



Board Report

File #: A 19-358, **Version:** 1

- a. Authorize and approve the Director of Information Technology to execute Amendment No. 3 with Honeywell International, Inc. for continued maintenance of the heating, ventilation, and air conditioning (HVAC) system service, increasing the Agreement amount by \$23,000.00 for a for a total Agreement amount not to exceed \$234,813.08 in the aggregate; and
- b. Authorize the Director of Information Technology to sign up to two (2) amendments to this Agreement, extending the term by one (1) year each, where the additional costs per year do not exceed ten percent 10% (\$4,828) of the cost of the prior year's maintenance, subject to County Counsel review, and provided that the terms and conditions of the agreement remain substantially the same.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize and approve the Director of Information Technology to execute Amendment No. 3 with Honeywell International, Inc. for continued maintenance of the heating, ventilation, and air conditioning (HVAC) system service, increasing the Agreement amount by \$23,000.00 for a for a total Agreement amount not to exceed \$234,813.08 in the aggregate; and
- b. Authorize the Director of Information Technology to sign up to two (2) amendments to this Agreement, extending the term by one (1) year each, where the additional costs per year do not exceed ten percent 10% (\$4,828) of the cost of the prior year's maintenance, subject to County Counsel review, and provided that the terms and conditions of the agreement remain substantially the same.

SUMMARY:

The Information Technology Department (ITD) has been authorized by the Board of Supervisors to purchase yearly preventative maintenance and on-call emergency services for the heating, ventilation and air conditioning system (HVAC) for the Information Technology Department (ITD) facility. While annual maintenance costs have remained relatively steady, due to an aging building site, the HVAC system needs to be repaired to accommodate for proper air circulation in the building. As a result, ITD is seeking approval to both increase the aggregate contract amount to keep a healthy reserve, and to potentially extend the agreement for annual maintenance for up to two additional years.

DISCUSSION:

Currently, ITD has a service agreement with Honeywell to provide HVAC preventative maintenance services, round the clock support for the ITD Data Center, and emergency maintenance repair services to be expended on an as-needed basis. The annual amounts for support and preventative maintenance have ranged between \$43,000 and \$50,000, with a \$20,000 reserve for emergencies.

Due to the age of ITD's building site, the air conditioner in the breakroom is no longer functioning. In addition, two offices do not have air-flow, which needs to be rectified. These proposed repairs will cost \$5,481.61 leaving the reserve for emergency services with limited funds.

The proposed Amendment No. 3 will increase the aggregate Agreement amount by an additional \$23,000 to allow ITD to replace and repair ITD's broken air conditioner as well as add additional \$17,518.39 to the emergency reserve fund. The term of the Agreement, unless extended, will end on June 30, 2020.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the draft Amendment. The Amendment does not change any terms of the Agreement beyond the total not to exceed amount, and so all the terms previously approved by the Board, including the non-standard language concerning indemnification, remain the same.

FINANCING:

The funds for payment of this Agreement have been included in the FY 2019-20 Approved Budget for the Information Technology Department, ITD 1930, Unit 8433, Appropriations Unit INF002.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Amendment No. 3 to the Honeywell International Agreement provides basic building maintenance and repair to ITD's building site.

☐ Economic Development

☐ Administration

☐ Health & Human Services

☒ Infrastructure

☐ Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

Date: _____
Eric A. Chatham, Director of Information Technology, 759-6920

Attachments: Honeywell Amendment No 3; Honeywell Amendment No 2; Honeywell Amendment No 1; Honeywell Agreement.