



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 6

Section Name: {{section.name}}

Account Number: 82-4681

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** Public Works Department

**MEETING DATE:** February 20, 2024

**SUBJECT:**

Citywide On-Call Heating, Ventilation, and Air Conditioning Repair Services – Amendment

**RECOMMENDATION:**

Approve Amendment No. 1 with Bayside Heating & Air Conditioning, Inc. DBA CP Mechanical for Citywide On-Call Heating, Ventilation, and Air Conditioning Repair Services increasing the Agreement amount by \$70,000, for a revised total not to exceed amount of \$169,000; and authorize the Public Works Director to execute the amendment in substantially the form presented.

**BACKGROUND:**

City Facility Maintenance crews are responsible for maintaining Citywide Heating, Ventilation, and Air Conditioning (HVAC) systems. If a repair is needed that is deemed too large to complete in-house or beyond staffing capability, a contractor with expertise is needed to perform the work.

In November 2021, the City entered into an agreement with Bayside Heating & Air Conditioning, Inc. DBA CP Mechanical (CP Mechanical) in the amount of \$48,000 for quarterly maintenance of the City's facilities and on-call emergency repairs with payment based on a time and material basis. In March 2023, City facilities encountered historic rains and drastically different weather patterns that resulted in an unforeseen amount of HVAC repairs, specifically at the Police Department. Therefore, a change order was issued to add \$35,000, bringing the agreement total to \$83,000 due to greater-than-anticipated HVAC repair service calls. In September 2023, a second change order in the amount of \$16,000 was issued, increasing the total agreement amount to \$99,000, again due to greater-than-anticipated HVAC repair service calls.

Amendment No. 1, increasing the agreement amount by \$70,000, is being requested due to a continued increase in requests for on-call and emergency repair services and major repairs, including ongoing emergency work at the Police Department. This type of work is only performed by contractors and CP Mechanical is the only local supplier that has serviced and maintained the Police Department equipment. Given CP Mechanical's in-depth knowledge and understanding of the Police Department, they are in the best position to continue performing the quarterly maintenance, on-call, and emergency repairs.

Based on the above, staff recommends approval of Amendment No. 1 to increase the Agreement amount by \$70,000 for an amount not to exceed \$169,000.

**BUDGET IMPACT:**

Sufficient funds are available in the Facilities Operating Budget to cover the cost of this amendment.

**ENVIRONMENTAL DETERMINATION:**

This Amendment is categorically exempt from CEQA as an "existing facility," because it consists of the operation, repair,

maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Amendment No. 1

**STAFF CONTACT**

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