



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Julie Kirk, Staff Services Analyst II - 259-8603

**SUBJECT:** Amendment No. 1 to Professional Services Agreement 160091B-16 with Bell Products, Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 160091B-16 with Bell Products, Inc. increasing the amount by \$50,000 for a new maximum of \$165,000 to cover needed non-routine repairs to HVAC systems throughout County properties.

### **EXECUTIVE SUMMARY**

On May 10, 2016, the Board of Supervisors authorized a \$115,000 Professional Service Agreement (PSA) No. 160091B-16 with Bell Products, Inc. to provide preventative maintenance, repairs and inspection services for the heating, ventilation and air conditioning systems located in county owned or operated buildings. Subsequent to the execution of the original PSA with Bell Products, Inc. it has been necessary to perform more non-routine and emergency repairs to HVAC systems throughout County properties than previously anticipated. Amendment No. 1 adds an additional \$50,000 annually for these non-routine services.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management Budget: Fund 4300, Subdivision 4300000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To ensure the safe and consistent operation of Heating Ventilation and Air

Conditioning (HVAC) systems located in County facilities.

Is the general fund affected? No

Future fiscal impact: The amount will be budgeted accordingly in future fiscal years.

Consequences if not approved: The currently contract maximum of \$115,000 is not sufficient to cover the anticipated need for Emergency and Non-Routine repairs.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On May 10, 2016, the Board of Supervisors authorized a \$115,000 Professional Service Agreement (PSA) No. 160091B-16 with Bell Products, Inc. to provide preventative maintenance, repairs and inspection services for the heating, ventilation and air conditioning systems located in County owned or operated buildings. The majority of their scope of work involves providing preventative maintenance and inspections, \$89,650 of the contract maximum is for these services. The remaining \$25,360 is for emergency and non-routine repairs. So far this fiscal year a total of \$19,780 has been spent on nonroutine HVAC repairs, and staff anticipates additional funding will be necessary based on identified issues in several facilities. The increased maximum amount will ensure that these issues can be managed with minimal disruption to the provision of County services.

Staff recommends that the Board approve Amendment No. 1 to the Bell Product, Inc. Professional Services Agreement increasing the contract maximum amount by \$50,000 so all necessary HVAC repairs can be covered under this agreement.

Bell Products, Inc. is a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula