



Agenda Date: 2/5/2008
Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Ginny Leija, Engineering Aide - 259-6718
SUBJECT: Specialized Services Agreement with Quality Air Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Quality Air Services, a division of Chase Contracting, Inc., for a maximum of \$67,952 for the term February 5, 2008 through June 30, 2008 for heating, ventilation and air conditioning exhaust and supply duct cleaning in the Napa County Jail located at 1125 Third Street, Napa, CA 94559.

EXECUTIVE SUMMARY

Approval of this agreement with Quality Air Services, a division of Chase Contracting, Inc. will provide cleaning services for the Heating, Ventilation and Air Conditioning (HVAC) ducts for the Napa County Jail. Quality Air Services is recommended because, in addition to submitting the lowest bid, it has extensive experience working in secured facilities on the state and county level.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program - The bid amount of \$67,952 is lower than the preliminary engineering estimate of \$100,000 included in the approved budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To ensure safe, consistent and efficient operation of the HVAC system.
Is the general fund affected?	Yes

Future fiscal impact: None

Consequences if not approved: The HVAC system will begin to operate poorly, providing poor-quality air, and eventually become nonfunctional and need replacement.

Additional Information: None

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

The Capital Improvement Program Technical Advisory Committee identified this project as a "health and safety" high priority project for Fiscal Year 2007/2008. The Public Works Department also has the responsibility to ensure that all equipment in County owned buildings is maintained in a safe and consistent working manner. To comply with that responsibility, Quality Air Services will perform the cleaning of the HVAC exhaust and supply duct system at the Napa County Jail. Upon completion of the HVAC duct cleaning, a written report will be provided along with any recommendations for necessary changes or repairs.

Bids were solicited and Quality Air Services of Sacramento was chosen on the basis of being the lowest responsible bidder. This company is familiar with HVAC duct cleaning in secured facilities and will provide services in a time frame that meets the needs of the County.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi