



Agenda Date: 6/12/2007  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Martha Burdick for Robert Peterson - Director  
Public Works  
**REPORT BY:** Nancy Oweong, STAFF SERVICES ANALYST I , 253-4603  
**SUBJECT:** Amendment No. 5 to Agreement No. 4846 Bell Products, Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 5 to Agreement No. 4846 with Bell Products, Inc., increasing the amount by \$3,076 for a new annual maximum of \$32,996 for preventative maintenance of heating, ventilation and air conditioning systems in County facilities from July 1, 2007 through June 30, 2008.

### **EXECUTIVE SUMMARY**

Approval of Amendment No. 5 to Agreement No. 4846 will increase the maximum annual compensation to \$32,996, and will extend the Agreement term to June 30, 2008. All other terms and conditions of the Agreement will remain unchanged.

### **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 increase operating efficiency, decrease heating and cooling costs, and extend the useful life of equipment, regularly scheduled preventative maintenance must be conducted on the heating, ventilation and air conditioning (HVAC) systems in buildings owned by the County.
Is the general fund affected?	Yes

Future fiscal impact: Sufficient funds will be budgeted in the FY 2007-2008 Property Management budget.

Consequences if not approved: The County of Napa would not have a contract for preventive maintenance on the HVAC systems in County owned buildings, potentially resulting in costly repairs/replacements and higher energy costs.

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**

As the successful responder to a Request for Proposal (RFP) process in 2002, Bell Products entered into contract with the County for the purpose of providing preventative maintenance services for equipment in the various facilities owned by the County. Approval of this amendment increases the current annual maximum from \$29,920 to \$32,996, and extends the term of the Agreement to June 30, 2008. All other terms and conditions of the Agreement remain unchanged.

This type of equipment service is recognized as the best way to maximize energy efficiency, which results in cost savings. Additionally, this preventive maintenance program promotes a safer environment as special safety checks on the equipment will be regularly performed.

Bell Products has provided the County with excellent service during the life of this agreement, with only modest increases in costs.

Public Works will update the RFP process in fiscal year 2007-08 to ensure that the County is receiving the best value in the provision of these services.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi