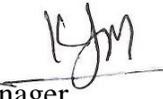




Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Kevin J. Murphy, City Manager 
FROM: Conor Baldwin, Chief Financial Officer 
CC: Rodney Conley, Deputy CFO
DATE: August 17, 2017

SUBJECT: **8.3 6/27/17 C. Leary/ C. Leahy** – Req. City Mgr. review the feasibility of hiring an outside consultant to maintain and repair city/school department HVAC and boilers

In response to requests by the City Council and to specific concerns raised by Councilors Leary and Leahy, the finance department has met with DPW to address the HVAC needs of the various school buildings. DPW's lands and buildings division is budgeted for four (4) full-time HVAC technicians, but the workload required to service the HVAC needs of all municipal facilities far exceeds what can be provided by the public works employees, alone. To supplement those efforts, the city has issued general time and materials bids (IFB 15-95 and IFB 17-03) through the purchasing office for contractors to supplement the city staff, as needed.

Over the past two fiscal years (FY16 & FY17) the city has entered into contracts for services, but the DPW has not utilized the services for which the vendors were contracted. Many of the repairs needed to extend the useful life of the HVAC systems in the ageing school building are beyond the scope of services included in those contracts. The City Council, however, has authorized funding for school building repairs in recent capital improvement loan orders which will serve as the funding source for these much needed repairs. The Administration has utilized a portion of this funding to enter into a contract in FY17 for section replacement work on boilers at the Greenhalge and McCauliffe schools.

After further prioritizing the heating needs of the school buildings according to existing funding with the DPW, six schools—the Bartlett, Daley, Robinson, Rogers, Wang, and Lowell High School—were included in a boiler repair project bid advertised on July 12th. Responses were received on July 31st. The bid has been awarded and the work is projected to be completed prior to heating season.