



Office of the City Manager

CONSENT CALENDAR
July 29, 2025

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Terrance Davis, Director, Public Works
 Subject: Contracts: Matrix HG Inc. and Prime Mechanical Service for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance and Repair

RECOMMENDATION

Adopt two Resolutions authorizing the City Manager to:

1. Execute a contract with any amendments with Matrix HG Inc. to provide HVAC repairs and maintenance services for a three-year period from September 1, 2025 to August 31, 2028, in an amount not to exceed \$150,000, with an option to extend for two additional one-year terms.
2. Execute a contract with any amendments with Prime Mechanical Service to provide HVAC repairs and maintenance services for a three-year period from September 1, 2025 to August 31, 2028, in an amount not to exceed \$150,000, with an option to extend for two additional one-year terms.

FISCAL IMPACTS OF RECOMMENDATION

Funding necessary to support these contracts is available in the FY2026 Public Works Building Purchases and Management Fund (Fund 636) and Building Maintenance Fund (Fund 673) Funding for future years is subject to Council's approval of the proposed citywide budget for Fiscal Years 2027-2028.

CURRENT SITUATION AND ITS EFFECTS

The existing contract for HVAC maintenance and repair was executed in 2015. To ensure compliance with City procurement policies and to avoid disruption in HVAC maintenance and repair services, it is necessary to execute a new contract based on the results of the recent competitive solicitation. HVAC maintenance and repair are critical to supporting the air quality and temperature control needs of City staff and community members.

The City conducted Invitation to Bid Specification No. 25-11724-C with Proposals due no later than May 15, 2025. The City received four proposals in response. The selection committee, composed of subject matter experts from Public Works, evaluated the

proposals and reported that three were responsive bids with competitive rates within the City's budget.

The evaluation criteria used to rate the proposals were as follows: Project Approach (30%), Expertise and References (15%), Cost (25%), and Ability to Perform Services Scope (30%). Matrix HG Inc. and Prime Mechanical Service were selected as the highest-scoring, responsive vendors.

These services support the City's facilities in alignment with the Strategic Plan Priority of advancing our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

BACKGROUND

The City uses HVAC systems to provide a healthy and comfortable environment, while also regulating extreme heat or cold weather conditions. HVAC systems require routine maintenance to ensure optimal performance.

The selected vendors have the adequate staff and equipment necessary to provide City services. The new contracts will ensure clear guidelines and standardized prices for HVAC maintenance and repair services.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Regular maintenance and repair of HVAC systems is essential for optimizing performance, prolonging equipment lifespan, and minimizing the environmental impacts. Well-maintained HVAC systems operate more efficiently, which leads to reduced energy consumption and carbon emissions. Regular servicing prevents the leaking of refrigerants into the atmosphere, which are damaging to the ozone layer and contribute to climate change. Finally, optimized HVAC systems also improve indoor air quality and provide air circulation benefits.

RATIONALE FOR RECOMMENDATION

The City requires reliable and responsive HVAC maintenance and repair services to maintain the heating, ventilation and air-conditioning needs of City facilities. Executing new contracts ensures ongoing service and prevents potential disruption to fleet-dependent City operations.

The new HVAC maintenance and repair services contracts will address the City's needs, while stabilizing costs and fees. The selected HVAC service providers will be utilized as needed to ensure the City has adequate resources available for HVAC maintenance and repair.

ALTERNATIVE ACTIONS CONSIDERED

The City does not have existing staffing with the training or expertise to perform HVAC maintenance and repair work. Therefore, there are no viable alternatives at this time to contract services.

Matrix HG Inc. and Prime Mechanical Service for Heating, Ventilation,
and Air Conditioning (HVAC) Maintenance and Repair

CONSENT CALENDAR
July 29, 2025

CONTACT PERSON

Joy Brown, Operations Manager, (510) 981-6629

Aaron Baker, Facilities Maintenance Superintendent, (510) 981-6452

Tucker Brofft, Senior Management Analyst, (510) 981-5375

Erika Barros, Associate Management Analyst, (510) 981-6462

Attachments:

1: Resolution

2: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: MATRIX HG INC. FOR HEATING, VENTILATION, AND AIR
CONDITIONING (HVAC) MAINTENANCE AND REPAIR

WHEREAS, the City conducted RFP Solicitation No. 25-11724-C with bids due no later than May 15, 2025; and

WHEREAS, the City received four proposals and a selection committee, composed of subject matter experts from the Public Works Department, met to evaluate the bids; and

WHEREAS, Matrix HG Inc. and Prime Mechanical Service were selected as the most responsive and highest-scoring vendors; and

WHEREAS, funding is available in the Fiscal Year 2026 adopted budget in the Public Works Facilities Division Building Purchases and Management-Fund 636 and Building Maintenance-Fund 673. Funding for future years is subject to Council's approval of the proposed citywide budget for Fiscal Years 2027-2028.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Matrix HG Inc. to provide HVAC maintenance and repair services for three years from September 1, 2025 to August 31, 2028 for an amount not to exceed \$150,000 with the option to extend for two additional one-year terms.

RESOLUTION NO. ##,###-N.S.

CONTRACT: PRIME MECHANICAL SERVICE FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) MAINTENANCE AND REPAIR

WHEREAS, the City conducted RFP Solicitation No. 25-11724-C with bids due no later than May 15, 2025; and

WHEREAS, the City received four proposals and a selection committee, composed of subject matter experts from the Public Works Department, met to evaluate the bids; and

WHEREAS, Matrix HG Inc. and Prime Mechanical Service were selected as the most responsive and highest-scoring vendors; and

WHEREAS, funding is available in the Fiscal Year 2026 adopted budget in the Public Works Facilities Division Fund 636 and Fund 673 budget. Funding for future years is subject to Council's approval of the proposed citywide budget for Fiscal Years 2027-2028.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Prime Mechanical Service to provide HVAC maintenance and repair services for three years from September 1, 2025 to August 31, 2028 for an amount not to exceed \$150,000 with the option to extend for two additional one-year terms.

