



# Napa County

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## Legislation Text

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**File #:** 23-0207, **Version:** 1

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**TO:** Board of Supervisors  
**FROM:** Steven Lederer - Director of Public Works  
**REPORT BY:** Amanda Exum - Staff Services Analyst I  
**SUBJECT:** Amendment No. 2 to Professional Services Agreement 230037B with HCI Services, Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 230037B with HCI Services, Inc. to:

1. Increase compensation for routine fire system services by \$1,000 for a new maximum amount of \$49,220 per fiscal year for the term of the agreement;
2. Increase compensation for non-routine services by \$25,000 for a new maximum amount of \$95,000 in fiscal year 2022-23; and increasing compensation for non-routine services by \$5,000 for contract years two through five for a new maximum amount of \$25,000 to address critical maintenance and repairs at various County locations; and
3. Amend the scope of work to include routine monitoring, testing, and inspection of the alarm system at Carneros Fire Station 210.

### **EXECUTIVE SUMMARY**

Approval of Amendment No. 2 to Agreement No. 230037B will amend the scope of work to include routine fire alarm monitoring, testing, and inspection services for Carneros Fire Station 210, will increase maximum compensation for routine services by \$1,000 per fiscal year to cover the added work, and will increase maximum compensation for non-routine services by \$25,000 in fiscal year 2022-23. Compensation for non-routine services for future fiscal years will increase by \$5,000.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management
Is it Mandatory or Discretionary?	Mandatory
Discretionary Justification:	Monitoring, maintenance, and repair of fire alarm systems is required to ensure the safe and consistent operation of County-owned or operated facilities.
Is the general fund affected?	No
Future fiscal impact:	The amount will be budgeted accordingly in future fiscal years.
Consequences if not approved:	There would not be monitoring, testing, and inspection services of the fire alarm system at Carneros Fire Station 210, nor the ability to address critical maintenance and repairs placing the County at risk of being out of compliance with the standards set forth by the National Fire Protection Association (NFPA 72).
County Strategic Plan pillar addressed:	Effective and Open Government

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On June 21, 2022, as a result of a competitive request for proposals conducted in 2022, the Board of Supervisors authorized Agreement No. 230037B with HCI Services, Inc. to provide annual monitoring, testing, inspection, and maintenance of fire alarms located in County owned and operated buildings.

On November 8, 2022, the Board of Supervisors authorized Amendment No. 1 of this agreement to amend the scope of work to add monitoring services of the fire alarm system at the Center Point facility and to provide adequate compensation to replace a damaged and inoperable fire alarm panel located at the Napa County Airport.

Amendment No. 2 of this agreement is needed to amend the scope of work to add monitoring, testing, and inspection services of the fire alarm system at Carneros Fire Station 210 and to provide adequate compensation for non-routine services at various County locations.

For fiscal year 2022-23 and future years, an additional \$1,000 is needed to provide routine monitoring, testing, and inspection services at Carneros Fire Station 210. An additional \$25,000 is needed in fiscal year 2022-23 and an additional \$5,000 for the remainder of the contract term for non-routine services for critical maintenance and repairs as they arise.

Approval of Amendment No. 2 will allow for ongoing routine fire alarm monitoring, testing, and inspections at Carneros Fire Station 210 and will allow Property Management to address critical fire alarm maintenance and repairs in a timely manner. With approval of this amendment, maximum annual compensation for routine services will increase to \$49,220 per fiscal year and maximum compensation for non-routine services will increase to \$95,000 in fiscal year 2022/23 and to \$25,000 in future fiscal years.

HCI Services, Inc. is not a local vendor.