



# City of Culver City

## Staff Report

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**File #:** 18-0196, **Version:** 2

**Item #:** C-9.

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**CC - Approval of an Agreement with Setpoint Systems Corporation for the Replacement of HVAC Control Valves at the Police Department Facility in an Amount Not-to-Exceed \$39,756.00; and (2) Authorize the Public Works Director/City Engineer to Approve Amendments to Such Agreement in an Amount Not-to-Exceed \$3,976.00.**

**Meeting Date:** September 11, 2017

**Contact Person/Dept:** Eric Mirzaian/PW

**Phone Number:** 310-253-6444

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/07/2017);

**Department Approval:** Charles D. Herbertson - Public Works Director/City Engineer (08/25/17)

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### RECOMMENDATION

Staff recommends the City Council approve an agreement with Setpoint Systems Corporation for the replacement of HVAC control valves at the Police Department facility in an amount not-to-exceed \$39,756.00; and (2) authorize the Public Works Director/City Engineer to approve amendments to such agreement in an additional amount not-to-exceed \$3,976.00.

### BACKGROUND/DISCUSSION

The HVAC control valves for a facility serve the purpose of re-circulating the hot and cold waters separately for the air handler units. The existing valves at the Police Department facility are pneumatic units; meaning they operate on air and have become obsolete and do not work as efficiently as when first installed. Staff is proposing replacing these units with new electric control valves; which are newer technology and provide better accuracy.

Culver City Municipal Code (CCMC) Section 3.07.085 provides an exemption from the formal bidding process personal and professional services, provided the award of the contract is based upon

competitive quotations whenever practical, as determined by the City Manager. Per CCMC Section 3.07.085.C.5, this project falls under the category of personal services, which includes the repair and maintenance of City-owned personal property. The new electric control valves will be tied into the facility's Energy Management System (EMS) that was installed by Setpoint Systems Corporation in 2016 and the EMS is proprietary to Setpoint Systems. For this reason, the City Manager has determined that competitive quotes are not practical in this case.

### **FISCAL ANALYSIS**

There is sufficient funding available in the following Capital Improvement Project funding source to cover the cost of this project: PZ-132 (Building Repairs).

### **ATTACHMENTS**

1. Quote by Setpoint Systems Corporation

### **MOTION**

That the City Council:

1. Approve an agreement with Setpoint Systems Corporation for the installation of electric HVAC control valves in an amount not-to-exceed \$39,756.00; and,
2. Authorize the Public Works Director/City Engineer to approve amendments to such agreement in an additional amount not-to-exceed \$3,976.00; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.