

City of Minot

TO: Mayor Shaun Sipma
Members of the City Council

FROM: Janet Anderson, Library Director

DATE: June 14, 2018

SUBJECT: Library Chiller Coil Replacement

I. RECOMMENDED ACTION

1. Recommend approval to transfer \$13,633.00 from the Library's cash reserves to fund 210-67-00-455-04-33 (Building & Grounds) for the replacement of a broken coil in the Library's 2011 chiller.

II. DEPARTMENT CONTACT PERSON

Janet Anderson, Library Director

852-1045

III. DESCRIPTION

A. Background

The Library's chiller, installed in 2011 was discovered to have a broken coil which has been causing a leak making only half of the unit work. This chiller is responsible for cooling more than half of the building.

B. Proposed Project

Already this summer, the Library has experienced indoor temperatures above 75 degrees and is in need of this repair.

C. Consultant Selection

Once the problem was identified, estimates were received from C&C Plumbing and Trane Commercial Systems. After consulting with the Assistant City Attorney, it was determined that it was not necessary to advertise for bids based on Ordinance 2-135, subsections b and c which states that bid are only necessary if the cost exceeds \$15,000.00. Trane Commercial Systems provided a quote of \$13,633.00 and C&C Plumbing provided a quote of \$14,447.00. The Library will have the work completed by Trane Commercial Systems as they provided the lowest quote.

IV. IMPACT:

A. Strategic Impact:

As of 5/31/18, the Minot Public Library had been visited over 50,000 times in 2018. As a public building, it is essential that we are able to cool the building for the welfare of everyone in it. On 6/14/18 temperatures in some areas of the Library approached 80 degrees with only part of this chiller unit working.

B. Service/Delivery Impact:

Approval of the transfer of money to the Library's Building & Grounds account will mean that the Library will be able to have the unit repaired this summer and will prevent the

Library from having to close due to heat (which had to be done in 2016 due to issues with the air conditioning).

C. Fiscal Impact:

The Library has enough money in its cash reserves due to reductions in spending in 2017 and even with the cost of this repair will still have the required amount in reserve.

<u>Project Costs</u>	
Replace Coil/Associated Work	<u>\$13,633.00</u>
Total	\$13,633.00

V. **ALTERNATIVES**

Alt 1. The City Council could deny this transfer which would require an adjustment to the already submitted 2019 budget or delaying the repair until 2020.

VI. **TIME CONSTRAINTS**

Alt 1. The Council could request that the Library wait until 2019 to complete this project, though funding is uncertain and the budget has already been submitted without this cost.

Alt 2. The City Council could deny this request and the work would not be completed prior to the summer of 2019 and possibly not until 2020.

VII. **LIST OF ATTACHMENTS**

- A. Trane Service Quote
- B. Budget Amendment