



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 01/04/2020	ITEM TIME:

FROM:	Steve Faulkner
TODAY'S DATE:	January 21, 2020
AGENDA TITLE:	APPROVAL AND AUTHORIZATION TO HAVE THE CHAIR SIGN THE PROFESSIONAL SERVICES AGREEMENT BETWEEN ROUTT COUNTY AND TOLIN MECHANICAL FOR AN ANNUAL HVAC SERVICE AGREEMENT.

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ★ ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
Approval and authorization for the chair to sign the Professional Services Agreement between Routt County and Tolin Mechanical for an annual HVAC Service Agreement. Routt County looks to have regular predictive and preventative maintenance performed on existing HVAC equipment to include: Roof Top Units (RTU's), Air Handling Units (AHU's), Boilers and Air Conditioning Units. The program objectives are to increase the life span of our existing HVAC equipment and to identify potential points of failure in order to take a proactive approach in preventative maintenance and repair.

II. RECOMMENDED ACTION (<i>motion</i>):
Approval and authorization for the chair to sign the Professional Services Agreement between Routt County and Tolin Mechanical for an annual HVAC Service Agreement.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE: NA
CURRENT BUDGETED AMOUNT: \$30,000
PROPOSED EXPENDITURE: \$19,860
FUNDING SOURCE: General Fund. Building & Plant Operations Budget
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
None



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V. BACKGROUND INFORMATION:

This is a planned Service Agreement for HVAC equipment at the Historic Courthouse, Annex Building, Department of Human Services, Justice Center and the Detention Center. Tolin Mechanical retains qualified local service technicians. They are familiar with our equipment. They provided a complete scope of services as requested in the bid solicitation sent to multiple vendors. They have demonstrated the ability and expertise to perform the proposed scope of services.

VI. LEGAL ISSUES:

Reviewed and approved by RC Attorney

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS: