

Agenda Report

DATE: June 7, 1999

TO: CITY COUNCIL

FROM: CYNTHIA J. KURTZ, CITY MANAGER

SUBJECT: REPAIR OF AIR CONDITIONING IN CITY HALL

RECOMMENDATION:

It is recommended that the City Council:

- 1) create a project account titled "City Hall Air Conditioning;"
- 2) appropriate \$75,000 from anticipated increases in Taxes, Fees, and Charges to purchase a replacement chiller unit for the air conditioning system in City Hall;
- 3) exempt the purchase from competitive bidding pursuant to City Charter Section 1002(G), the Competitive Bidding Ordinance pursuant to PMC Section 4.08.150, and the Affirmative Action in Contracting Ordinance pursuant to PMC Section 4.09.060(B)(2), contracts for labor, materials, supplies or services for actual emergency work on the basis of an emergency due to the breakdown of equipment which, if not repaired, poses a hazard to the health and safety of City employees and the operation of City systems.

BACKGROUND:

The climate in City Hall is controlled by fifty-four pieces of heating and air conditioning equipment serving various zones within the building. A chiller unit on the roof of has recently worn out, leaving the tower and south wing of the third floor and the south and west wings of the second floor without air conditioning. The air conditioning system will be completely replaced with more modern technology during the seismic retrofit of City Hall. In the meantime however, a temporary solution must be provided to avoid efficiency and health hazards resulting from intense heat this summer. Staff has examined several options for low-cost temporary solutions outlined below:

Option #1: Purchase a replacement chiller for the existing system

Total Cost: \$75,000 (\$50,000 parts; \$25,000 labor)

Time Frame: 8 weeks (if Council approves exemption from competitive bidding)

Advantages: When removed for the retrofit of City Hall, this piece of equipment can be used as a replacement part in other city buildings. Several of the city's larger buildings have similar air conditioning units on the roof. It is expected that at least one or more of these units will need to

be replaced in the next five to ten years. In addition, this option does not require new wiring or other extensive installation processes since it simply replaces part of an existing system. This is a solution that would provide reliable service for an unlimited amount of time.

Disadvantages: Although the equipment can be reused, the cost of labor for installation, approximately \$25,000, will be unrecoverable when the unit is removed for seismic retrofit.

Option #2: Temporarily rent a chiller to be parked next to City Hall

Total Cost: \$18,000 (four months rental)

Time Frame: Immediately, if available

Advantages: If needed for less than four years, this option would be less expensive than purchasing a replacement unit.

Disadvantages: The full cost of this option is unrecoverable since there is no reusable equipment as a result. Two years of renting the unit for four months per year would total \$36,000. The chiller, resembling a large trailer, would be parked on the south side of City Hall and run coolant up to the roof.

Option #3: Purchase window and portable cooling units

Total Cost: \$67,200 (\$42,000 parts; \$18,200 labor)

Time Frame: 2-3 weeks including wiring work in City Hall

Advantages: This option is estimated to save approximately \$7,800 over option #1.

Disadvantages: Most windows in City Hall will not accommodate window units without some form of permanent alteration, possibly including cutting the window sash itself. This option would not only be visually unattractive, but would also destroy some of the unique historic features of the building. In areas where window units are not appropriate, small self-contained portable units could be used instead. The electric wiring in City Hall cannot currently handle either of these types of units, however. Temporary rewiring would be required in addition to the installation of temporary duct work to vent the portable units. This option would not provide particularly efficient cooling as the individual units are not designed to cool a large area. Uneven cooling and air flow would be expected. Window units are generally not reusable because so few city buildings have windows that can accommodate them; portable self-contained units are not desirable for reuse because of the reasons listed above, however, they could be saved for backup units in emergency situations.

Option #4: Lease local office space for impacted office areas

Total Cost: \$30,000 per month (15,000 s.f. class A office space in Pasadena)

Time Frame: Total has not been estimated. Factors to be considered would include identifying space and negotiating a lease; making improvements to the space, if necessary; and packing and moving furniture and equipment.

Advantages: All offices in City Hall will probably have to be moved out at one time or another during the seismic retrofit process. Moving some offices out now would establish satellite offices to be used throughout the seismic retrofit process.

Disadvantages: The cost of renting space is high.

Staff recommends Option #1 as it is the most cost-effective approach to meeting the City's need. As mentioned above, certain portions of City Hall are completely without air conditioning. Moreover, the various improvements and modifications made to the building to accommodate

staff have negatively impacted the natural flow of air which prior to the advent of air conditioning, provided some relief.

Based on the cost of the equipment and associated installation services, this purchase would be subject to the Competitive Bidding as specified in PMC 4.08. Staff estimates that it would take anywhere from 30 to 45 days to prepare and issue specifications, conduct a bid opening and award a contract award. Once the bid process is complete additional time will be required for delivery and installation. And although the weather has been relatively mild to this point, at anytime the city could begin experiencing extreme summer weather. Without the benefit of air conditioning, such temperatures pose a risk to the health and safety of city employees, the general public visiting City Hall and valuable city computer equipment, that is not recommended for operation above normal room-temperature.

City Charter Section 1002(G), the Competitive Bidding Ordinance PMC 4.08 and the Affirmative Action in Contracting PMC 4.09 provide for exemption from the competitive bidding process in cases of actual emergencies. Left uncorrected the air conditioning situation constitutes an actual emergency. Should Council approve this purchase, staff will contact known supplier of the needed equipment, to obtain the lowest available price at the earliest possible delivery.

FISCAL IMPACT

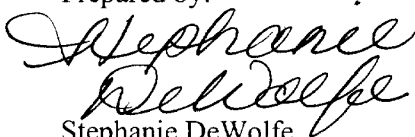
The staff recommendation proposes that the total cost of this project, \$75,000, be funded with revenue from increases in Taxes, Fees, and Charges as approved by City Council on May 17.

Respectfully submitted,



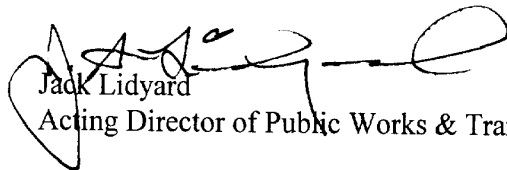
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