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Title: NOTIFICATION AND APPROVAL OF EMERGENCY PURCHASE ORDER #22201581 TO MB HERZOG ELECTRIC, INC. FOR THE REPAIR OF THE DAMAGED FEEDER TO THE MOTOR CONTROL CENTER (MCC) THAT POWERS THE HVAC SYSTEM AT THE COMMUNITY CENTER (CITY COUNCIL)

Sponsors:

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Attachments: 1. Sole Source Vendor Form - MB HERZOG ELECTRIC apprvd.pdf, 2. scan_pmamea_2022-03-30-13-40-18

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, July 05, 2022

Consent

SUBJECT:

NOTIFICATION AND APPROVAL OF EMERGENCY PURCHASE ORDER #22201581 TO MB HERZOG ELECTRIC, INC. FOR THE REPAIR OF THE DAMAGED FEEDER TO THE MOTOR CONTROL CENTER (MCC) THAT POWERS THE HVAC SYSTEM AT THE COMMUNITY CENTER (CITY COUNCIL)

I. SUMMARY

On June 7, 2022, the Community Center experienced a malfunction with the heating, ventilation, and air conditioning (HVAC) system. It was determined that the electrical lines that go to the motor control center (MCC) had shorted out and shut down the entire HVAC system. A company was contacted that could immediately come out and replace the wires on an emergency basis since there were many events schedules for the weekend. The cost to replace the conductors, fuses and wire totaled \$51,704.00.

The Public Works Department determined that this event warranted an emergency purchase order (Exhibit 1) pursuant to Carson Municipal Code ("CMC") Section 2611(d)(1). An emergency procurement report is required when Departments experience an emergency that warrants the immediate delivery of goods or services to prevent or mitigate

the loss of life, health, property, or essential public services.

Expenditures made during locally declared emergency or in an emergency situation must be reported to the City Council at the next regular City Council meeting if approval for such expenditures would otherwise have been subject to the approval of the City Council. This expenditure of over \$50,000 would have required City Council's approval.

II. RECOMMENDATION

TAKE the following actions:

1. WAIVE the formal bidding procedures as outlined in CMC Chapter 6, 2611 Exceptions to Bidding Requirements for Purchases Other Than for Public Projects.
2. APPROVE the award of purchase order 22201581 with MB Herzog Electric Inc to provide all labor, material and equipment to repair and replace electrical cables for the HVAC at the Community Center in the amount of \$51,704.00.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On Tuesday, June 7, 2022 at approximately 11:30am, the Community Center's HVAC system stopped working. Facility Maintenance staff immediately assessed the situation and determined that the electrical lines going to the motor control center (MCC) had shorted and thus the MCC failed to operate.

The HVAC affected the east wing, staff offices, upstairs rooms 207-212, and the Early Childhood Program. These rooms are used to host meetings, childcare, and events such as weddings, graduations, private parties, conferences, and trade shows (Exhibit 2). When booking a reservation for these rooms, guests are asked to make deposits months in advance to guarantee their reservation. Cancellation of any events would have led to enormous inconvenience to the guests and the loss of revenue to the venue, catering companies, and the City.

Hosting and/or working in an environment that is too hot can affect workplace activity and result in health hazards, create job stress, and decrease work productivity. To avoid the potential loss of essential public services and to keep residents and staff in a safe and comfortable environment, it was determined by the Public Works Department that this event warranted an emergency purchase order (Exhibit 1) pursuant to Carson Municipal Code ("CMC") Section 2611(d)(1). After reaching out to several vendors and given the practicality under the circumstances it was determined that MB Herzog Electric, Inc. (Herzog) was the most responsive and responsible contractor. Moreover, the firm possesses the requisite experience and has familiarity with the facility already as they have conducted similar work in the past and are currently located at the Community Center and City Hall working on the HVAC system upgrade.

The cost to replace the conductors totaled \$51,704.00. The scope of work included but was not limited to the pulling of the damaged single run of the parallel feed to the MCC from the vault to main switch gear, installing new conductors from main switch gear to the MCC, and installing new 300-amp fuses. The work was completed on June 20, 2022 and the affected areas are now running.

V. FISCAL IMPACT

There is no fiscal impact to the General Fund. Funding for this item is budgeted in the Special Revenue - Fund 290 for FY 2021-22 in account 290-80-999-999-8005.

VI. EXHIBITS

1. Emergency Purchase Order Form (pg.4)
2. Community Center reservation list (pgs. 5-10)

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