



Legislation Text

File #: 2023-0859, Version: 1

Report to Mayor and City Council

Tuesday, November 21, 2023

Consent

SUBJECT:

NOTIFICATION OF EMERGENCY PURCHASE ORDER TO UNIVERSITY MECHANICAL AND ENGINEERING CONTRACTORS INC., AND TOTAL ENVIRONMENTAL MANAGEMENT INC. FOR THE REPAIR OF THE DAMAGED BOILER CIRCULATING PUMP, A COMPONENT OF THE HVAC SYSTEM AT CITY HALL (CITY COUNCIL)

I. SUMMARY

On October 5th, 2023, it was discovered that the boiler circulating pump, which is a crucial part of the heating, ventilation, and air conditioning (HVAC) system at City Hall, was leaking and damaged beyond repair. The Public Works Department took immediate action and contacted the University Mechanical and Engineering Contractors to replace the damaged components. The estimated cost of this repair was \$54,050. The contractors quickly ordered the necessary parts and scheduled the work to be done at the earliest possible time.

To ensure that the building had temporary heating until the HVAC system could be permanently repaired, Total Environmental Management was contacted to provide temporary equipment at a cost of \$7,650. This temporary equipment was able to maintain a comfortable temperature within the building while the HVAC system was under repair.

The Public Works Department deemed this an emergency and was issued a purchase order (Exhibit 1 and Exhibit 2) according to Carson Municipal Code ("CMC") Section 2611 (d)(1). An emergency procurement report is required when an emergency situation occurs that demands immediate delivery of goods or services to prevent or mitigate the loss of life, health, property, or essential public services.

Expenditures made during a 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 expenses is subject to the approval of the City Council. In this case, since the cost was over \$50,000, City Council's approval is required.

II. RECOMMENDATION

RECEIVE and FILE

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate, and consistent with the requirements of applicable law.

IV. BACKGROUND

In order to prevent disruptions in essential public services and to ensure the safety and comfort of residents and staff, the Public Works Department determined that emergency purchase orders (Exhibit 1) were necessary under Carson Municipal Code (“CMC”) Section 2611(d)(1). After contacting multiple vendors, it was found that University Mechanical and Engineering Contractors Inc. and Total Environmental Management Inc. were the only responsive and responsible contractors available to perform the required services for City Hall. University Mechanical and Engineering Contractors Inc. and Total Environmental Management Inc. have the necessary experience to provide a detailed and efficient approach to complete the work. Additionally, they have previously conducted similar work for the City, which provided confidence in their ability to perform the work needed.

Expenditures made during a locally declared emergency or in an emergency 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. The total combined amount of emergency expenditures is \$61,700.00. The City Council is now being asked to receive and file this report.

V. FISCAL IMPACT

Funds required to implement these purchase orders are included in the FY 2023-24 General Fund budget account no. 101-80-840-102-6004

VI. EXHIBITS

1. University Mechanical and Engineering Contractors Inc. Emergency Purchase Order (pgs. 3-8)
2. Total Environmental Management Inc. Emergency Purchase Order (pgs. 9-11)

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