

RESOLUTION NO. 2024-140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA WAIVING THE CITY'S FORMAL BID PROCESS FOR EMERGENCY HVAC REPAIRS AT THE PUBLIC SAFETY BUILDING, WITHOUT COMPETITIVE BIDDING, FINDING THAT DELAYED PROCUREMENT COULD SIGNIFICANTLY HAMPER THE OPERATIONAL EFFECTIVENESS OF CRITICAL PUBLIC SAFETY SERVICES; AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PACIFIC COAST TRANE CONTROLS FOR REPAIRS ON THE HVAC UNIT; AND AUTHORIZE THE FINANCE DIRECTOR TO MAKE NECESSARY ACCOUNTING AND BUDGETARY ENTRIES.

WHEREAS, the HVAC unit in the public safety building does not provide sufficient heat to support a 24-hour facility; and poses health and safety concerns, and;

WHEREAS, the Public Works Director has obtained a proposal from Pacific Coast Trane Controls to make the necessary repairs; and

WHEREAS, Staff is recommending waiving the formal bid process in accordance with Section 3.16.040 (d) of the Municipal Code because a delay in the procurement process could significantly hamper the operational effectiveness of critical public safety services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Approve waiving the City's formal bid process for HVAC repairs at the Public Safety Building, finding that delayed procurement could significantly impact the operational effectiveness of critical public safety services; and
2. Authorizes the City Manager to enter into an agreement with Pacific Coast Trane Controls for \$97,870 to repair the HVAC unit, subject to review and approval of the agreement by the City Attorney; and
3. Authorizes Finance Director to make necessary accounting and budgetary entries.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 17th of December 2024 by the following vote:

AYES, COUNCIL MEMBERS: McAdams, McCarthy, Biala, Visscher, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of December 17, 2024

CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2024-, WAIVING THE CITY'S FORMAL BID PROCESS FOR EMERGENCY HVAC REPAIRS AT THE PUBLIC SAFETY BUILDING, FINDING THAT DELAYED PROCUREMENT COULD SIGNIFICANTLY HAMPER THE OPERATIONAL EFFECTIVENESS OF CRITICAL PUBLIC SAFETY SERVICES; AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PACIFIC COAST TRANE CONTROLS FOR REPAIRS ON THE HVAC UNIT; AND AUTHORIZE THE FINANCE DIRECTOR TO MAKE NECESSARY ACCOUNTING AND BUDGETARY ENTRIES

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution No. 2024-, Waive the City's formal bid process for emergency heater repairs (HVAC) at the Public Safety Building, finding that delayed procurement could significantly impact the operational effectiveness of critical public safety services; and
2. Authorize the City Manager to enter into an agreement with Pacific Coast Trane Controls for \$97,870 to repair the HVAC unit, subject to review and approval of the agreement by the City Attorney; and
3. Authorize the Finance Director to make necessary accounting and budgetary entries.

BACKGROUND:

As part of the Fiscal Year 2023-24 Budget, the City approved \$70,000 to replace the failed rooftop HVAC unit that controls the temperature at the public safety building. The final project costs were approximately \$58,000. Following this project, there were continuing issues with temperature concerns. Staff have recently reported indoor air temperatures averaging between 60-62 degrees, and at times even colder. Given this facility houses both the fire and police departments and operates 24 hours a day/seven days a week, the cold environment poses health and safety concerns for staff. Fire crews often resort to wearing jackets and beanies indoors and rely on space heaters, which not only create additional safety hazards, but frequently trip circuit breakers. The Public Works Director has also indicated that trip circuit breakers are especially prevalent in the fire dorm rooms, which are on a shared circuit.

Staff is requesting waiving the City's formal bid process to allow the City Manager to enter into an agreement with Pacific Coast Trane Controls for \$97,870 to make the necessary repairs to the HVAC unit.

ANALYSIS:

The City's municipal code provides exceptions to the formal bid process. Section 3.16.040 (d) indicates that the Council may waive this process when "An essential operation affecting the public health, welfare or safety would be greatly hampered if the prescribed purchasing ordinance would cause an undue delay in procurement of the needed item or service." Based on the need to maintain a safe and operable workspace for the public safety employees, staff is requesting that the formal bid process be waived.

The Public Works Department has received a proposal from Pacific Coast Trane Controls. A copy is provided in Exhibit A. The proposed project will address the continuum issue by repairing and upgrading the Building Management System (BMS). The total project cost is \$97,870.

FISCAL IMPACT:

An additional appropriation is needed to fund this project. At the mid-cycle budget presentation, it was estimated that the Fiscal Year 2024/25 General Fund unassigned fund balance would be approximately \$22.5 million. Staff is recommending allocating \$97,870 from the General Fund unallocated fund balance to support the repair costs.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Tori Hannah
Director of Finance
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina