

## Legislation Text

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File #: #19-412, Version: 1

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**PREPARED BY:** LT. DAN WIEGERS

**DATE OF MEETING:** 09/16/19

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) AUTHORIZING THE EMERGENCY PROCUREMENT AND INSTALLATION OF HVAC EQUIPMENT FOR THE POLICE ADMINISTRATIVE FACILITY (4/5 VOTE); (2) AWARDED THE BID TO SH MECHANICAL, INC. FOR THE PURCHASE OF A 20-TON "CARRIER" ROOFTOP COOLING UNIT, TO INCLUDE EQUIPMENT, HARDWARE, ANCILLARY INSTALLATION AND A ONE-YEAR WARRANTY, AT THE POLICE DEPARTMENT IN THE AMOUNT OF \$67,825 INCLUDING A 15% CONTINGENCY FOR A TOTAL NOT TO EXCEED \$77,999; AND (3) AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SH MECHANICAL, INC.

**RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

This is not a specific item in the FY 2019-21 City Council Priority Workplan, effective March 1, 2019, but is required for continued efficient city operations.

**CEQA Compliance Statement**

This proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA), under CEQA Guidelines section 15302 for the replacement or reconstruction of existing facilities and section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

**BACKGROUND**

The Police Department has two 20-ton air conditioning units which were manufactured and installed in 1996 (21 years ago). Each unit controls the air conditioning for one-half of the building. The Police Department's HVAC system also consists of a hot water boiler system for heat. These systems work in conjunction to regulate the temperature inside the Police Department.

In July 2017, the unit controlling air conditioning for the Administration, Investigations, Records Section and portions of the Temporary Holding Facility stopped producing cool air. The failing unit caused a significant heat increase in the aforementioned areas of the Police Station. That 20-ton air conditioning unit was replaced in 2018.

In March 2019 the remaining (original) 20-ton air conditioning unit controlling air conditioning for the Patrol Division, Emergency Operations Center, Property/Evidence Room, Community Outreach Unit, Employee Locker Rooms, and portions of the Temporary Holding Facility failed requiring significant repairs. This inefficient twenty-three-year-old air handler has passed its useful life. Installing a new modern air handler would significantly reduce the long-term operating cost.

In addition to providing an appropriately ventilated work environment for Department staff, Departmental Policy #900 (Temporary Custody of Adults) Section 900.5.2 Subsection (h) 1 (I) (Temporary Custody Requirements) dictates the on-duty supervisor should ensure that an adult arrestee being held in the temporary holding facility has adequate shelter, heat, light, and ventilation without compromising security or enabling escape. Due to the air conditioner's failure to produce cool air, the requirement to provide adequate ventilation to adult prisoners while in custody in the temporary holding facility has been compromised particularly during the high temperatures experienced the past two months.

In order to temporarily cool down work areas within the department, numerous portable fans were purchased at a cost of \$510.

The immediate procurement and installation of one 20-ton "Carrier" rooftop cooling unit is essential to protect the health and welfare of adult arrestees and the employees of the Police Department.

California Public Contract Code section 22050 and City of San Pablo Municipal Code section 3.16.070(D) allow emergency repairs to occur upon 4/5 approval of the City Council and further the City Council has delegated the authority to the City Manager for emergency contracts up to and including \$100,000 in this scenario.

Further, the Police Department did not forego all bidding, but solicited informal bids from three HVAC contractors who have qualified in the past to do work in the Police Facility given the heightened background and clearances needed to work where confidential records are stored and arrestees can be present.

The Police Department received three informal bids as follows:

Company	Bid Order	Total Bid
SH Mechanical, Inc.	1	\$67,825.00
Marina Mechanical	2	\$68,700.00
Richards Heating & Air	3	\$74,398.20

All three companies have valid State of California contractor licenses, are registered with the California Department of Industrial Relations, and are compliant with certified payroll in regards to paying prevailing wages to employees working on public works projects.

Staff recommends the City Council award the project to SH Mechanical, Inc., the lowest bidder for the air conditioning unit, in the amount of \$67,825 ("Contract Amount") for the purchase and installation of a 20-ton "Carrier" rooftop cooling unit.

### **FISCAL IMPACT**

In addition to the contract amount of \$67,825, staff recommends adding a 15% contingency amount of \$10,174, if needed, for unforeseen expenditures including but not limited to additional equipment, hardware, and labor to ensure operational readiness of the air conditioning unit. This would increase the total authorized expense to \$77,999.

Funding is available in the existing CIP budget, approved by Resolution 2019-084, account 320-0103-43604-GEN-420.