



City Manager Agreement Approval Signature Routing Sheet

JUL 30 13 2:02PM

TO:

Karen L. McLaughlin, City Manager

DATE: 7/30/13

FROM:

Department of Public Works
Phil Govea, Deputy Director of Public Works

ITEM:

Agreement with Comfort Air, Inc.

PROJECTS:

Preventative maintenance work and as-needed repair work on City air conditioning systems.

EXPLANATION / RATIONALE FOR AGREEMENT:

Preventative maintenance and as-needed repairs are needed on the City's various air conditioning units. A RFQ was submitted to three mechanical service firms for the needed services, and one firm, Comfort Air Inc., responded per the attached quote. Per the RFQ, firms were to quote hourly rates for preventative maintenance and as-needed repair work. Comfort Air also furnished a general services agreement template with their quote as instructed in the RFQ. The City Attorney has approved Comfort Air's agreement as to form.

FINANCIAL INFORMATION:

Sufficient funds are available to fund this agreement as follows:

Location of AC units	Cost:	Account Nos:
Center St Campus & Library	\$ 11,000	100.40.55.500.6000.01
WQCF	\$ 3,000	640.40.55.500-6400.01
Water	\$ 750	680.40.55.500-6400.01
Golf Club House	\$ 3,000	620.40.55.500-6400.01
Solid Waste	\$ 1,000	660.40.55.500-6400.01
Total:	\$ 18,750	

APPROVALS:

Approved as to Form by City Attorney:

see attached

Approved by Deputy Public Works Director:

Phil Govea
(signature)

7/30/13
Date

Approved by Director of Finance:

JK [Signature]
(signature)

8/12/13
Date

Approved by City Manager:

[Signature]
(signature)

8/13/13
Date