



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: April 27, 2021  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: HVAC System Maintenance Services – ACCO Engineered Systems

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**ACTION REQUESTED**

Approve an increase to an agreement with ACCO Engineered Systems of Los Angeles, CA for heating, ventilation, and air conditioning systems maintenance services in the amount of \$60,000 resulting in a revised maximum amount of \$760,000 for the period through September 30, 2020.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

Facilities Management's Building Maintenance Division requires a comprehensive preventative maintenance and repair services agreement to support the Division's heating, ventilation and air conditioning (HVAC) maintenance operations for HVAC systems, chillers, cooling towers and boilers at various County facilities in Western Placer County up to the Tahoe region.

On April 24, 2018, your Board authorized the option to renew a competitively bid agreement for HVAC system maintenance and repair for two additional renewal periods on a year-to-year basis with ACCO Engineered Systems (ACCO). This agreement expired on September 30, 2020. On October 6, 2020, your Board approved the award of a competitively bid agreement with ACCO for HVAC system maintenance services, which replaced the expired contract.

The reason the prior contract that expired September 30, 2020 requires an amendment is due to a recent audit of outstanding invoices for ACCO as our supplier. Our agreement with ACCO has renewed over several years and with the transition of financial systems and staff at both ACCO and Facilities Management, an audit was required to ensure all invoices are paid up to date. The audit found approximately \$60,000 in remaining invoices for the contract period July 1, 2019 through September 30, 2020 that still require payment. The action requested exceeds the Purchasing Manager's authority for this contract and requires your Board's approval. Moving forward, our account with ACCO will be monitored regularly by Facilities Management to ensure invoices are submitted timely from ACCO and subsequently paid during the appropriate contract period.

Therefore, your Board's approval is required to proceed with a contract amendment to add the total aggregate amount of \$60,000 and authorize the Purchasing Manager to sign all related documents.

**FISCAL IMPACT**

Funding is provided by the Building Maintenance FY 2020-21 Final Budget for routine preventative maintenance and in the Capital Fund, Project PJ00172 for Major Maintenance. Since Building Maintenance is an Internal Service budget, charges for routine preventative maintenance are billed to occupants within county buildings or charged directly to the capital project.

