

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Increase the Heating, Ventilation and Air Conditioning Maintenance and On-Call Repair Services Shoreline City Facilities Contract with Energy Systems Management/TRS, Incorporated in the Amount of \$100,000
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Parks, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On December 17, 2018, the Parks, Fleet & Facilities Division executed a Unit Priced Contract with Energy Systems Management/TRS, Incorporated for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and On-Call Repair Services of City facilities. Staff is requesting that the City Council authorize the City Manager to increase the existing HVAC and On-Call Repair Services contract with Energy Systems Management/TRS, Incorporated in the amount of \$100,000.

Energy Systems Management/TRS, Incorporated has been performing the scope of work after completing a competitive bid process (Bid No. 9096). The contract totaled \$300,000 with a three-year term and with an option for a fourth year. Staff is planning to extend this contract for a fourth year in 2022. In accordance with the City's purchasing requirements, staff executed change order 1 for an amount of \$100,000 and the contract increased from \$300,000 to \$400,000. An additional \$100,000 increase is needed to provide HVAC general maintenance and repair services and the COVID-19 system improvements already completed.

In accordance with Shoreline Municipal Code (SMC) Section 2.60.040 D1(c), City Council approval is required because the requested contract increase amount exceeds the City Manager's contract change order/amendment authorization limit of \$100,000.

RESOURCE/FINANCIAL IMPACT:

The 2021-2022 Facilities Operations Budget includes annual funding for HVAC general maintenance and repair services and the COVID-19 system improvements already completed. The contract would increase by \$100,000 from \$400,000 to \$500,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to increase the current Unit Price Contract with Energy Systems Management/TRS, Incorporated by \$100,000 from \$400,000 to \$500,000.

ATTACHMENTS:

Attachment A: Change Order 2 for Energy Systems Management/TRS, Incorporated

Approved By: City Manager **DT** City Attorney **MK**

City of Shoreline Contract Change Order	1. Contract Change Order No. 2 (Clerk's No. 9096):	
	2. Page 1 of 1	
3. Name of Contractor: Energy Systems Management/TRS, Incorporated	4. Issued By: Dan Johnson	5. Effective Date: Upon Execution
6. Project Title: HVAC Maintenance and On-Call Repair Services	7. Original Contract No. 9096	
<p>8. DESCRIPTION OF CHANGE: Change Order 2 increases the contract amount by \$100,000 from \$400,000 to \$500,000 for all terms of the contract. It also extends the contract completion date from December 31, 2021 to December 31, 2022.</p> <p>EXCEPT AS EXPRESSLY CHANGED HEREIN, ALL CONTRACT OBLIGATIONS REMAIN UNCHANGED AND IN FULL EFFECT</p>		
<p>9. Adjustments to Contract Sum and Contract Time: The following adjustments, if any, to the Contract Sum and Contract Time constitute the complete and final settlement of all costs of labor, materials, equipment, overhead, fee, and damages, whether direct, indirect, and any other claim by the Contractor, as a result of the change.</p> <p>(a) Term: The Contract amount shall increase by an amount of \$100,000 from \$400,000 to \$500,000 for all terms of the contract.</p> <p>(b) Completion Date: The contract completion date is extended from December 31, 2021 to December 31, 2022.</p>		
<p>10. NOTE: Execution of this Change Order by the Contractor constitutes the Contractor's irrevocable acceptance of all the terms hereof, including the above described adjustments, if any, in the Contract Sum and Contract time.</p>		
11. BY CITY OF SHORELINE		12. ACCEPTANCE BY CONTRACTOR
Signature		Signature
Name and title		Name and title
Date:		Date: