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DEPARTMENT OF  
GENERAL SERVICES  
OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

March 16, 1990

Budget and Finance Committee  
Sacramento, California

Honorable Members In Session:

SUBJECT: EMERGENCY HEATING, VENTILATING, AND AIR CONDITIONING  
REPLACEMENT FOR THE POLICE ANNEX  
625 H STREET

SUMMARY

The attached report recommends actions necessary to procure a heating, ventilating, and air conditioning (HVAC) unit for the Police Annex before the peak cooling season begins.

RECOMMENDATION

It is recommended that the Budget and Finance Committee review and recommend acceptance of the attached report and adoption of the Resolution by the full Council authorizing:

1. The creation of a new Capital Improvement Project to replace the HVAC unit at the Police Annex;
2. The transfer of \$137,000 from the Police Department's operating budget (101-210-21XX-42XX) to the newly created CIP (101-500-XXXX-4XXX);
3. The suspension of formal competitive bidding for the purchase of one (1) packaged HVAC unit; and

Budget & Finance Committee

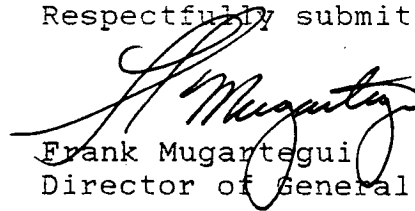
Re: Emergency HVAC Replacement for the Police Annex

March 16, 1990

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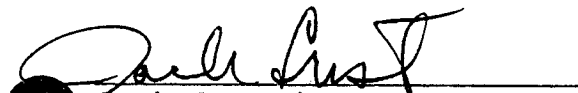
4. The City Manager to execute the necessary contract to award a purchase contract to Mechanical Supply Inc. in the amount of \$58,613.

Respectfully submitted,



Frank Mugartegui  
Director of General Services

Recommendation Approved:



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Jack R. Crist,  
Deputy City Manager

March 27, 1990  
District #1

Attachment

Note: Questions regarding this report should be referred to Lee Coleman, Project Manager, Facility Management Division, 449-5977.



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PROCUREMENT SERVICES

March 16, 1990

City Council  
Sacramento, California

Honorable Members In Session:

Subject: EMERGENCY HEATING, VENTILATING, AND AIR CONDITIONING  
REPLACEMENT FOR THE POLICE ANNEX  
625 H STREET

SUMMARY

This report recommends that Council approve emergency actions to replace the heating, ventilating, and air conditioning (HVAC) unit serving the Police Annex. Due to the state of urgency, suspension of formal bidding is requested as it will enable the unit to be received in June 1990 before the peak cooling season begins.

BACKGROUND

The existing HVAC unit serving the Police Annex is 18 years old while the expected life of this type of equipment is 15 years. The Facility Management staff does not expect the unit to operate through the next cooling season without a major component breakdown. If a major component fails during the summer months, we will be forced to make a costly emergency repair and still be faced with the need for complete unit replacement. Intolerably hot working conditions will occur inside the facility if a major failure occurs during extremely hot weather.

The HVAC unit manufacturer requires 10 to 12 weeks to build and ship a unit for this facility. Suspending formal bidding and using informal bidding will enable Facility Management staff to procure the unit before the hot days of summer occur. The facility will be without cooling or ventilation for one to two weeks when the unit is replaced.

City Council  
 Re: Emergency HVAC Replacement for Police Annex  
 March 16, 1990  
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The HVAC unit for this facility is a very specialized piece of equipment. Five equipment vendors were contacted to find a suitable replacement unit. Two vendors submitted bids and time schedules for a new unit. Vendor responses were:

<u>Vendor</u>	<u>Product line</u>	<u>Unit cost</u>	<u>Shipping time (weeks)</u>
Mechanical Supply Inc.	Airfan	\$58,613	10 to 12
Norman Wright Mechanical Equipment Co. Inc.	Governair	\$66,000	18 to 20
Lennox Industries Inc.	Lennox	no bid	
The Trane Company	Trane	no bid	
Valair Inc.	Carrier	no bid	

FINANCIAL DATA

The estimated project cost for design, purchase of equipment, installation, and indirect charges is \$137,000. The Police Department has savings within the current operating budget to absorb the cost of this project. Seven (7) line items have been identified to transfer a total of \$137,000 from the Police Department's operating budget to establish a new Capital Improvement Project. The funds are available within the following lines:

101-210-2161-4202	\$ 25,000
101-210-2162-4209	\$ 3,000
101-210-2161-4221	\$ 15,000
101-210-2155-4221	\$ 20,000
101-210-2158-4208	\$ 10,000
101-210-2158-4209	\$ 7,000
101-210-2158-4258	<u>\$ 57,000</u>
Total -	\$137,000

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POLICY CONSIDERATIONS

This request to suspend formal bidding requires a two-thirds acceptance vote as directed by City Code 57.401 (c). The exception is considered to be in the City's best interest. The potential cost savings of the formal bid process will not offset employee inconvenience and reduced productivity, or the high emergency repair costs associated with a major failure of the HVAC unit this summer.

MBE/WBE EFFORTS

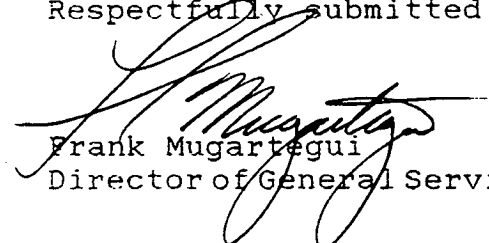
None of the firms responding to the informal bid are MBE/WBE certified.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing:

1. The creation of a new Capital Improvement Project to replace the HVAC unit at the Police Annex;
2. The transfer of \$137,000 from the Police Department's operating budget (101-210-21XX-42XX) to the newly created CIP (101-500-XXXX-4XXX);
3. The suspension of formal competitive bidding for the purchase of one (1) packaged HVAC unit; and
4. The City Manager to execute the necessary contract to award a purchase contract to Mechanical Supply Inc. in the amount of \$58,613.

Respectfully submitted,

  
Frank Mugartegui  
Director of General Services

Recommendation Approved:

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Walter J. Slipe, City Manager

April 3, 1990  
District #1

Note: Questions regarding this report should be referred to Lee Coleman, Mechanical Engineer, Facility Management Division, 449-5977.

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF April 3, 1990

RESOLUTION TO CREATE A NEW CIP,  
TRANSFER FUNDS FROM POLICE DEPARTMENT'S OPERATING BUDGET,  
SUSPEND FORMAL COMPETITIVE BIDDING, AND  
AUTHORIZE THE CITY MANAGER TO EXECUTE  
THE NECESSARY CONTRACT TO  
MECHANICAL SUPPLY, INC. IN THE AMOUNT OF \$58,613.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO, TWO-THIRDS (2/3) OF ALL MEMBERS VOTING IN FAVOR THEREOF:

1. That a new Capital Improvement Project be created to replace the heating, ventilating, and air conditioning unit at the Police Annex;
2. That \$137,000 be transferred from the Police Department's operating budget (101-210-21XX-42XX) to the newly created CIP (101-500-XXX-4XXX);
3. That pursuant to Section 57.401(c) of the Sacramento City Code, it is hereby determined to be in the best interest of the City to suspend formal competitive bidding for the purchase of one (1) packaged HVAC unit; and
4. That the City Manager is hereby authorized to execute the necessary contract with Mechanical Supply, Inc. in the amount of \$58,613.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_