



City Council Communication

AGENDA DATE: August 3, 2026

LEGISTAR ITEM #: Res 2026-117

PRESENTER: Jenna Hahn

DEPARTMENT: Public Works

☐ Ordinance	☒ Resolution	☐ Public Hearing
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REQUEST

Public Works is requesting authorization of a Second Amendment to a Master Services Agreement with Braconier Plumbing & Heating Co. for on-call HVAC repairs, maintenance, and installation services.

BACKGROUND

A formal solicitation was posted in March 2026 for on-call and needed HVAC repairs and maintenance. Braconier was selected as the winning bidder via Resolution 2023-088 and a subsequent Master Services Agreement (MSA) with a contract term of three years and two, one-year renewal options was executed.

The First Amendment to the MSA was authorized via Resolution 2025-051 and added additional funding for labor, programming, permitting, and the installation of two new HVAC units to replace failed units at the Municipal Services Center. This amendment did not extend the time of the original contract. That MSA is set to expire on August 31, 2026. While the City is working to go through a new procurement process for a new MSA, there is still a need to maintain the contract with Braconier for one year. This resolution authorizes the City to exercise its right to extend the MSA by one year, as outlined in the original agreement approved by Council in 2023. This amendment does not increase the cost authorized for the MSA. The amendment is a time extension only.

FINANCIAL IMPACT

Contractor	Braconier Plumbing and Heating Co.
Amount of Request/Contract	N/A
Amount Not To Exceed	N/A

CITY COUNCIL COMMUNICATION CONTINUED

Amount Budgeted	N/A
Budget Year	N/A
Funding Source	Facilities Outside Services Budget
Additional Funds Needed	N/A
Funding Source (if funds needed)	N/A

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
August 1, 2026	September 1, 2027
Years and Months of Contract	Number of Times Renewable
3 year	(2) 1-year renewals

JUSTIFICATION

☒ Council Goal	☐ Strategic Plan	☐ Work Plan	☐ Legal
Citation	City Council Goal 1: Infrastructure and Transportation. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development.		

AVAILABLE ACTIONS

- Staff recommends available action #1, approval of the resolution

STAFF RECOMMENDATION

The Public Works Facilities division recommends moving forward with amendment to ensure adequate third party HVAC contractor coverage when needed.