



## Agenda Report

---

File #: 2023-3202, Version: 1

---

**FROM:** Robert Thompson, General Manager  
Originator: Riaz Moinuddin, Director of Operations & Maintenance

**SUBJECT:**

**COOPERATIVE PROCUREMENT WITH CARRIER COMMERCIAL SERVICES FOR HVAC REPAIR SERVICES**

### **GENERAL MANAGER'S RECOMMENDATION**

#### RECOMMENDATION:

- A. Approve a Blanket Purchase Order with Carrier Commercial Services for maintenance services of heating, air conditioning, and ventilation systems for Plant No. 1, Plant No. 2, and pump stations, utilizing the Sourcewell Cooperative Agreement No. 070121-CAR in accordance with Ordinance No. OC SAN-61, Section 2.03(B), for the period beginning October 1, 2023 through September 30, 2024, for a total amount not to exceed \$1,200,000 with two (2) one-year renewal options; and
- B. Approve a contingency of \$120,000 (10%).

### **BACKGROUND**

The Orange County Sanitation District (OC San) has a recurring need to properly maintain and repair heating, ventilation, and air conditioning (HVAC) equipment throughout Plant Nos. 1 and 2, and all pump stations. In areas that require additional preventive and corrective maintenance work, the HVAC systems are used to cool the electrical, laboratory, informational technology equipment, and occupied areas throughout both plants and outlying pump stations.

### **RELEVANT STANDARDS**

- Participate in local, state, and national cooperative service and purchasing programs
- Maintain a proactive asset management program
- Provide a safe and collegial workplace

### **PROBLEM**

Aging equipment and extended lead times on materials have caused delays in HVAC equipment maintenance, causing equipment failures.

## **PROPOSED SOLUTION**

Establishing a blanket purchase order with Carrier Commercial Services will expedite the procurement process for day-to-day repairs and maintenance of OC San equipment.

## **TIMING CONCERNS**

Early equipment failures have already been observed. Inability to timely perform repairs and preventive maintenance could result in total replacement of equipment which is more costly.

## **RAMIFICATIONS OF NOT TAKING ACTION**

HVAC equipment failure in employee-occupied buildings and damage to equipment that requires a controlled environment could impact plant processes.

## **PRIOR COMMITTEE/BOARD ACTIONS**

N/A

## **ADDITIONAL INFORMATION**

Sourcewell is a government unit that establishes competitively awarded cooperative contracts on behalf of itself and other participating agencies such as OC San. Utilizing this contract allows OC San to benefit from the significant discounts available on this contract which range from 35-71.5% off MSRP.

## **CEQA**

N/A

## **FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. The recommendation will be funded under the Repairs and Maintenance line item for Plant No. 2 Operations and Maintenance Department (Budget Update - Fiscal Year 2023-24, Page 39). The available funding is sufficient for this action.

## **ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A