

Resolution No. 2024-XXX N.C.S.  
of the City of Petaluma, California

**RATIFYING AWARD OF THE CONSTRUCTION CONTRACT TO DOWNING HEATING, INC.  
AND ACCEPTING COMPLETION OF THE COUNCIL CHAMBERS HVAC REPLACEMENT  
PROJECT, AUTHORIZING RELEASE OF THE BOND, AND AUTHORIZING A BUDGET  
ADJUSTMENT**

**WHEREAS**, the City of Petaluma owns and operates City Hall located at 11 English St, Petaluma, CA;  
and

**WHEREAS**, in July 2024 the Council Chambers HVAC was found to be nonfunctioning and no cooling  
or heating was available for use requiring replacement; and

**WHEREAS**, a licensed HVAC contractor was hired by the Parks and Recreation Department to remove  
the broken HVAC unit from the facility and dispose of any refrigerant offsite; and

**WHEREAS**, immediate response was required to provide staff and the public heating and cooling in  
Council Chambers; and

**WHEREAS**, C11202223 Council Chambers Remodel was funded \$47,136.00 ARPA funds; and

**WHEREAS**, Parks and Recreation staff, along with the City Attorney's office, deemed the replacement  
of HVAC unit an emergency; and

**WHEREAS**, the immediacy of the repairs did not allow sufficient time to bid the work through standard  
procedures; and

**WHEREAS**, pursuant to Petaluma Municipal Code Section 4.04.050, the City's bidding requirements,  
"may be dispensed ... when an emergency requires that an order be placed with the nearest available source of  
supply;" and

**WHEREAS**, the lack of HVAC resulted in the staff renting and installing portable HVAC units that could  
not adequately cool or heat Council Chambers in 100 degree plus weather creating extreme heat conditions for  
those participating in meetings for extended periods of time; and

**WHEREAS**, the common law recognizes a bidding exception for circumstances where competitive  
bidding of public contracts otherwise required by statute may be excused, including circumstances where the  
contract is such that competitive proposals would be unavailing or would not produce an advantage, and the  
advertisement for competitive bid would thus be undesirable, impractical, or impossible (*Graydon v. Pasadena  
Redevelopment, Agency* (1980) 104 CA3d 631); and

**WHEREAS**, staff solicited site review and quotes from three contractors and awarded a contract to Downing Heating Inc., to complete an emergency replacement of the HVAC; and

**WHEREAS**, in accordance with the City of Petaluma Charter and Municipal Code, California Public Contract Code Section 21321, and other applicable laws, City staff executed a construction agreement for the emergency replacement per the quote submitted by Downing Heating for \$47,136.00, with one change order for a combined total not to exceed \$49,122; and

**WHEREAS**, City staff have inspected the emergency repair and determined that work has been completed in accordance with the emergency purchase order requirements; and

**WHEREAS**, Heating Downing Inc. has submitted a total invoice in the amount of \$49,122.00; and

**WHEREAS**, the total project budget requires a budget adjustment of \$1,986.00; and

**WHEREAS**, the Project was determined to be categorically exempt pursuant to the California Environmental Quality Act under Title 14, the California Code of Regulations Sections 15301 (Existing Facilities) and 15302 (Replacement), because the project consists of reconstruction of existing systems and/or minor new construction involving negligible or no expansion of capacity; and

**WHEREAS**, based on the foregoing, staff recommends acceptance of the Project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Petaluma as follows:

1. Finds that the above recitals are true and correct and are incorporated into this Resolution as findings.
2. Finds that this action is categorically exempt pursuant to the California Environmental Quality Act under Title 14, the California Code of Regulations Sections 15301 (Existing Facilities) and 15302 (Replacement), because the project consists of reconstruction of existing systems and/or minor new construction involving negligible or no expansion of capacity.
3. Ratifies the award of the construction contract in the amount of \$49,122.00 to Downing Heating, Inc and finds that the City satisfied its purchasing requirements.
4. The contract entitled Emergency HVAC Repair-Council Chambers, Project No. C11202223 with a final contract amount of \$49,122.00 is accepted as complete subject to the Contractor's continuing warranty and other obligations pursuant to the contract.
5. The City Clerk/Recording Secretary is hereby authorized and directed to file a Notice of Completion concerning the Project with the Sonoma County Clerk's Office within ten (10) days of the date of this Resolution.
6. Staff is hereby authorized and directed to release all undisputed retention not subject to pending change orders within sixty (60) days of the date of this Resolution and in accordance with the terms of the Project contract, the Petaluma City Charter, California Public Contract Code Section 7107 and applicable law.

7. Authorizes a budget adjustment of \$1,986.00 to the Emergency HVAC Repair-Council Chambers Project No. C11202223 for the additional work performed by change order.

Under the power and authority conferred upon this Council by the Charter of said City.

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**REFERENCE:**

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 21<sup>st</sup> day of October 2024, by the following vote:

Approved as to  
form:

\_\_\_\_\_  
City Attorney

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

