



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

9/23/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**SUBJECT: PUBLIC WORKS CONTRACT WITH WESTOVER CONTROLS CORPORATION FOR
THE POLICE DEPARTMENT HVAC UPGRADES**

Summary:

The HVAC system at the Police Department has experienced persistent operational problems over the past two years, including temperature regulation failures, fluctuating humidity levels, and reduced efficiency. The Public Works staff and the City's Information Technology consultants have conducted interim maintenance that has sustained limited functionality; however, these efforts cannot maintain long-term reliability. Staff reached out to City's current on-call contractors to solicit proposals to address the system's issues. Each company offered complete system replacement, which would have required the removal and replacement of both the controls and equipment at a significantly higher cost. Westover Controls Corporation, the original installer of record, evaluated the system and submitted a proposal to provide and install a retrofit solution for this project.

Westover is uniquely qualified to perform this work, as the only contractor with direct knowledge of the system. Awarding the contract to Westover would ensure timely resolution and protect operational continuity at this 24/7 essential public safety facility. Following a comprehensive review of the required services, staff recommends the City Council award a sole-source contract to Westover Controls Corporation pursuant to Signal Hill Municipal Code Section 3.20.120, which permits the City Council to authorize a contract without competitive bidding when a vendor possesses the unique qualifications and specialized expertise necessary to perform the work. If approved by the City Council, the HVAC upgrades at the Police Department would begin in September 2025, with completion anticipated by December 2025.

Strategic Plan Goal(s):

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendation:

1. Authorize the City Manager to enter into a Public Works Contract with Westover Controls Corporation, for a term of 90 calendar days in the amount of \$74,924.96, for the Police Department HVAC system upgrade.
2. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA,
AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS
FOR FISCAL YEAR 2025-26.

Fiscal Impact:

The total cost of the Police Department HVAC upgrade is \$74,924.96. The City's adopted budget for this project (Project No. 90.25014) was \$70,000 in Fiscal Year (FY) 2024-25, but remained unspent while staff evaluated potential repair solutions. Staff is requesting to carry forward the unused funds into FY 2025-26, resulting in a total project budget of \$70,000. Staff proposes using \$4,924.96 from the Facilities Maintenance Division operating account (100-92-5400) to cover the remaining cost. The Fiscal Year 2025-26 budget provides full funding for the project.

Background:

The Signal Hill Police Department HVAC system relies on automation controls installed in 2012 to regulate temperature and humidity in the building. On July 16, 2024, a power surge damaged the computer that operates the HVAC controls. City staff attempted to replace the computer, but the software was not compatible with newer versions of the Microsoft Windows operating system. As a temporary measure, staff located an older computer with an outdated operating system and sent it to an outside vendor for repair, which enabled partial use of the system.

Staff contacted Westover Controls Corporation, the original installer of the system, for assistance. Westover confirmed that Schneider Electric, the original equipment manufacturer, discontinued the Andover Continuum product line and no longer supports the obsolete Pinpoint software. After conducting a remote assessment, Westover restored limited functionality following a system blackout. Despite these efforts, the system continues to experience intermittent communication issues, confirming that the current controls lack long-term reliability.

Analysis:

Westover Controls Corporation evaluated the Police Department HVAC system and determined that the mechanical components and automation controls remain in fair condition. However, the software required to interface with the controllers is outdated and must be replaced. As part of the evaluation process, staff also solicited proposals from the City's current on-call contractors, Soffa Electric Incorporated, Freedom Automation Incorporated, and Power-Tech Engineers Incorporated. Each company staff contacted offered complete system replacement, which would have required removal

and replacement of both the controls and equipment at a significantly higher cost. None of the firms provided a retrofit option to restore the existing controls. In contrast, Westover's retrofit proposal preserves the existing infrastructure, avoids unnecessary capital replacement, and provides a practical, cost-effective solution that meets operational needs while minimizing cost and disruption.

Westover Controls remains the only qualified vendor currently maintaining the City's HVAC system and possesses the specialized expertise needed to work with the equipment at the Police Department. Selecting another contractor would result in duplicative troubleshooting, higher costs, and delays in addressing the problem. Operational continuity is essential for a 24/7 public safety facility, where reliable heating, cooling, and ventilation are critical to support staff performance, ensure detainee safety, and protect sensitive electronic equipment. Under Signal Hill Municipal Code Section 3.20.120, the City Council may authorize a contract without competitive bidding when only one vendor possesses the unique qualifications and expertise required. Staff determined that Westover meets this sole source standard and recommends awarding the contract accordingly.

The proposed contract includes a 90-day warranty on parts and labor. Industry standards indicate new HVAC control systems provide a service life of 20 years when properly maintained. The components remaining in place have an estimated eight years of useful life. The upgrades would restore dependable climate control at the Police Department, improve indoor air quality through enhancements required by California Code of Regulations Title 24, reduce energy consumption, and lower ongoing maintenance costs. In addition, the project would modernize the system and safeguard sensitive IT and electrical equipment, ensuring continuous and reliable operation at this essential public safety facility.

Staff recommends awarding a contract to Westover Controls Corporation on a sole-source basis under Signal Hill Municipal Code Section 3.20.120, which permits the City Council to approve contracts without competitive bidding when only one vendor has the expertise and qualifications needed. If approved by the City Council, the HVAC upgrades at the Police Department would begin in September 2025 and are expected to be completed by December 2025.

Reviewed for Fiscal Impact:

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Attachments:

- A. Agreement
- B. Budget Resolution