

**City of Culver City, California
Agenda Item Report**

Meeting Date: 02/27/2012		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Award of a Contract for a Turn-key Construction Project to ACCO Engineered Systems for the Replacement of the Existing Air Conditioning and Heating Equipment for the West Wing of the Veterans Memorial Building			
Contact Person/Dept.: Bellur Devaraj/PW		Phone Number: (310) 253-5621	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Notification (E-Mail) Agenda and Meetings-City Council (02/22/12) and (E-Mail) ACCO Engineered Systems (02/22/12)			
Department Approval: Charles D. Herbertson 02/16/12)		City Attorney Approval: Carol Schwab (by H. Baker) (02/21/12)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (02/22/12)		City Manager Approval: John M. Nachbar (02/22/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council award a contract for a turn-key construction project to ACCO Engineered Systems for the replacement of the existing air conditioning and heating equipment system for the west wing of the Veterans Memorial Building in the amount of \$122,780.53. <u>BACKGROUND:</u> The west wing of the Veterans Memorial Building houses the Historical Society Museum, multi-purpose meeting room, and staff and registration offices for the Parks, Recreation and Community Services Department. Currently this area is served by a single multi-zone roof top air conditioning and heating unit installed in 1968. <u>DISCUSSION:</u> The existing single unit is not fully functioning, beyond its serviceable life, and has on-going maintenance issues. This single unit serves several individual zones and needs to be fully in operation even when only one zone, the office area, is occupied. Staff is recommending replacing this single unit system with five separate units to control five individual zones. In addition to reducing energy consumption, the proposed system will enable staff to control these zones separately based on the usage and needs of a particular zone.			

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Staff requested proposals from the following firms that can provide the proposed turnkey project:

ACCO Engineered Systems:	\$115,575
EMCOR Services:	\$308,200
Trane/Climate Solutions:	Declined to submit a Proposal

In addition to the above three firms staff had contacted Honeywell which did not indicate interest in participating in the proposed project.

The proposed project is intended to maintain City owned real property and buildings by replacing outdated heating and air-conditioning equipment. Authority to award this contract is provided in Culver City Municipal Code Section 3.07.085 Professional And Personal Services which states "Except as otherwise provided in this Subchapter, the City may award purchase orders and contracts in any amount for professional or personal services without complying with provisions of this Subchapter; provided, the purchase order or contract shall be based upon competitive quotations, whenever practical, as determined by the City Manager."

ACCO recently completed a project in the Veterans Memorial Building to replace the old chiller and boiler equipment within budget and on time. Staff is satisfied with ACCO's work and recommends awarding the contract to ACCO for the replacement of the existing air conditioning and heating equipment for the west wing of the Veterans Memorial Building. Additionally, staff recommends adding the upgrading of the exhaust system for the main building's restrooms at a cost of \$7,205.53. Including this additional amount, the total proposed contract amount to ACCO is \$122,780.53. This proposed contract will be managed by Public Works Department staff.

FISCAL ANALYSIS:

Sufficient funds are budgeted in the Fiscal Year 2011/2012 Capital Improvement Program Project P-132 Building Repairs and P-876, Veteran's Memorial Building Renovation Project

Project Budget	
Funding Source	Amount
P-132 Building Repairs General Fund	\$130,575.00
P-876 Veteran's Memorial Building Renovation Project, General Fund	\$7,205.53
Total =	\$137,780.53

Estimated Project Expenses	
ACCO	\$122,780.53
Contingency	\$15,000.00
Total	\$137,780.53

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MOTIONS:

That the City Council:

1. Award a contract to ACCO Engineered Systems for the replacement of the existing Air Conditioning and Heating equipment for the west wing of the Veterans Memorial Building in an amount of \$ 122,780.53; and;
2. Authorize the Public Works Director/City Engineer to expend an additional \$15,000 for unforeseen contingencies or additional project enhancements.
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such document on behalf of the City.