

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: November 19, 2025

To: Mayor and Town Council
From: Denise Alcala, Management Analyst
Subject: Acceptance of Work for the Civic Center Heating, Ventilating, and Air Conditioning Replacements Project 2025

Recommendation to Council:

Adopt a resolution accepting the contract work performed by Indoor Environmental Services for the Civic Center Heating, Ventilating, and Air Conditioning (HVAC) Replacements Project 2025 and directing the Town Clerk to record a Notice of Completion.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Civic Center, located at 9291 Old Redwood Highway, was built in 1969 and was acquired by the Town in 1994. The Civic Center consists of four buildings: Building 100 (Library), Building 200 (Huerta Gym), Building 300 (Police Department, Administrative Services, and Parks and Recreation), and Building 400 (Town Manager, Town Clerk, Human Resources, Community Development and the Council Chambers) and totals approximately 35,000 sq. ft. of office and civic space.

The Civic Center HVAC Replacement Project 2025 was formally bid and on June 4, 2025. The Town Council awarded a construction contract in the amount of \$363,258 to Indoor Environmental Services for the installation of new HVAC units for Civic Center Buildings 200, 300, and 400. The installations consisted of one new HVAC unit for Building 200, nine new HVAC units for Building 300, and ten new HVAC units for Building 400. There was minimal disruption to staff and the public during the installation process, and the project was completed on time and within the contract amount. The Civic Center Bldg. 100 (Library) HVAC units were replaced in 2015 and were not included in this project because they are still within the standard 15–20-year lifespan.

Discussion:

Staff has determined that the work specified in the contract was substantially completed on October 21, 2025, and is recommending Council accept the project as complete.

Fiscal Impact:

There is no fiscal impact associated with the proposed action.

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 because it consists of replacement or reconstruction of existing structures and facilities.

Attachment(s):

1. Resolution
2. Notice of Competition

Prepared by:

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Management Analyst

Reviewed by:

Olivia Lemen
Parks and Recreation Director

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager