



Agenda Date: 4/11/2006  
Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Gladys Coil, Staff Services Analyst II, 259-8603  
**SUBJECT:** Amendment No.4 to PSA Agreement No. 4846 Bell Products, Inc.

---

### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 4846 with Bell Products, Inc. increasing the amount by \$14,230 for a new annual maximum of \$29,920 and adding preventative maintenance of the heating and air conditioning equipment at the new Sheriff's facility and Historic Courthouse to the scope of services.

### **EXECUTIVE SUMMARY**

Approval of Amendment No. 4 to Agreement No. 4846 will add quarterly preventive maintenance to the heating and air conditioning systems at the New Sheriff's facility at 1535 Airport Boulevard and the Historic Courthouse at 825 Brown Street and will adjust the maximum compensation to \$29,920 annually. All other terms and conditions of the Agreement remain the same.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	In order to maximize energy efficiency which in turn saves money on heating and air conditioning costs, these county owned buildings will be added to the existing preventative maintenance service contract with Bell Products.
Is the general fund affected?	Yes

- Future fiscal impact: Sufficient funds have been included in the FY 2006-2007 Property Management budget. The original agreement provides for an automatic renewal at the end of each fiscal year under the same terms and conditions and will be reflected in future fiscal year budgets.
- Consequences if not approved: Napa County would not have a contract for preventive maintenance on the heating and air conditioning system at new Sheriff's facility and the Historic Courthouse, which might result in costly repairs and higher energy costs due to lack of regular maintenance.
- 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**

Napa County originally entered into an agreement with Bell Products on September 24, 2002 for Heating, Ventilation and Air Conditioner (HVAC) preventive maintenance service for equipment installed on various County owned buildings. Bell Products' one year warranty on the HVAC equipment at the new Sheriff's facility has ended, and that equipment, as well as the Historic Courthouse HVAC equipment, needs to be included in a scheduled preventive maintenance program.

This type of equipment service is industry recognized as the best way to maximize energy efficiency, which in turn saves money. In addition, this preventive maintenance program also promotes a safer environment by performing special safety checks on the equipment.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey