***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5** | **Meeting Date:** | **2/7/23** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Amanda Kimball** | **Phone:** | **842-8272** |
| **Address:** | **190 Greenhorn Road** |
| **Person Appearing/Title:** | **Amanda Kimball, Project Coordinator** |
| **Subject/Summary of Issue:** |
| Approve the Service Contract off RFP #22-107010-06 for the Examine and Assess the Heating Ventilation and Air Conditioning (HVAC) Systems for All County Owned Facilities. This contract is for the Services to Audit of all Buildings to give the County in detail when replacements are needed. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $29,850 |  |  |  |  |
| Fund:  | 2164 |  | Description: | ARPA | Org.: | 207030 | Description: | Disaster Relief |
| Account: | 723000 |  | Description: | Prof Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the Service contract with Ray-Mac Mechanical to move forward with the Audit Report for the County's HVAC systems |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021