

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> October 13, 2015		<b>DATE SUBMITTED:</b> September 30, 2015	
<b>DEPARTMENT OF ORIGIN:</b> Facility Services		<b>SUBMITTED BY:</b> B. Ebner	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input checked="" type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Approval of the emergency replacement of the Rooftop Air Conditioning Package Unit #2 at the Bryan Municipal Office Building; project awarded to Kilgore Industries of Houston, Texas in the amount of \$98,027.00.			
<b>SUMMARY STATEMENT:</b> On September 25, 2015, City staff made an emergency decision to replace the rooftop package unit #2 (air conditioning). This decision was made after every effort was exhausted in trying to repair this unit to be 100% operational. The unit is currently operating at 40% after major repairs were made to the condenser coils so two (2) of the smaller compressors were able to operate. The unit is currently operating without the two (2) larger compressors due to both having internal damage, so the unit is only able to supply slightly cool air conditioning to the building at this time. The short-term fix could fail at any time.			
<p>Facility Services contacted Kilgore Industries in Houston, Texas as they currently have a maintenance contract with Bryan Texas Utilities (BTU) at their Dansby Power Plant location. The replacement cost to remove the existing unit and make all needed installations of the new unit is \$98,027.00. The warranty is a one (1) year standard contractor's warranty for labor and a five (5) year additional warranty on the compressors.</p> <p>The staff's decision to move forward with the replacement of this unit was made after several employees were feeling ill from working in their area with temperatures ranging from the mid-eighties upwards to ninety degrees at times. With the Bryan Municipal Office Building (City Hall) having no windows that can open for ventilation, the office environment and working conditions are unbearable at times. Using fans to circulate air within the office achieved limited success as the outcome was frequently circulating hot air. With the timeline to order, build, and install a 40 ton package unit at 8 to 12 weeks, staff believed it pertinent to expeditiously move forward with this project.</p> <p>Rooftop Package Unit #2 was installed in 2007 along with the three other units for cooling and heating the Bryan Municipal Office Building. Most commercial units have a lifecycle of at least a fifteen year minimum. The building is designed so that each unit has a zone it controls throughout the building. Package unit #2 controls the west side of the municipal building from the first floor to the third. This particular unit has had major issues for several years, including condenser coils with multiple leaks, three (3) defective compressors, a blower motor grounded, a Variable Speed Control shorted, defective thermostatic expansion valves, defective heating valves, and the control system is not currently communicating.</p>			
<b>STAFF ANALYSIS AND RECOMMENDATION:</b> Facility Services recommends that with the current status of the package unit and the unknown weather patterns the state of Texas might see over the next several months, the decision to move forward with the replacement of this unit on September 25, 2015, was necessary and correct to maintain a comfortable work environment for all users of the Municipal Office Building. Staff respectfully requests the City Council retroactively approve the emergency acquisition of Rooftop Air Conditioning Package Unit #2 for			

the Bryan Municipal Office Building. (Note: As an emergency purchase, the acquisition of the unit did not go through the normal request for bid or request for proposal process. Instead, a vendor was selected, a quote was obtained, and the acquisition was initiated. Section 252.022 of the State Local Government Code provides “General Exemptions” from State purchasing practices, which includes “unforeseen damage to public machinery, equipment, or property.” In summary, an “emergency purchase” is an atypical and a seldom used practice to procure equipment.)

**OPTIONS (In Suggested Order of Staff Preference):**

- Retroactively approve the emergency acquisition of Rooftop Air Conditioning Package Unit #2 for the Bryan Municipal Office Building.
- Do not approve the emergency acquisition of Rooftop Air Conditioning Package Unit #2 for the Bryan Municipal Office Building. (Note: The purchase of the unit has been placed with Kilgore Industries in Houston, Texas.)

**ATTACHMENTS:**

1. Kilgore Industries bid proposal

**FUNDING SOURCE:** Facility Services 2015 Budget; General Fund (Note: The purchase of Rooftop Air Conditioning Package Unit #2 for the Bryan Municipal Office Building may result in Facility Services going over budget for FY15. However, projected savings in other departments should make up the difference, if necessary.)

**APPROVALS:** Hugh R. Walker, 09/30/2015

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 10-01-2015

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 10-01-2015