



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Ward and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Neil Miller, Director of Public Works  
Lindy Coe-Juell, Senior Management Analyst

**DATE:** June 20, 2006

**SUBJECT:** Authorization to Award a Five Year Contract for Heating, Ventilating, and Cooling Maintenance and Repair Services (\$112,450 annually) and a One Time Contract for the Installation of a Fire Alarm System at City Hall (\$78,307) to Honeywell International

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### **RECOMMENDATION:**

Staff recommends that the City Council:

- A) Authorize the award of a five year contract for Heating, Ventilating, and Cooling (HVAC) Maintenance and Repair Services to Honeywell International.
- B) Authorize the award of a one time contract for the installation of a fire alarm system for City Hall to Honeywell International.

### **FISCAL IMPLICATION:**

Adequate funds (\$112,450) were budgeted in the FY 06-07 operating budget for the HVAC maintenance and repair services contract. Adequate funds were budgeted in the 05-06 Capital Improvement Program (\$150,000) for the fire alarm installation project. Staff anticipates cost savings for the fire alarm installation.

### **DISCUSSION:**

#### Proposal Background

Public Works released and advertised a Request for Proposals (RFP) for HVAC maintenance and service for all City HVAC equipment, including the new Police/Fire facility, in December 2005. Honeywell International was the sole contractor to respond to our request. Over the last several months, staff has met with representatives from Honeywell several times to discuss the scope and cost of the services. Staff also requested that Honeywell submit a proposal for installing and monitoring a fire alarm system at City Hall. Honeywell has provided the City's HVAC services since 1994, and staff believes that the performance has been good. Because of the previous level of

service and the amount of additional HVAC equipment the City has added with the new Police/Fire facility, staff recommends authorizing the HVAC services contract with Honeywell.

The cost of the HVAC maintenance and repair services under the proposed contract will increase by approximately 55% over what we were paying for HVAC services in the previous year. However, in the previous year we were not yet paying for maintenance and repair at the new Police/Fire facility. With the addition of the new Police/Fire facility we will have more than doubled the amount of HVAC equipment in City owned buildings (in tonnage: 70 tons increased to 148 tons). Even though this equipment is new, it will require regularly scheduled maintenance (as all HVAC equipment does) to stay in good running condition and to comply with the terms of the one-year mechanical warranty. Additionally, the new HVAC equipment in the Police/Fire facility has a highly sophisticated electrical and software control system that requires systematic review. One of the highlights of this sophisticated system is the ability for remote monitoring. We will have access to an internet-based application that will allow the City to submit non-emergency service requests online with remote response. For example we can request job order status, work and repair histories, or submit repair requests.

#### HVAC Maintenance and Repair Services Proposal Details

The proposal for HVAC maintenance and repair from Honeywell (\$112,450 annually) includes: 1) regularly scheduled preventative maintenance for all City HVAC equipment, 2) repair and replacement for all non-Police/Fire HVAC mechanical equipment 3) replacement for all coils and enclosures/cabinets (this is important because these components tend to corrode and degrade at a higher than normal rate in our ocean-side environment), 4) regularly scheduled maintenance for the control system at the new Police/Fire facility, 5) remote monitoring at the new Police/Fire facility, and 6) preventative maintenance and testing of the fire alarm system at City Hall.

#### Option for Future Consideration

Per our RFP, Honeywell's original response included a line item (\$86,215) for installing a new control system for the HVAC equipment at City Hall to allow for the same remote monitoring feature that will be in operation at the new Police/Fire facility. This part of the project would have also upgraded the current 7 year old Novar control system<sup>1</sup> to be compatible with the Honeywell control system at the new Police/Fire facility. Staff requested that Honeywell resubmit their proposal without this component because the current City Hall system is operational without the upgrade, and the additional cost was unpalatable in the current budget year. However, this upgrade is an option that staff will consider for a future year.

#### Fire Alarm Installation Proposal Details

The proposal for the fire alarm installation at City Hall from Honeywell (\$78,307) includes: 1) installation of a new electrical control panel, 2) installation of horns and strobes throughout the facility per code, 3) installation of pull stations at the exits, 4) installation of new wiring (as needed) and new smoke detectors, and 5) an in house pre-test and final test with fire inspectors.

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<sup>1</sup> Of note, Novar, the company that manufactured the current control system at City Hall, has since been purchased by Honeywell International. Replacement parts for the Novar control system are scarce and usually salvaged from old systems.

**ALTERNATIVES:**

- A) Approve the award of the five year contract for HVAC maintenance and repair and the one-time contract for the installation of a fire alarm system at City Hall with Honeywell International.
  
- B) Provide other direction.