



Midpeninsula Regional
Open Space District

R-14-134
Meeting 14-34
December 10, 2014

AGENDA ITEM 3

AGENDA ITEM

Contract Amendment for Administrative Office Heating, Ventilation, and Cooling System Repairs

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "SAA".

Authorize the General Manager to amend an existing contract with ACCO Engineered Systems, increasing the amount by \$24,570, which includes a 15% contingency of \$3,205, for a total not-to-exceed amount of \$31,297, to repair and recalibrate the Administrative Office Heating, Ventilation, and Cooling (HVAC) System.

SUMMARY

After performing an initial assessment of the Administrative Office HVAC system, ACCO Engineered Systems (ACCO) has submitted a proposal for \$21,366 to repair and recalibrate the HVAC system to correct the wide fluctuation in temperature throughout the building. The General Manager recommends increasing the existing contract amount of \$6,728 by \$24,570, which includes a 15% contingency, for a total not-to-exceed amount of \$31,297.

BACKGROUND

The Administrative Office HVAC system is quite old and prone to calibration issues, resulting in wide fluctuations in temperature throughout the building that lead to high staff discomfort and greater energy use as employees try to offset the temperature issues using personal floor heaters and cooling fans. The condition has become considerably worse over the past year, resulting in the use of personal heaters and cooling fans year-round. The Board Room and the Long Ridge Conference Room also experience extreme temperature variances.

The last recalibration was performed in 2009 and was successful in moderating the building temperature variances. Due to the age of the HVAC system and the older system technology from 1992, the system needs periodic recalibration, approximately every three to five years, in order to function as effectively and efficiently as possible.

DISCUSSION

On September 11, 2014, the District entered into a contract for \$6,728 with ACCO to conduct an inspection and assessment of the HVAC system and make minor repairs where possible as an initial first step to improving the system. This assessment identified the a number of significant

deficiencies within thermostats and air control systems as well as within the rooftop air conditioning unit.

The ACCO assessment also included the following proposed scope of work to complete more extensive repairs to address temperature variances and pressure differentials throughout the Administrative Office building:

- Remove and replace two actuators and non-digital thermostats;
- Remove and replace seven thermostats with digital thermostats; calibrate and check set point on the thermostats;
- Remove and clean reheat coil strainers on nine Variable Air Volume (VAV) boxes;
- Perform air balance on nine VAV boxes; and,
- Remove and replace failed components on rooftop air conditioning unit.

Consistent with the requirements of the Board's *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* (Section II.B.), the District used the ACCO proposal to solicit written proposals from a minimum of three vendors as follows:

<u>Vendor</u>	<u>Proposal</u>
Air-Co of San Jose	Declined
United Mechanical of San Jose	Declined
ACCO of Pleasanton	\$21,366

The ACCO proposal includes a cost estimate that is consistent with the cost for the recalibration performed in 2009, which was completed by a different vendor. Given the lack of interest by other contacted contractors, the reasonable cost estimate from ACCO, and ACCO's solid understanding of the District's HVAC system, the General Manager recommends awarding the contract to ACCO. Although the proposal is under the General Manager's authority of \$25,000, the aggregate contract amount, which includes the already completed inspection, assessment, and initial minor repairs, would bring the total contract amount above the General Manager's authority, thus this item requires Board approval.

FISCAL IMPACT

The original contract amount of \$6,728 is included in the FY2014-15 Adopted Budget. The additional \$24,570 will be covered by savings in other expense accounts. No additional funds are required.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board approval, the General Manager will execute the contract amendment with ACCO and the contractor will begin work.

Responsible Department Head:

Kate Drayson, Administrative Services Manager

Prepared by:

Kate Drayson, Administrative Services Manager