

**NOTICE OF SPECIAL MEETING
BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT**

**STATE OF TEXAS
COUNTY OF HARRIS**

NOTICE is hereby given of a special meeting of the Board of Directors of the Harris County Appraisal District, Harris County, State of Texas, to be held Wednesday, April 8, 2020 at 4:00 p.m., at 13013 Northwest Freeway, 7th Floor, Houston, Texas **will be conducted by telephone conference.**

The District's building is closed to the public, however members of the public may participate by telephone. Accordingly, this meeting agenda, and any agenda packet, is posted online at <https://hcad.org/about/hcad-board-of-directors/>.

The public dial-in number to participate in the meeting is 408-418-9388.
Access Code: 627 457 895.

*If you wish to speak during the meeting, you must register to do so by calling the number provided above between 3:45 p.m. and 4:00 p.m. on the day of the meeting, **announce your name when prompted**, and tell the receptionist that you would like to address the board. You will then be able to listen to the meeting on your phone and, when called upon, speak to the board.*

The subjects to be discussed or considered or upon which any formal action may be taken are listed below.

AGENDA ITEMS

1. Call to Order.
2. Roll Call.
3. Comments from members of the public.
A speaker whose intended comment as submitted relates to an identifiable item on this agenda will be limited to three (3) minutes. A speaker whose intended comment as submitted does not relate to an identifiable item on this agenda will be limited to three (3) minutes.
4. Discuss and possible action regarding purchase to upgrade the district's HVAC Air-Handling Units with UV Lighting from HGAC-BuyBoard vendor MLN Service Company, as a turnkey project in the amount of \$76,769.
5. Adjournment.

WITNESS MY HAND AND OFFICIAL SEAL of the District this 3rd day of April 2020.
CONTACT:



Mike Sullivan, Secretary

Action Item 4. Discuss and possible action regarding purchase to upgrade the district's HVAC Air-Handling Units with UV Lighting from HGAC-BuyBoard vendor MLN Service Company, as a turnkey project in the amount of \$76,769.

Recommendation

Discuss and possible action regarding purchase to upgrade the district's HVAC Air-Handling Units with UV Lighting from HGAC-BuyBoard vendor MLN Service Company, as a turnkey project in the amount of \$76,769.

Discussion

The HCAD office building is equipped with fourteen (14) air-handling units (AHU), two on each floor. These units circulate air as part of the heating, ventilating, and air-conditioning (HVAC) system. Within each AHU is a blower, heating or cooling elements, filter racks/chambers, sound attenuators, and dampers. These air-handlers cycle the conditioned air through the building and returns it to the AHU.

Ultraviolet (UV) lighting is split into three spectral areas: UV-A, UV-B, and UV-C, the latter is being recommended for the upgrade. UV-C energy provides the most germicidal effect to inactivate microorganisms such as mold, bacteria, and viruses by altering the structure and the molecular bonds of their DNA. By destroying the organism's ability to reproduce, it becomes harmless since it cannot colonize. After exposure, the organism dies off leaving no offspring, and the population of the microorganism diminishes rapidly. The recirculating air in HVAC systems creates redundancy in exposing microorganism to UV, ensuing multiple passes so the light energy is effective against large quantities of microorganisms. The U.S. Centers for Disease Control and Prevention (CDC) supports the use of UV-C as an adjunct to mechanical ventilation and filtration to prevent and control spread of tuberculosis. The Federal Emergency Management Agency and Environmental Protection Agency (EPA) note that UV-C technologies can be used to provide protection against bioterrorism. The Association for Professionals in Infection Control and Epidemiology, Inc, noted "An inefficient ventilation system causes the spread of airborne disease, whereas an efficient ventilation system can help mitigate the spread of infectious particles and thereby reduce transmission of disease". "All viruses and almost all bacteria (excluding spores) are vulnerable to moderate levels of UVGI exposure. UVGI generally refers to a UV wavelength of 253.7 nm (UV-C). Exposure to UV light at this wavelength is a practical and cost-effective method of inactivating airborne viruses, mycoplasma, bacteria, and fungi on clean surfaces".

In 2011, the Texas Legislature passed Senate Bill 898 amending the Health and Safety Code 388.005 to require each political subdivision, institution for higher education, or state agency to establish a goal to reduce electrical consumption by at least five percent each fiscal year for ten years beginning September 1, 2011. Each entity must report to the State Energy Conservation Office (SECO) regarding the entity's efforts to meet the goal and progress the entity has made.

The benefits of UV lighting:

- Maximize energy savings;
- Contribute to mandated Senate Bill 898 to reduce electrical consumption;
- Reasonable payback period of 2 years;
- Peak demand reduction – electrical savings during peak hours;
- Reduce maintenance and operational costs; and
- Improve indoor air quality-inactivating airborne viruses, mold, and bacteria.

The UV lighting lamps resemble a clear florescent light bulb. These specialized lamps produce the recommended germicidal UV at 253.7 nm. Four (4) lamps will be installed on the supply side of each air-handling unit, downstream from the cooling coil and above the drain pan for the most effective microbial control.

