



City Council Agenda Report
May 27, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Glen W.C. Kau, P.E., Director of Public Services/City Engineer
Damian Rosales, Public Services Superintendent
Gabriela Garcia, Senior Management Analyst

SUBJECT: AGREEMENT AMENDMENT NO. 2 - PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR HEATING, VENTILATION, AND AIR CONDITIONING UNITS CITYWIDE

Background:

The City has had an agreement with Tri-West Mechanical, Inc. (Tri-West) since June 19, 2019. Tri-West is responsible for furnishing all labor, materials, and equipment necessary to provide preventative maintenance and repair services for various heating, ventilation and air conditioning (HVAC) units citywide. This agreement has been extended multiple times due to Tri-West's consistent responsiveness, high-quality workmanship, and their proven ability to meet project deadlines, stay within budget, and effectively address any issues that arise.

At this time, staff recommends amending the existing contract with Tri-West to extend services for an additional one-year term. The extension allows staff the time necessary to prepare and solicit a Request for Proposals (RFP) for a new, competitive HVAC services contract. The extension also ensures uninterrupted maintenance services and prevents disruption to critical HVAC maintenance citywide while the RFP process is underway.

Fiscal Impact:

The Fiscal Year 2025/26 budget includes \$65,000 for the services needed for the year.

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

N/A

Recommended Action:

Staff recommends City Council approve Amendment No. 2, extending the term of the agreement with Tri-West Mechanical, Inc. in the amount of \$65,000 for preventative maintenance and repair services for heating, ventilation and air conditioning services for an additional one-year term from July 1, 2025 through June 31, 2026; and authorize the City Manager to execute the amendment, on behalf of the City, in a form approved by the City Attorney.

Attachments:

Contribution Disclosure Form