



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

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**DATE:** NOVEMBER 22, 2023

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR  
TATIANA HOLDEN, P.E., PUBLIC WORKS DEPUTY DIRECTOR

**BY:** LINDSAY GRANGER, EXECUTIVE ASSISTANT - PUBLIC WORKS

**SUBJECT:** RECOMMENDATION TO APPROVE A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH MESA ENERGY SYSTEMS INC., (DBA EMCOR SERVICES MESA ENERGY) FOR HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS MAINTENANCE, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY-SIX THOUSAND, FOUR HUNDRED AND SEVENTY-SIX DOLLARS (\$256,476.00)

**MEETING DATE:** December 6, 2023

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**SUMMARY RECOMMENDATION:**

Staff Recommends that the City Council approve a Professional Services Agreement with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy for the Heating, Ventilation, and Air Conditioning Systems Maintenance of City Hall, Calabasas Library, Calabasas Senior Center, Community Center, Juan De Anza Park Multi-Purpose Room, and Creekside Park, in an amount not exceed to Two Hundred Fifty-Six Thousand, Four Hundred Seventy-Six Dollars (\$256,476.00).

**BACKGROUND:**

Currently, the City lacks a contractor for regular routine and preventative maintenance of the city's Heating Ventilation and Air Conditioning (HVAC) system. Currently, service and repairs are performed on an as-needed, emergency basis. The City uses a contractor for emergency on-call services when there is a problem

with the HVAC system, but there is no regular maintenance to prevent these problems from happening. To better manage the maintenance of our HVAC systems, promote longevity of the machinery and appropriately plan for major service events, staff proposed retaining a contractor for routine maintenance and service.

On June 12, 2023, staff prepared a Request for Proposal (RFP) for City of Calabasas Heating, Ventilation and Air Conditioning Systems (HVAC) Maintenance services for various city sites on an annual basis. The RFP sought proposals for the proper maintenance of the city’s equipment that includes routine/preventative service, upgrading of HVAC systems, repairing damaged or inadequate service and equipment, cleaning pieces of equipment, and both checking and adjusting different systems controls.

The RFP was posted on the City of Calabasas website and emailed out to six different planning rooms boards that posted the RFP online: eBidboard, Bid America, Construction Connect, CMD Group by Construction Connect, The Blue Book Network, and Ventura County Contractors Association. In addition, staff reached out to different contractors by phone and email. Six different contractors expressed interest in the RFP and contacted staff to ask questions.

**DISCUSSION/ANALYSIS:**

On July 24, 2023 staff received two proposals from Bon Air Inc. and Mesa Energy Systems Inc. (dba EMCOR Services, Mesa Energy).

Bon Air Inc.	5 years \$401,172.00
Mesa Energy Systems, Inc. dba EMCOR Services, Mesa Energy	5 years \$233,160.00

Both submitted proposals were evaluated and scored for HVAC System Maintenance. Based on the evaluation of proposals received in response to the RFP, Mesa Energy Systems (dba EMCOR Services, Mesa Energy) was deemed the most qualified proposer for the HVAC maintenance contract and provided the lowest cost.

Mesa Energy (dba EMCOR Services, Mesa Energy), which will be referred to as EMCOR, already holds an existing contract with the city providing the HVAC emergency repair and replacement of parts services noted above; the contract is on an on-going, as-needed emergency call-out basis. Staff is pleased with EMCOR’s performance in this capacity. This factored into the assessment as the most qualified proposal due to their high performance on the current contract and existing knowledge of the city facilities, equipment, and systems. In addition,

EMCOR is a local, full-service contractor with an office in Thousand Oaks, which allows them to be quickly available for on-call emergency services under this agreement.

The term of the agreement is five years with an option to renew for up to one additional year. Mesa Energy will provide HVAC maintenance services to the following city sites: City Hall, Calabasas Library, Senior Center, Community Center, Juan de Anza Park, and Creekside Park.

With a HVAC contract with EMCOR, staff resolves the issue of having a contractor to provide necessary regular maintenance, system checks, and repairs that can handle response and inadequacy of service, as well as locate parts/equipment for the existing "green" HVAC system. EMCOR can perform all tasks listed in the RFP and advise the Public Works Superintendent on HVAC safety and cost containment issues.

For the reasons stated, staff recommends for the City Council approve this professional services agreement with EMCOR to provide Heating Ventilation and Air Conditioning Systems maintenance services for various city sites.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Staff requests that the City Council approve the contract's not to exceed amount of \$256,476.00 dollars that covers regular maintenance and contingencies for a five-year contract term. The City Council has already approved funding for this service in the General Fund budget. HVAC services are budgeted under account number 10-136-5239-00 - Civic Center Operations and Maintenance, Equipment Maintenance in the City's 2023/2024 Fiscal Year Operating budget.

Current repair services for the city facilities HVAC systems cost are shared with the Public Works Department (City Hall), Library, and Community Services (Senior Center, Community Center, Park Facilities) Department, and will continue to be shared among the departments.

**REQUESTED ACTION:**

Staff recommends that the City Council approve a Professional Services Agreement with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy for the HVAC Systems Maintenance for City Hall, Calabasas Library, Calabasas Senior Center, Community Center, Juan De Anza Park Multi-Purpose Room, and Creekside Park, in an amount not to exceed Two Hundred and Fifty-Six Thousand Four Hundred and Seventy-Six Dollars (\$256,476.00).

**ATTACHMENTS:**

Attachment A—Professional Services Agreement with Mesa Energy Systems, Inc. dba EMCOR Services, Mesa Energy