DEPARTMENT: Public Works
By: Michael Edwards
Director
Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:
(Policy Item: Yes ___ No X )

Public Works recommends that the Board approve the attached specifications for installing replacement HVAC, ducting and return filters in the Hall of Records, Project PW 94-09; authorize informal bids; and authorize the Public Works Director to execute a contract with the lowest responsible bidder.

The estimated cost of this project is less than $10,000. Formal bids are not required for projects of less than $75,000 (per County Code Chapter 3.12.080). Public Works will solicit informal bids from a list of approved contractors.

This project represents a life-cycle replacement of one HVAC unit on the Hall of Records which has zero years of useful life remaining. The ducting for this unit, and the one adjacent to it, is crossed and improperly sized and would be corrected as part of this project. The completion of the HVAC repair will allow for a better roof repair job and preclude the need to go back and re-do the roof repair should the needed HVAC replacement be done after the roof.

This replacement will be funded out of the currently approved CIP project intended to repair the Hall of Records roof since it is integral to that project. Current balance of the budgeted funding is $30,000. Adequate funding will remain to complete the re-roofing project.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board previously approved a roof repair to the Hall of Records, then the bids were rejected for being too high. One HVAC was then replaced and a temporary roof repair affected. The repair has been effective throughout this winter and part of last winter. This would be the next logical step in the long-term repair of the flat section of the roof on the Hall of Records to prevent any further water damage to the structural components of this building.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
No action will delay implementation of this project.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
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<tbody>
<tr>
<td>A. Budgeted current FY&gt;</td>
<td>List the attachments and number the pages consecutively:</td>
</tr>
<tr>
<td>B. Total anticipated Costs&gt;</td>
<td>Plans and Specifications</td>
</tr>
<tr>
<td>C. Required additional funding&gt;</td>
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<td>D. Internal transfers&gt;</td>
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<tr>
<th>COSTS:</th>
<th>4/5th Vote Required</th>
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<tr>
<td>A. Unanticipated revenues&gt;</td>
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<tr>
<td>B. Reserve for contingencies&gt;</td>
<td></td>
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<td>C. Source description: &gt;</td>
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Balance in Reserve Contingencies, If Approved: $
CLERK'S USE ONLY

Res. No.: 98-122  Ord. No.: 

Vote - Ayes: 4  Noes: 0

Absent:  Abstained:  

Approved  Denied

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date:

ATTEST: 

MARGIE WILLIAMS, Clerk of the Board

By: 

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

☐  Recommended
☐  Not Recommended
☐  For Policy Determination
☐  Submitted with Comment
☐  Returned for Further Action

Comment:

C.A.O. Initials: 

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