



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Nate Smith, Public Works Deputy Director  
Art Vela, Director of Public Works

**MEETING DATE:** February 13, 2024

**SUBJECT:** Consideration of Amendment No. 1 to the Purchase Order with Coutts Heating and Cooling, Inc. of Corona, California for As-Needed HVAC services for City of Banning facilities in the amount of \$15,000 for a total purchase order of \$40,000

---

### **RECOMMENDATION:**

Staff recommends that the City Council:

1. Approve Amendment No. 1 to the purchase order with Coutts Heating and Cooling of Corona, Inc. of Corona, California for as-needed HVAC services for City of Banning facilities in the amount of \$15,000 for a total purchase order of \$40,000.
2. Authorizes the City Manager or designee to make necessary budget adjustments, appropriations, and transfers related to Amendment No. 1 to the purchase order with Coutts Heating and Cooling, Inc. for as-needed HVAC services.
3. Authorizes the City Manager to execute Amendment No. 1 to the purchase order.

### **BACKGROUND:**

The City of Banning has utilized the services of Coutts Heating and Cooling ("Coutts") for on-call and as-needed HVAC services for City owned facilities. The existing purchase order for \$25,000 was executed on July 1, 2023 for the 2023/2024 fiscal year and expires on June 30, 2024. The purchase order limits any single item not-to-exceed \$5,000.

### **JUSTIFICATION:**

The fiscal year's purchase order with Coutts in the amount of \$25,000 has nearly been exhausted. Amendment No. 1 will amend the purchase order by adding an additional \$15,000 to it, which staff feels is sufficient to cover work orders for the remainder of the fiscal year.

### **FISCAL IMPACT:**

There is sufficient budget in the approved Building Maintenance budget (Fund 704), for fiscal year 2023/2024, to fund Amendment No. 1 to the Coutts purchase order.

### **ALTERNATIVES:**

Do not approve Amendment No. 1, which would delay necessary repairs to heating and air conditioning systems at City facilities.

### **ATTACHMENTS:**

1. [Att 1. PO 032374 COUTTS HEATING & COOLING, INC.pdf](#)