



## Agenda Submittal

**Agenda #:** 14 **Status:** Approved  
**Type:** Contract **Department:** General Services  
**File #:** 19-938 **Contact:** James Kremko, 784-6335  
**Agenda date:** 12/10/2019 **Final action:** 12/10/2019  
**Title:** Approve an agreement for \$200,000 with Enovity Inc. of San Francisco to perform retro commissioning on county facilities for the term of December 10, 2019 through December 10, 2020; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract, 2. B - Bidders of Record, 3. Executed Contract, 4. Minute Order

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve an agreement for \$200,000 with Enovity Inc. of San Francisco to perform retro commissioning on county facilities for the term of December 10, 2019 through December 10, 2020; and
2. Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget.

### SUMMARY:

The Department of General Services is recommending the Board of Supervisors approve an agreement for \$200,000 with Enovity Inc. as the lowest responsible bidder for countywide retro commissioning efforts.

### FINANCIAL IMPACT:

The total approved budget for countywide retro commissioning efforts is \$200,000 (Budget Unit 1652). The costs associated with preparing this agenda item are nominal and absorbed by the department's FY2019/20 adopted budget.

### DISCUSSION:

Retro commissioning efforts take a holistic whole building approach analyzing heating, ventilation, and air conditioning (HVAC), mechanical, electrical, and associated fire life safety systems. This analysis ensures the building is operating as designed, building modifications are meeting the design intent, current systems are being maintained and operated in accordance with manufacture specifications and industry best practices,

deficiency identification, cost estimation, training recommendations, and inform the department's annual Capital Facilities Improvement Plan (CFIP). The Enovity Inc. bid proposal was \$332,182 for retro commissioning for every county owned facility. The Department of General Services has prioritized buildings to focus on facilities with complex building automation systems and known HVAC related issues with an estimated cost of \$200,000. Staff will revisit the remaining priorities and may come back for additional funding in the future.

The project was advertised as required by public contracting code. A total of 7 bids were received with Enovity Inc. as the lowest responsible bidder. The Department of General Services is recommending the Board approve the contract for \$200,000 with Enovity, Inc. of San Francisco.

**ALTERNATIVES:**

The Board could reject, postpone, or direct staff to re-bid the project. These actions are not recommended because the work will delay ensuring buildings are operated and maintained as designed and reduce available resources necessary to prepare the annual CFIP.

**OTHER AGENCY INVOLVEMENT:**

The Department of General Services Facilities Operations Division will be solely responsible for the completion of the retro commissioning project and will utilize data to inform the department's annual CFIP.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**