

MEMO

To: Park Board

From: Greg Vitale, Director of Parks and Recreation

Date: April 21, 2020

Re: Centennial Park HVAC Preventative Maintenance Agreement

The Parks and Recreation Department will soon be performing some expensive emergency HVAC repairs. According to the service providers, some of these repairs could have been prevented with a simple maintenance contract. Therefore, the Superintendent of Operations solicited several proposals. The best proposal was submitted by Arctic Engineering Company in the amount of \$7,710.00 per year. It includes:

- Four Maintenance visits per year; two operational and 2 start-ups
- Air handler, condenser, 2 boilers, water heater, circulating pumps and roof mounted exhaust fans
- Changing all pre-filters and primary filters
- Roof-mount exhaust fans
- Boiler maintenance
- Condenser coil chemical washing
- Guaranteed priority service
- Refrigerant leak tests

To better understand the value of the agreement, it should be known that the belt and air filter replacements are typically performed in-house at a total cost at cost of over \$3,300, not including labor. Staff also spends countless hours cleaning the condenser coils, maintaining the roof mounted exhaust fans and responding to night and weekend boiler alarms at the hourly "call-out" rate. Also, Centennial averages 3-4 service calls per year to repair things that could be prevented with a maintenance agreement.

Recommendation

It is recommended that the Park Board approve the Centennial Park HVAC service agreement with Arctic Engineering Company in the amount of \$7,710.00.