



Agenda Action Form Overview

Approval to amend the current contract, Fr# 25-091 with Envirotrol LLC, in the amount of \$20,000.00 to be added to the Special Services fund line number 11 for a new contract amount of \$167,580. Funding for this is currently available in the HVAC FY 2024-25 operational budget

Background/Justification

Fund line number 11, Special Services for Fr# 25-091 has been expended. The additional requested funding for this contract line will allow General Services to continue repairing HVAC equipment with minimal down time. The majority of the equipment that would need repair, under this scope, is vital to the operations of our facilities and their daily functional needs

Policy Impact

This agenda is consistent with other repair and replacement projects overseen by the General Services Department. It is consistent with the policy of maintaining buildings for public and employee use.

Procurement Background

Explain the procurement process. Using the below section, clarify the contract purchase type(s) (i.e. Goods, Services, Architect, Engineer or Surveyor Services, Construction

Type of purchase

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

Did this request for purchase go through a bid process? Yes No

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract



Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes No

If no, why?

Fiscal Impact

The contract will be supported by funds available in the FY 25 operational budget

Recommendation

The County Manager recommends that the Board authorize the County Manager amend the contract with Envirotrol LLC. in the amount of \$20,000.00 to add funds to the Special Services fund line. The County Manager also recommends the Board allow the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract as necessary to continue services as required as long as funds are available. Funding for this repair is currently available in the FY 2024-25 operational budget.