



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Building Maintenance and Repair Services at Various City Facilities

- 1) Motion authorizing the City Manager, or his designee, to execute an amendment to Contract 8001439 with Acco Engineered Systems, Inc. (Acco) for Citywide Maintenance and Repairs of Heating Ventilation and Air Conditioning (HVAC) Systems to increase the contract amount by \$350,000.
- 2) Motion authorizing the City Manager, or his designee, to execute an amendment to Contract 8002311 with Aztech Elevator Company (Aztech) for Citywide Maintenance and Repairs of Elevators to increase the contract amount by \$300,000.
- 3) Motion authorizing the City Manager, or his designee, to execute an amendment to Contract 8001571 with AME Builders Inc. (AME) for Citywide Maintenance and Repairs of Roofing Systems to increase the contract amount by \$100,000.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for May 20, 2025 **calendar**

EXECUTIVE SUMMARY

The Public Works Department uses a strategic combination of in-house trades staff and contracted trades to service more than one million square feet of buildings and 18 million square feet of grounds citywide. This strategy allows Public Works variable capacity while providing services at a minimal cost. The contracted services requested include HVAC, elevators and roofing. Staff proposes to add capacity to the existing contracts to avoid running out of funds before these contracts expire. When these contracts expire, they will be bid out.

The requested contracts are budgeted within the Building Maintenance Fund annually and staff estimates the total annual cost of these contracts will be \$1,014,598.

RECOMMENDATION

Approve three motions authorizing contract amendments to add funds to various building maintenance and repair trade services contracts.

ANALYSIS

HVAC Maintenance and Repairs

The Public Works Department is responsible for the maintenance and repairs of city HVAC systems. The contracted services include labor, tools, materials, equipment, supplies, and other related needs for HVAC system repairs and maintenance services at all city facilities. The existing five-year contract 8001439 with Acco expires October 31, 2026. The original contract amount of \$1,099,544 was authorized by the City Council on September 14, 2021 following a competitive bidding process. On May 4, 2022, the City Council authorized a contract increase of \$221,616 to add the Alex Theater to the contract. Then, on March 26, 2024, the City Council authorized Amendment No. 2 increasing the contract amount by \$852,000 to a new total not-to-exceed amount of \$2,173,160 to handle a backlog of deferred maintenance for the city's HVAC systems. In order to keep up with the current rate of needed maintenance and repairs and to prepare city HVAC systems for two upcoming hot seasons, additional contract funding is needed. The intent is to increase the total not-to-exceed amount by \$350,000 from \$2,173,160 to \$2,523,160.

Elevators Maintenance and Repairs

The Public Works Department is responsible for the maintenance and repairs of elevator systems. Mitsubishi handles proprietary Mitsubishi elevators while all other elevators are maintained and repaired by the contractor Aztech. The contracted services include labor, tools, material, equipment, supplies, and other related needs for elevators services at most city facilities. The existing contract 8002311 with Aztech does not expire until September 30, 2028; however, it has already incurred significant expenditures related to costly elevator repairs and it is on pace to run out of funds prior to this expiration date. Specifically, at the Police Building, the contractor replaced a damaged crosshead assembly, as well as an electronic starter and submersible motor on two separate costly jobs. The intent is to increase the total not-to-exceed amount by \$300,000 from \$1,392,735 to \$1,692,735.

Roofing Systems Maintenance and Repairs

The Public Works Department is responsible for the maintenance and repairs of roofing and waterproofing systems. The contracted services include labor, tools, materials, equipment, supplies, and other related needs for general roofing and water proofing services at all city facilities. The existing contract 8001571 with AME Builders Inc. was initially authorized as a three-year contract for \$490,094 by the City Council on January 11, 2022. On November 5, 2023, the City Council authorized an amendment extending the contract duration two-years to February 22, 2027, and increasing the amount by \$267,000 to \$757,094. In FY 2024-25, under this contract, several significant roof projects were completed including repairs to the GWP UOC and Adams Square Park. The intent is to increase the not-to-exceed amount by \$100,000 from \$757,094 to \$857,094.

In order to provide essential building maintenance services for the city, it is the Public Works Department's goal to maintain at least one contract for each of the building maintenance trades. By increasing the capacity of these contracts, the department will be well positioned to continue with the provision of these vital services until they expire.

STAKEHOLDERS/OUTREACH

Building maintenance and repair services contracts will augment Public Works maintenance staff efforts to increase the reliability and conditions of all city facilities. By combining contractors' access to sophisticated tools and training with staff's onsite experience and availability, Public Works is able to maintain city facilities that are safe, sturdy and appealing.

No public outreach for these ongoing maintenance contracts is expected to be needed.

FISCAL IMPACT

The building maintenance and repair contracts combined will cost \$1,014,598 in Fiscal Year 2024-25, which was approved as a part of the FY 2024-25 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$1,014,598	43110-6070-PWD-7508-P0000	Building Maintenance Fund

The funding for the remaining term of the contracts will be requested as a part of the annual budget process.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item includes routine maintenance and repair activities and therefore, not subject to CEQA review.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

1: The City Council may reject the motions and direct staff to use up all existing contract capacity and initiate new formal competitive bidding processes for three building maintenance contracts before the contracts expire. This option would take more time and could result in service lapses.

2: The City Council may reject the motions and direct staff to provide these services in-house. This option would cost well more than the proposed contracts because it requires adding additional trades staff and equipment and it provides less capacity.

3: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

None.