



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 28, 2023

Subject: APPROVE and AUTHORIZE Amendment No. 1 to the Contract with Matrix HG, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Matrix HG, Inc., to extend the term through October 31, 2024, for on-call maintenance and repairs of heating, ventilation and air conditioning (HVAC) systems at various County facilities, with no change to the payment limit, Countywide.

**FISCAL IMPACT:**

There is no fiscal impact with this action as the amendment is only to extend the term of the contract.

**BACKGROUND:**

The Public Works Department Facilities Services Division is responsible for the maintenance and repair of all County buildings and facilities. Based on current Facilities Services staffing, Some HVAC repairs are sublet to outside vendors to meet emergencies or unanticipated maintenance service requests. Originally bid on BidSync #2006-412 (2020), Matrix HG, Inc., was one of three (3) contractors awarded for these services. The PWD intends to extend all three existing HVAC contracts with no change to the payment limits.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/28/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Ken Carlson, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 28, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Kevin Lachapelle,  
(925) 313-7082

By: June McHuen, Deputy

cc:

Government Code Section 25358 authorizes the County to contract for the maintenance and upkeep of County facilities. The contract with Matrix HG, Inc., is due to expire October 31, 2023. The Public Works Department respectfully requests authorization to extend this contract to October 31, 2024, with no change to the payment limit of \$8,000,000 to ensure the County has access to the contractor's services.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, heating, ventilation and air conditioning repair services with Matrix HG, Inc., will be discontinued.