A local government that purchases goods or services under an interlocal contract satisfies the requirement to seek competitive bids for the purchase. Tex. Gov't Code 791.052(c); Tex. Loc. Gov't Code 271.102(c).

The district received two turnkey quotes from vendors on approved cooperative purchasing programs.

<u>Vendor</u>	<u>Cooperative Program</u>	<u>Cost</u>
Gowan, Inc.	Choice Partners	\$96,000
MLN Service Company, Inc.	HGAC – BuyBoard	\$76,769

Comments on the Proposal

All services in this proposal will be purchased under HGAC-BuyBoard Cooperative purchasing program through MLN Service Company, Inc.

Funds are available in the 2020 budget account 8007-6200, Building & Fixture Maintenance.

Motion

A board member would move to authorize the purchase to upgrade the district's HVAC Air-Handling Units with UV Lighting from HGAC-BuyBoard vendor MLN Service Company, as a turnkey project in the amount of \$76,769.

Resource staff:

Roland Altinger
Jason Cunningham
Theresa Paul



Gowan, Inc.
5550 Airline Dr.
Houston, TX 77076-4998
Phone: 713.696-6510
Fax: 713.237.9208

Date: March 23, 2020

TO: HCAD,

Gowan, Inc. is pleased to submit the following proposal for the above referenced project.

Scope: Furnish and Install Uv light for 14 AHU'S and Run Electrical to each device.

- Isolate power to Unit and mount brackets to units for uv lights.
- Mount brackets and pull wire to each device.
- Mount bulbs for each Ahu
- Furnish and supply Conduit and wiring and breaker for each system as long theElectrical panels are able to supply for a extra circuit.
- Furnish and supply power to each AHU for Uv to verify operation of system

Scope Only Straight Time: \$96,000.00 Plus Sales Tax

Quote Excludes Asbestos or Mold Abatement/Containment
Hazardous Material Disposal or Removal

Quote Exclusions (if checked)
 Roofing
 Insulation
 Detail Construction Drawings
 Patching, Painting, & Signage
 Electrical
 Any work not outlined above
 Other, Overtime Labor

With the signature below we hereby authorize *Gowan, Inc.* to proceed with the above described work.

GOWAN, INC.

Signature: _____

Date: _____

**John David Baez
March 23, 2020
Service Manager**

The proposal above is valid for 30 days and after that point we reserve the right to revise our quote to reflect material and labor increases.

This proposal is "Regulated by The Texas Department of Licensing and Regulation", P. O. Box 12157, Austin, Texas 78711, 1.800.803.9202, 512.463.6599,



MLN Service Company
Mechanical Contractors

10101 MULA ST
Houston, Texas 77477
713.782.3633 T
832-541-7518 C
www.mlncompany.com

March 26, 2020

HCAD

13013 Northwest Freeway
Houston, TX 77040

Ref: Installation of UV lighting on (14) AHU

The MLN Service Company is pleased to offer this proposal for your consideration. We propose to perform the following list of services at the above referenced location:

Install New Sterile-Aire UVC Lights in AHU's

Report to the engineering department before beginning any work.
Perform proper LOTO.

Provide labor and materials to install new UVC lights in fourteen (14) existing AHU's.
Per Air Handler - Provide labor and materials to install (1) door switch, (1) toggle switch outside of units, 4"x6" red and white lettering "Caution" labels, and (1) peephole viewport on the access panel to the UVC light section.

Provide labor and materials to install new conduit and electrical to each AHU for the UVC light toggle switch connections.

Provide labor for start-up.

Provide labor to clean work area.

Base Project Pricing: \$ 76,769.00, plus applicable taxes.

Clarifications:

- Work scope is based upon specifications provided by customer.
- Labor is based upon regular and overtime working hours.
- MLN to run electrical to units during regular working hours.
- MLN to install UVC lights on overtime hours.
- Customer to shutdown units and start-up.
- Project start is contingent upon a mutually agreeable contract.
- All agreements are contingent on strikes, accidents and delays beyond our control.
- No equipment and/or materials will be ordered until submittals are approved.
- No additional work beyond specified work scope will be performed by MLN Service Company unless written approval is received first.
- This proposal may be withdrawn if not approved within thirty (30) days of proposal date.
- All work will be performed on a concurrent schedule.
- All Salvage/Scrap is calculated in this proposal.
- MLN terms and conditions apply.

Exclusions:

- Taxes
- Additional replacement bulbs
- Permits
- Isolation valves not holding 100%
- Any Asbestos testing and removal of insulation
- cutting, patching, painting
- Structural engineering, design, drawings, alterations
- MEP design, drawings
- Correction of existing code violations

Thank you for this opportunity to be of service to you. Should you have any questions or need additional information, please contact me at 832-459-9825.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation. All sales are per MLN's standard terms and conditions.

Sincerely,

Authorization Signature of Acceptance

Matt Markgraf
MLN Service Company, Inc.
mmarkgraf@mlncompany.com

Date