



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: FEBRUARY 27, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: TATIANA HOLDEN, P.E., DEPUTY PUBLIC WORKS DIRECTOR  
JOSE LUIS HERNANDEZ, PUBLIC WORKS SUPERINTENDENT**

**SUBJECT: RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MESA ENERGY SYSTEMS INC. (DBA EMCOR SERVICES, MESA ENERGY) FOR HVAC EMERGENCY REPAIR, REPLACEMENT PARTS SERVICES, EMERGENCY CALL-OUT BASIS/RESPONSE AND AS-NEEDED/ON-GOING ROUTINE MAINTENANCE FOR THE CALABASAS CIVIC CENTER (CITY HALL, LIBRARY AND CALABASAS SENIOR CENTER) BUILDINGS IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00)**

**MEETING  
DATE: MARCH 8, 2023**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve Amendment No. 1 to the Professional Services Agreement with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) to provide HVAC Emergency Repair, Replacement Parts Services, Emergency Call-Out Basis/Response and As-Needed/On-going Routine Maintenance in an amount not to exceed two hundred fifty thousand dollars (\$250,000.00).

**BACKGROUND:**

The City currently has a contract with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) for Emergency Repair, Call-Out Response and Replacement Parts Services for the Calabasas Civic Center (Library, City Hall, Senior Center) in

the amount not to exceed sixty thousand dollars (\$60k) and expiration date of September 30, 2023.

Staff identified and is concerned with the current/existing contract amount. Unfortunately, the current contract amount does not include additional funding required to cover expenses for any new repair crisis or scheduled routine on-call maintenance that will be needed now that the HVAC system has been repaired. Mesa Energy dba Emcor Services under the supervision of the City's Public Works Superintendent has responded promptly to requests within the current scope of work, however a routine maintenance program is needed to ensure the current HVAC systems for the Civic Center facilities operate efficiently and uninterrupted.

**DISCUSSION/ANALYSIS:**

With the recent need for repair services for the Civic Center, it is best the City amend the existing agreement with Emcor Services to ensure the HVAC systems have routine repair and maintenance to prevent any additional repair costs due to the current lack of routine maintenance and repair from our previous contractor for HVAC service. The Public Works Superintendent will manage the contractor and costs associated with these services that will be covered under the existing contract. Staff seeks to extend the scope of services, expiration date and the contract amount for the contractor for providing such services for all current emergency related and regularly scheduled basis.

Based on the City's past experience working with Emcor Services, staff has had a great experience working with the company. Emcor Services demonstrates that they can respond to all requests for repair and emergency services on a moment's notice.

Staff recommends to program \$60,000 with a 5% contingency for a not-to-exceed annual contract amount and extended the contract for three years, with the expiration date of February 28, 2026.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Budgeted monies from the department's current operating 2022/2023 Fiscal Year Budget will be utilized for this work.

**REQUESTED ACTION:**

Staff recommends that the City Council approve Amendment No. 1 to the Professional Services Agreement with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) to provide HVAC Emergency Repair, Replacement Parts

Services, Emergency Call-Out Basis/Response and As-Needed/On-going Routine Maintenance in an amount not to exceed two hundred fifty thousand dollars (\$250,000.00).

**ATTACHMENTS:**

Attachment A - Amendment No. 1 to the Professional Services Agreement