



**MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer**

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: HVAC Preventative Maintenance Services – ACCO Engineered Systems

ACTION REQUESTED

Approve the renewal of a competitively awarded contract for preventative maintenance and as-needed repair services for heating, ventilation, and air conditioning systems and related equipment with ACCO Engineered Systems, Inc. of Sacramento, CA, in the amount of \$400,000 for the period of July 1, 2017 through June 30, 2018. Funding is provided by the Building Maintenance FY 2017-18 Proposed Budget and Capital Project 4997-Countywide HVAC.

Approve the option to renew the resulting award for two (2) additional one-year periods in the maximum amount of \$400,000 annually, and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

BACKGROUND

On July 12, 2016, your Board approved the award of a competitively bid contract to ACCO Engineered Systems for heating, ventilation, and air conditioning (HVAC) system preventative maintenance. This contract includes scheduled preventative maintenance and as-needed repairs for HVAC systems, chillers, cooling towers and boilers at various County facilities from Western Placer County up to the Tahoe region. This contract will expire on June 30, 2017. The Department of Public Works and Facilities (Department) continues to require this comprehensive HVAC preventative maintenance services contract to support the Department's HVAC maintenance operations.

The Department submitted a request to renew the contract for another year. ACCO Engineered Systems has agreed to renew the contract at the same pricing. The terms and conditions of the contract allows the renewal based on the vendor's satisfactory performance.

Therefore, your Board's approval is required to renew this contract in an amount not to exceed \$400,000 and authorize the Purchasing Manager to sign the resulting documents.

FISCAL IMPACT

Funding is provided by the Building Maintenance FY 2017-18 Proposed Budget for routine preventative maintenance and in Capital Project 04997-Countywide HVAC for major repairs. Since Building Maintenance is an Internal Service budget, charges for routine preventative maintenance will be billed to occupants within county buildings. Funds are not encumbered until purchases are rendered against the BPO.

cc: Valerie Bayne, Administrative Services Manager
Steve Newsom, Deputy Director – Capital Facilities
Dennis Hughes, Assistant Building Maintenance Superintendent

