



## **Item No. 8 Town of Atherton**

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**DATE: NOVEMBER 16, 2022**

**SUBJECT: APPROVAL OF A PREVENTATIVE MAINTENANCE AND  
SERVICES SUPPORT AGREEMENT FOR THE TOWN CENTER  
BUILDING MANAGEMENT SYSTEM; DIRECT THE CITY  
ATTORNEY TO PREPARE THE AGREEMENT AND AUTHORIZE  
THE CITY MANAGER TO EXECUTE THE AGREEMENT ON  
BEHALF OF THE TOWN**

### **RECOMMENDATION**

It is recommended that the Council approve an agreement with Syserco, Inc. for preventative maintenance and support services the Town Center Complex Building Management System; direct the City Attorney to prepare the agreement; and authorize the City Manager to execute the agreement on behalf of the Town.

### **BACKGROUND**

The Construction of the Town Center included the installation of a Building Management System (BMS), or Energy Management System, to monitor and control aspects of the heating and cooling systems in the Town Center and Library. The BMS monitors the components of the heating and cooling system, advises of various issues related to the heating and cooling system, is used to control the thermostat settings and monitor spaces. The Allerton Energy Management Systems was installed as the BMS system by Syserco, Inc. The BMS is a critical part of managing the environmental controls system for the Town Center in an effective and efficient manner.

### **ANALYSIS**

A services agreement is required to effectively monitor and maintain the BMS. Staff solicited a proposal from Syserco, Inc. due to their familiarity with the newly installed system and the various components installed at the Town Center and their expertise in monitoring and maintaining such systems.

The proposed services agreement covers the following services:

Preventative Maintenance:

- Software and Cyber Security Updates
- Controller Firmware Updates
- Staff training Related to Updates
- System Backup and Disaster Recovery
- Preventative Maintenance (annual)
- Device Diagnostics (annual)
- Network Analysis (annual)
- 2 Days of Labor to Remedy Deficiencies in the Preventative Maintenance Review

Customer Support:

- Operator Support and Site-Specific Training – 4 days per year
- On-Line Technical Support
- Emergency Response Services
- Dedicated Service Team
- Discounted Labor and Materials

Staff is recommending approval of a BMS Services agreement with Syserco, Inc.

**FISCAL IMPACT**

The costs for BMS Services agreement would be \$29,428 in the first year and reduce to \$25,884 for the third year. Costs associated with this agreement will be split between the facilities maintenance budget and the Library.

**GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area A – Maintain Fiscal Responsibility
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

**POLICY FOCUS**

Council policy focus should be on the need to monitor and maintain the Building Management System and environmental controls system for the Town Center Complex.

**PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo

Park Fire Protection District, service provides (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item has not been before a Town Committee or Commission

**ATTACHMENTS**

1. Syserco, Inc. BMS Services Support Proposal