



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 5, 2018**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: REQUEST FOR PROPOSAL NO. 1746 – AWARD PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ACCO ENGINEERED SYSTEMS, INC OF COMMERCE, CALIFORNIA, FOR HEATING, VENTILATION, AND AIR CONDITIONING MAINTENANCE AT THE RIVERSIDE REGIONAL WATER QUALITY CONTROL PLANT AND ANCILLARY LOCATIONS FOR SERVICES IN THE AMOUNT OF \$204,000 THROUGH JUNE 30, 2020 WITH THREE OPTIONAL ONE-YEAR EXTENSIONS**

## **ISSUE:**

Approve a Professional Consultant Services Agreement from Request for Proposal No. 1746 with ACCO Engineered Systems, Inc. of Commerce, California, to provide heating, ventilation and air conditioning maintenance at the Riverside Regional Water Quality Control Plant and ancillary locations in the amount of \$204,000 through June 30, 2020, with three optional one-year extensions

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Services Agreement with ACCO Engineered Systems, Inc., of Commerce, CA, to provide heating, ventilation and air conditioning maintenance at the Riverside Regional Water Quality Control Plant and ancillary locations, in the amount of \$204,000, for a term through June 30, 2020; and
2. Authorize the City Manager, or his designee, to execute the agreement with ACCO Engineered Systems, Inc., including making any minor non-substantive changes and to execute the three optional one-year extensions subject to the availability of budgeted funds and acceptable performance.

## **BACKGROUND:**

The City of Riverside Public Works Department, Wastewater Division, is responsible for the collection and treatment of wastewater for over 93,000 customers within city limits. The facilities consist of over 800 miles of gravity sewers, 19 wastewater lift stations, and the Riverside Regional Water Quality Control Plant (RWQCP) which has the capacity to treat 46 million gallons per day.

Additionally, the RWQCP provides wastewater treatment service for the Edgemont, Jurupa, and Rubidoux Community Services Districts, and the unincorporated community of Highgrove.

The air handling equipment located at the RWQCP, lift stations and other ancillary locations includes heating, ventilation and air conditioning units (HVAC), air purifying units, chiller tower and absorption unit, special air handlers and evaporative coolers. The majority of these units operate continually throughout the year and play a critical role in maintaining the proper climate conditions for building use, electronic equipment and control systems. The air handling equipment has been continuously serviced and maintained under previous maintenance agreements. Routine preventative maintenance and repair is necessary to ensure equipment is functioning efficiently and to lower the risk of unplanned costly repairs.

### **DISCUSSION:**

The Public Works Department, Wastewater Division is recommending that the City Council authorize a professional services agreement with ACCO Engineered Systems, Inc., for HVAC maintenance services. Planned maintenance optimizes equipment efficiency, minimizes premature failures & replacement of equipment and decreases equipment downtime.

On October 26, 2017, RFP No. 1746 was issued on the City's Purchasing Bid System to provide HVAC maintenance services.

On November 13, 2017, four proposals were received. Through the evaluation criteria set forth within the RFP, ACCO Engineered Systems, Inc. provided the best overall cost and value to the City.

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 23256.

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$204,000. Funds are available in the Professional Services account number 4125400-421000. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer  
Approved by: Al Zelinka, FAICP, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

### **Attachments:**

1. Professional Consultant Services Agreement with ACCO Engineered Systems, Inc.
2. RFP Award Recommendation