



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 28, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ONTARIO REFRIGERATION SERVICE, INC., AMENDING THE EXPIRATION TO DECEMBER 31, 2025 AND THE NOT TO EXCEED AMOUNT TO \$120,000

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION

That the City Council authorizes the amendment to the professional services agreement with Ontario Refrigeration Service Inc., extending the expiration date to December 31, 2025, and increasing the not-to-exceed amount to \$120,000. This agreement will enable the Community Services Department to maintain the aging HVAC systems at its facilities until an HVAC replacement program is implemented by the City.

BACKGROUND

The HVAC systems at the Calabasas Tennis and Swim Center (9 units) and the Calabasas Community Center (13 units) are 25 years old or older and are experiencing significant mechanical issues. The Community Services Department needs to extend the contract with Ontario Refrigeration Service Inc. to repair and maintain these units until a comprehensive HVAC replacement program is established. Ontario Refrigeration Service Inc. has maintained the units at the Calabasas Community Center for many years and at the Calabasas Tennis and Swim Center for the past two years. Due to the age of the units and the addition of the Calabasas Community Center aging units to the department's operations,

monthly maintenance is required, necessitating an increase to the original contract amount to \$60,000 in August 2023. Since then, monthly maintenance and upkeep have been performed on the 22 units, and at the Tennis and Swim Center, one unit had to be replaced because it was beyond repair. These actions depleted the contract funds more quickly than anticipated.

DISCUSSION/ANALYSIS

The HVAC units at the Calabasas Tennis and Swim Center and the Calabasas Community Center provide both air conditioning and heating, depending on the season. With the hot summer months approaching, it is crucial to have a reliable service company on contract to address any HVAC issues that may arise before the systems can be replaced. Maintaining cool spaces during the summer is essential, and the newly constructed gymnasium floor at the Calabasas Community Center must be kept at a constant temperature of 60 degrees to prevent compaction and expansion, which could cause warping and void the warranty.

Ontario Refrigeration Service Inc. has extensive knowledge of these aging systems and is well-equipped to keep them operational, ensuring the comfort of our visitors until the units are replaced.

FISCAL IMPACT/SOURCE OF FUNDING

An additional \$60,000 is requested to be added to the existing contract, funded from the Contractual Services accounts for the Department's facilities. No additional budget allocation is required, as the services will be funded from the current City Council approved budgets.

REQUESTED ACTION

Staff request that the City Council authorizes the amendment to the professional services agreement with Ontario Refrigeration Service Inc., extending the expiration date to December 31, 2025, and increasing the not-to-exceed amount to \$120,000.

ATTACHMENTS: Professional Services Agreement