
To: City Manager; City Council Members
Fr: Scott Stevenson, Facilities Maintenance Manager
Date: August 25, 2021
Re: September 2021 Monthly Manager's Report

Facilities Management Division –

Requests for Qualifications for the Facilities Equipment Preventive Maintenance, Service, and Emergency Response Services are being advertised in September with submittals due on October 1st. Responding firms are being asked to provide a fee proposal within a separate sealed envelope and include annual costs for both facilities now occupied by the City, and annual costs for facilities the City will occupy when the new Municiple Operations Center is completed. The facilities staff anticipates having an equipment preventive maintenance, service and emergency response professional services agreement for Council consideration in December. With Covid numbers rising again, the Facilities staff will continue working a scheduling that allows for extra cleaning, and disinfecting, at all City buildings. The Police Department and LARC are receiving two custodial visits daily and they are also being cleaned over the weekend. The Facilities staff also cleans and sanitizes the Hollyhock commons area on a daily basis. The staff continues to respond to requests from all Departments for sanitizer, sanitizing wipes, and disposable surgical masks. Touchless drinking fountain/bottle fillers were installed at the Recreation Center, Ice and Event Center, City Hall and the Annex. The staff will continue with the installation of touchless toilet/urinal flush valves and touchless faucets throughout City owned buildings as these items become available. The Touchless fixtures are in high demand and delivery of them has been sporadic. The Recreation Center RTU # 7 Design/Build Replacement Project will be completed in April of 2022. This project was awarded by City Council to Climate Control, LLC of Cheyenne, Wyoming on April 20th. The RTU is being manufactured specifically for the Recreation Center and it has a lead time of 32 weeks so a change order was issued to extend the contract completion date. Contract amendments extending the expiration dates of the Elevator Preventive Maintenance and Service contract, the Custodial Supplies contract, and the Pool Chemical Supplies contract have been negotiated and are in place for the next two years. The Facilities staff will begin the process of winterizing the Recreation Center outdoor pool, the Washington Park Wading Pool, and the Splash Pad at Undine Park in September. The Facilities Work Order System received Thirty-one (31) work orders in August, with seven (7) still open and in progress. A total of thirty-four (34) work orders were completed and closed out this month.