

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: December 1, 2016**

**SUBJECT:** Emergency Replacement of Expansion Valve for HVAC Unit

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Alex Romero, Operations Manager for  
Norm Davis, Public Works Director

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**SUMMARY BACKGROUND:** The HVAC unit that cools the Channel 56 equipment on the first floor of the Civic Center building experienced failure on 10/17/2016 of the expansion valve and had to be replaced, pressure tested, evacuated and recharged. Timely correction to keep Channel 56 equipment cool and functioning is crucial to not risk damage to costly equipment. Staff made the decision to correct under emergency condition and not take the time to receive 3 written quotes. Instead awarded work to a known qualified local contractor that could immediately replace the expansion valve to get the HVAC unit working again.

In accordance with Town Code, Chapter 3, Section 3-04-060, Mayor shall be empowered to authorize the purchasing agent to purchase or secure services without complying with standard purchasing procedures. Replacement of the expansion valve, pressure testing, evacuation, recharge and labor by FRB Refrigeration of Prescott Valley was \$1,164.60.

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**OPTION ANALYSIS:** The Council may vote to:

- 1.) Approve the purchase, **OR**
- 2.) Not approve the purchase

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**ACTION OPTION:** Motion to approve the purchase of the HVAC Compressor. **VOTE.**

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**RECOMMENDATION:** Staff recommends approval of this purchase.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_