract through Sourcewell contract #030817-JHN and award a one-year contract to Johnson Controls, Inc., to provide air conditioning and heating maintenance and repairs for 13 City facilities, for an annual amount of \$133,000 and an annual contingency of \$26,600, for a total one-year contract amount not to exceed \$159,600.
2. Authorize the City Manager or designee to execute up to three additional, one-year renewal options beginning in year two, not to exceed the combined annual base contract and contingency amount of \$159,600, plus an adjustment consistent with the appropriate Consumer Price Index, upon request of the contractor, and contingent upon the appropriation of funds by the City Council in the annual budget for such fiscal year.
3. Authorize an appropriation of funds in the amount of \$13,520 from Transit Fund 700 to expenditure account 12401.5161.001 beginning in Fiscal Year 2018-19, and an ongoing annual basis, commencing in Fiscal Year 2019-20 for maintenance costs associated with the award of this contract, contingent upon the appropriation of funds by the City Council during the annual budget process in subsequent fiscal years.
4. Authorize the City Manager or designee to execute all contracts and associated documents, or modify the awards in the event impossibility of performance arises, and execute all documents subject to City Attorney approval.

BACKGROUND

The City of Santa Clarita’s (City) General Services division administers the maintenance

operation of 13 City facilities. The City contracts out for heating and air conditioning maintenance of these facilities. The maintenance services contract includes routine preventative maintenance and on-call or emergency response to immediately fix any issues that arise. Preventative maintenance includes, but is not limited to, cleaning, adjusting temperature controls, changing filters, lubricating, and inspection/calibration of heating controls and thermostats, as well as checking safety controls.

An extensive analysis was conducted to determine if any changes in our air conditioning and heating maintenance were needed to ensure the City would receive the best quality, pricing, and service. During this analysis, it was determined that use of a cooperative agreement was the most efficient way to purchase this type of service.

On July 11, 1995, the City Council approved the use of "piggyback" purchasing. This process allows the City to place orders against a competitively awarded public agency contract. The City's contract with Sourcewell (contract #030817-JHN), which was competitively solicited through their nationwide bid process, was awarded on May 8, 2017, and is valid through 2021, with an optional fifth year renewal, allowing the City to take advantage of an existing process.

A cost analysis revealed that Johnson Controls, Inc., provides competitive pricing, quality service, and the best value to the City. Staff previously worked with Johnson Controls, Inc., to develop a proposal for an in-depth preventative maintenance program for heating and air conditioning at the City's 13 facilities. Staff is recommending awarding the contract to Johnson Controls, Inc., to provide air conditioning and heating maintenance and repairs for the City's 13 facilities, for an annual contract amount of \$133,000 and an annual contingency of \$26,600, for a total one-year contract amount not to exceed \$159,600. The term of this contract will be one year and may be renewed annually for a total of up to three years.

#### ALTERNATIVE ACTION

Other action as determined by the City Council.

#### FISCAL IMPACT

There is no impact to the General Fund associated with this action. The award of this contract is contingent upon an appropriation of funds in the amount of \$13,520 from Transit Fund 700 to expenditure account 12401.5161.001 beginning in Fiscal Year 2018-19 and on an on-going annual basis commencing in Fiscal Year 2019-20.