



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 13-0648, Version: 1

- a. Approve and authorize the Contracts/Purchasing Officer to execute on behalf of County of Monterey a Standard Agreement with Honeywell International Inc. in the yearly amount of \$41,600 for the period of July 1, 2013 through June 30, 2014, \$41,600 for the period of July 1, 2014 - June 30, 2015, \$41,600 for the period of July 1, 2015 - June 30, 2016, and a reserve amount for billable labor in the amount of \$30,000, for a total Agreement amount of \$154,800 for the provision of preventative maintenance of the heating, ventilation, and air conditioning system for the Information Technology Department facility; and
- b. Authorize the Contracts/Purchasing Officer to sign extensions for up to two additional years as needed by the Information Technology Department.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute on behalf of County of Monterey a Standard Agreement with Honeywell International Inc. in the yearly amount of \$41,600 for the period of July 1, 2013 through June 30, 2014, \$41,600 for the period of July 1, 2014 - June 30, 2015, \$41,600 for the period of July 1, 2015 - June 30, 2016, and a reserve amount for billable labor in the amount of \$30,000, for a total aggregate Agreement amount of \$154,800 for the provision of preventative maintenance of the heating, ventilation, and air conditioning system for the Information Technology Department facility; and
- b. Authorize the Contracts/Purchasing Officer to sign extensions for up to two additional years as needed by the Information Technology Department.

SUMMARY/DISCUSSION:

The Agreement with Honeywell International Inc. is necessary for the continuance of preventative maintenance and on-call emergency services for the heating, ventilation, and air conditioning system (HVAC) for the Information Technology Department facility. The total Agreement amount is reflective of yearly preventative maintenance services which consists of labor, replacement of equipment that is covered, and repair as needed on a quarterly basis in the yearly amount of \$41,600. The Agreement also includes a reserve in the amount of \$30,000 for on-call emergency service as needed for the facility.

The continuance of this preventative maintenance and support for the HVAC system at the ITD facility with Honeywell International Inc. is necessary to ensure that repair costs are kept at a minimum and is a necessary service as part of proper facility maintenance. Without proper maintenance, the need for emergency services will increase. The vendor has provided reliable services in the past and has also agreed, as part of this Agreement, to assist in cost reduction programs made available through Pacific Gas and Electric Company (PG&E) by providing the necessary documentation to PG&E regarding HVAC maintenance. Based upon the current level of necessary service, coupled with the possible cost savings through PG&E for available programs, the approval of the Board is requested.

OTHER AGENCY INVOLVEMENT:

County Counsel and Risk Management concur with this recommendation. The Agreement is on file with the Clerk of the Board.

FINANCING:

The funds for the preventative maintenance Agreement have been included in the FY 2013-14 Recommended Budget for the Information Technology Department, ITD 1930, Unit 8137, INF002. Transactions relating to each fiscal year will be included in each respective Recommended Budget. Should funding be reduced and/or terminated, the County may terminate this Agreement by giving thirty (30) days written notice of such action to the vendor.

Prepared by: Sarah House, Management Analyst III, 755-5108

Approved by:

Dianah Neff, Director of Information Technology

Dated: June 14, 2013

Attachments:
Agreement and exhibits