



MEMORANDUM

**To:** Mayor Laurel Lunt Prussing and Members of the City Council  
**From:** Vince Gustafson, Public Facility Supervisor  
William R. Gray, Public Works Director  
**Date:** November 5, 2015  
**Re:** Emergency Purchase of Rooftop Heating/Cooling Units at Public Works Facility

**Background:**

Heating and air-conditioning for the majority of the first and second floor front office areas of the Urbana Public Works Facility at 706 South Glover Avenue is supplied by three rooftop packaged heating and cooling units. These units were installed in 1993 with the construction of the office space.

**Discussion:**

Facilities staff employs a contractor to annually inspect all heating and cooling units for proper operation and safety. The inspection of the units at the Public Works Facility on Friday, October 30th led to the discovery of cracked heat exchangers in two of the three rooftop units. Due to the potential for entry of carbon monoxide into the air supply, the units were shut off leaving the majority of the front office areas with no heat.

The age of the units (over 20 years) made repair an unviable option and the decision was made to seek replacement costs. A third rooftop unit was known to have a faulty air conditioning compressor. It was scheduled for replacement in the spring of 2016 prior to the cooling season. Being an unavoidable expense the decision was made to include it with the replacement project.

The best available lead time for delivery of high efficiency replacement rooftop heating and cooling units was two weeks. With low temperatures forecasted in the 30 degree range, immediate action was necessary. A&R Mechanical from Urbana is currently approved on the competitive purchasing listing for HVAC repairs and has provided a long history of reputable service to the City of Urbana. The time involved in receiving and reviewing competitive bids would have considerably delayed replacement. A&R Mechanical's proposal was reviewed and approved on an emergency basis.

**Fiscal Impact:**

A&R Mechanical provided a price of \$23,364 for replacement of the three failed units. This cost will deplete \$13,276 remaining in B09-1-0400-0129 Public Facilities Rehabilitation and \$10,088 from 060-3-1300-3212 Building Repair line items.

**Recommendation:**

This memorandum is provided as information in keeping with Ordinance No. 2013-08-072 an Ordinance Amending to Create an Emergency Exception to the Ordinance Concerning the Purchase of Equipment and /or Supply in Excess of Ten Thousand Dollars. No City Council action is required.