



INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO
PUBLIC WORKS DEPARTMENT
MAINTENANCE AND OPERATIONS

DATE: March 29, 2022

TO: Jovan Grogan, City Manager

FROM: Matthew Lee, Public Works Director

SUBJECT: EMERGENCY REPAIR REQUEST- Chiller Failure for the HVAC located at the Senior Center – Currently No Cooling Capacity, Only Heating.

DESCRIPTION:

The City of San Bruno Public Works Dept. in collaboration with Matrix HG has determined that the existing HVAC chiller unit which provides cooling to the Senior Center has failed. The unit is comprised of 4 compressors which chill water to provide cooling for the entire building. All 4 compressors have failed and cannot be repaired.

BACKGROUND:

Recently, the Garage & Facilities Division was alerted to an error message on the chiller marquee. As a result, a reputable HVAC repair vendor was called in to diagnose said alerts through the Public Works Department's Pre-Qualified Vendor List. It was discovered that one of 4 compressors has failed with a third faulting. It was determined that the cost to replace one compressor was not prudent as the unit has exceeded its useful life cycle in general and the cost outweighed the benefit. Average life cycle for an HVAC Chilling unit is ~20 years. The Chiller located at the Senior Center is currently 35 years old and has well exceed its intended life cycle. After careful considerations, repairs to one of the compressors was approved to restore 3 of the 4 compressors while concurrently a CIP was developed for full replacement in budget year 22-23. Upon return of the vendor to complete repairs, the two working compressors failed resulting in complete chiller failure, 4 of 4 compressors failed with a loss of cooling oil. Repairs were deemed impractical as other related components within the chiller unit are of similar age.

FISCAL IMPACT:

As a result, the Public Works Dept. has identified Matrix HG as a proven and qualified provider of these services on the Department's Pre-Qualified Vendor List. Thus, Matrix HG has issued a proposal to complete full replacement of said chiller unit at a cost of \$117,161 with an estimated manufacturing and shipping lead time of 3 to 4 months and 2 weeks for installation. The intent is to use fund balances of either or both the General fund and Facility fund to make the replacement.

REQUEST:

Due to the Senior Centers importance within our community and its potential use as a cooling center, it is prudent we replace the chilling unit under emergency declaration and time is of the essence to complete this project prior to the start of summer. Failure to act quickly will result in the lack of cooling for the entire building during peak summer months. Per the municipal code below, the City is allowed to enact emergency repairs to take immediate action and report to council.

2.44.120.A The city manager must report such emergency to the city council no later than seven days after the action, or at the next regularly scheduled city council meeting, provided it is no later than fourteen days after the emergency action was taken. The city manager's report must explain why the action was necessary to respond to the emergency and why the emergency did not permit a delay resulting from a competitive solicitation for bids. The city council shall review the emergency action and determine by a four-fifth's vote whether such emergency action is still needed.

The Public Works Department requests authorization to move forward with this replacement of the chillers through Matrix HG. Your signature is requested below shall serve as authorization for us to proceed.

Authorization Signature for Public Works to Proceed as Requested Above.



Jovan Grogan
City Manager