

City of Hesperia STAFF REPORT



DATE: June 2, 2026

TO: Mayor and Council Members
Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Cassandra Sanchez, Director of Public Works/City Engineer
Brian Blackwell, Streets/Traffic Operation Manager

SUBJECT: Award of Contract for Heating, Ventilation, and Air-Conditioning (HVAC)
Preventive Maintenance and Repair Services

RECOMMENDED ACTION

It is recommended that the City Council and Board of Directors of the Hesperia Water District (District) authorize the City Manager to enter into a three (3) year contract with Retrofit Services Co., Inc., in a not-to-exceed amount of \$240,000 for heating, ventilation, and air-conditioning (HVAC) preventative maintenance and repair services for City and District facilities.

BACKGROUND

The City contracts with an HVAC contractor for preventive maintenance and repairs at various City and Water District facilities, including the Hesperia Branch Library. These services include quarterly filter changes, system adjustments, and repairs to ensure HVAC systems are operating to factory specifications. With the aging HVAC systems, an aggressive preventative maintenance program will be incorporated to ensure these systems are operating at optimal capacity. While preventative maintenance will not eliminate failures, it will reduce the frequency with which they occur.

ISSUES/ANALYSIS

The current contract for HVAC preventative maintenance and repair services is set to expire on June 30, 2026. To continue to provide these services, the City prepared a formal bid that was released on April 26, 2026 and closed on May 12, 2026. The City received the following bids:

	Allison Mechanical, Inc.	Retrofit Services Inc.
FY 2026-27	\$82,242	\$78,225
FY 2027-28	\$85,044	\$79,690
FY 2028-29	\$87,894	\$81,417
Total Cost	\$255,180	\$239,332

Upon review of the submitted bids, Retrofit Services Company, Inc. was deemed the lowest responsible/responsive bidder for HVAC preventative maintenance and repair services

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health - Maintain a balanced budget and adequate reserves

FISCAL IMPACT

Sufficient funding will be included in the proposed Fiscal Year 2026-27 Operating Budget.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

1. Bid Comparison