

Town of Windsor

Memorandum

January 14, 2025

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS TV
SUBJECT: Contract Extension for HVAC Maintenance for the Windsor Town Center (WTC)

Background

In January of 2022, the town contracted with Comfort Systems of Virginia (CSV) to provide HVAC maintenance services at the Windsor Town Center following a competitive solicitation.

Specifics

That contract was for one year and allowed for up to four annual extensions if both parties agreed to them. The contract also allowed the vendor to have the opportunity to request revisions to the fee schedule of their services at the time of extension.

CSV has provided timely and professional service on the WTC HVAC under this contract; and has also provided plumbing services at the WTC outside of the contract during this time.

In November, the Consumer Price Index for All Urban Consumers rose 0.3 percent, seasonally adjusted, and rose 2.7 percent over the last 12 months, not seasonally adjusted. The index for all items less food and energy increased 0.3 percent in November (SA); up 3.3 percent over the year (NSA). Therefore, Comfort Systems requests an increase of 2.5% to the below rates:

Technician Rate (Normal Hours) = Current Rate: \$93.50	New Rate: \$95.83
Laborer/Helper Rate (Normal Hours) = Current Rate: \$46.50	New Rate: \$47.66

Technician Rate (After Normal Hours) = Current Rate: \$140.00	New Rate: \$143.50
Laborer/Helper Rate (After Normal Hours) = Current Rate: \$70.00	New Rate: \$71.75

Technician Rate (Emergency Service) = Current Rate: \$140.00	New Rate: \$143.50
Laborer/Helper Rate (Emergency Service) = Current Rate: \$70.00	New Rate: \$71.75

I recommend that Town Council authorize the Town manager to proceed with the extension of the contract with Comfort Systems of Virginia, Inc. for one additional year at the revised rate schedule.

Recommended Motion

Authorize Town Manager to extend agreement for one year at revised rate schedule.

Enclosures

Windsor Town Center HVAC Maintenance Agreement