



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-416

Meeting Date: 9/2/2025

TITLE:

MAINTENANCE SERVICES AGREEMENTS FOR ON-CALL HVAC MAINTENANCE AND REPAIRS

DEPARTMENT: PUBLIC WORKS DEPARTMENT /GENERAL SERVICES

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: PATRICK BAUER, DEPUTY PUBLIC WORKS DIRECTOR, (714) 754-5029

RECOMMENDATION:

Staff recommends the City Council:

1. Approve and authorize the Interim City Manager and the City Clerk to execute a two-year Maintenance Services Agreement (MSA) to provide on-call Heating, Ventilation and Air-Conditioning (HVAC) mechanical automation system repairs and maintenance services, with three (3) one-year renewal periods, in an aggregate amount not to exceed \$200,000 annually in a form as approved by the City Attorney to:
 - FM Thomas
 - Harbor Pointe
 - Southland Industries
2. Authorize the Interim City Manager and the City Clerk to execute the agreements and any authorized amendments to the agreements.

BACKGROUND:

The Building Maintenance section of the Public Works Department is responsible for the maintenance and repair of 160 pieces of HVAC equipment throughout City facilities, including rooftop units, package units, boiler pumps, fan coils, exhaust fans, and mini-split systems.

These HVAC units serve approximately 130,000 square feet of building and office space spanning across 16 facilities. Of these 16 facilities, there are eight (8) that operate 24/7, which include six (6) Fire Stations, the Police Department Headquarters and Communications Center, and the City's Bridge Shelter.

Proper and routine maintenance of HVAC systems is essential for several reasons, including optimizing energy efficiency, protecting employee health, and preserving the longevity of the

equipment. As significant capital investments, HVAC systems require consistent upkeep to avoid costly replacements. Regular maintenance extends the lifespan of the components by ensuring that they are operating within their designed parameters. Neglecting maintenance can lead to deterioration or malfunction, which can trigger system-wide issues that lead to more significant damage requiring higher-expenditure repairs. Regular inspection and servicing prevent unexpected failures and high repair costs while ensuring compliance with health and safety regulations.

ANALYSIS:

On May 13, 2025, the City issued a Request for Proposals (RFP) on PlanetBids for on-call HVAC mechanical automation system repairs and maintenance services; five (5) responsive proposals were received. All proposals were reviewed for compliance with the City's RFP, and evaluated based on the method of approach, qualifications, experience, staffing, and cost proposal.

To ensure an objective selection process, an evaluation committee made up of various City staff was assembled, and all members evaluated proposals independently. After a thorough evaluation of the proposals, the evaluation committee finds FM Thomas, Harbor Pointe, and Southland Industries to be well qualified to provide on-call HVAC mechanical automation system repairs and maintenance services.

Below is the ranking of the proposals received:

	Score	Rank
FM Thomas	1200	1
Harbor Pointe Air	1015	2
Southland Industries	955	3
Southwest Mechanicals	845	4
Couts Heating Cooling	800	5

FM Thomas Air Conditioning has been in business since 1974. It is well known for its quality workmanship and has a reputation as one of Southern California's premier commercial HVAC contractors. They have been working on City HVAC systems for the last decade.

Harbor Pointe Air Conditioning & Control Systems, Inc. has been serving Orange, Los Angeles, and Riverside counties since 1989. Over the years, Harbor Pointe has developed expertise in air conditioning service, installations, energy management, retrofitting and maintenance. Harbor Pointe has successfully completed HVAC projects for the City of Costa Mesa in the past.

Southland Industries, founded in 1949, specializes in HVAC (Heating, Ventilation, and Air Conditioning) systems. They offer a range of services, including design, engineering, installation, maintenance, and emergency repairs for HVAC systems in various building types.

Therefore, staff recommends awarding the top three (3) HVAC companies with a two-year agreement with three (3) one-year renewal periods in an aggregate amount not to exceed \$200,000 annually.

ALTERNATIVES:

The alternative to this Council action would be to reject all proposals and re-advertise the RFP. However, this may not result in better quality proposals for the requested services and would also cause equipment down time and considerable delays in repairs needed to the Air Conditioning systems running.

FISCAL REVIEW:

Funding for this MSA is budgeted in the FY 2025-26 Adopted Budget in various funds, including but not limited to the General Fund (Fund 101), Behavioral Health Fund (Fund 229), and Capital Improvement Fund (Fund 401). Additional funding up to the approved annual limit will be requested in future fiscal years' budgets.

LEGAL REVIEW:

The City Attorney's Office has reviewed this agenda report, prepared the MSA (Attachment 1), and approves them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This agreement works toward achieving the following City Council goals:

- Strengthen the Public's Safety and Improve the Quality of Life.
- Maintain and Enhance the City's Facilities, Equipment and Technology.
- Advance Environmental Sustainability and Climate Resiliency.

CONCLUSION:

Staff recommends the City Council:

1. Approve and authorize the Interim City Manager and the City Clerk to execute a two-year MSA to provide on-call HVAC mechanical automation system repairs and maintenance services, with three (3) one-year renewal periods, in an aggregate amount not to exceed \$200,000 annually in a form as approved by the City Attorney to:
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