

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 26-182

AUTHORIZING THE COUNTY EXECUTIVE TO RETROACTIVELY SIGN THE MICRO SERVICES AGREEMENT WITH AIR REPS, LLC FOR HVAC REPAIR SERVICES PROVIDED AT DENNEY JUVENILE JUSTICE CENTER

WHEREAS, Snohomish County Code 3.04 establishes the procedures and requirements for purchases and contracts; and

WHEREAS, the purchasing manager, under the direction and supervision of the Finance Director, is responsible for administering the purchasing and contract procedures as provided in SCC 3.04; and

WHEREAS, Public Works service contracts require a Micro Service Agreement (Prevailing Wage) to be signed by the purchasing manager before Notice to Proceed is given for each specific project; and

WHEREAS, the Facilities Maintenance Division erred in the process by authorizing work to begin without prior approval of a written estimate and a signed Micro Service Agreement (Prevailing Wage), as indicated within the attached procurement compliance form;

NOW, THEREFORE ON MOTION, the Snohomish County Council approves and authorizes the County Executive to retroactively sign the Micro Services Agreement with Air Reps, LLC. for HVAC repair services already provided at Denny Juvenile Justice Center.

PASSED this _____ day of _____, 2026.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Council Chair

ATTEST:

Deputy Clerk of the Council

Procurement Compliance Form

Department: Facilities and Fleet Management

Date of Violation: 9-2-2025

Description of non-compliance

I want to say at the time we had no HVAC contract for the work that needed to be done at North Sound and only half of the building was getting a little comfort from ODU-1. When ODU-2 failed two weeks later, repairs were imminent and needed to be fixed ASAP. Work was authorized to proceed with Air Reps because the 24-hr operations site had no heating/cooling and could be completed by the mechanical services vendor to diagnose and repair cooling issues on ODU-01 at the Denny Juvenile Justice Center. The vendor was dispatched and performed multiple service visits, including diagnostics, leak repair, refrigerant recovery, pressure testing, and recharging, before Purchasing received any formal documentation or request for approval. As a result, Purchasing is unable to issue a PO for the invoice after the fact.

Description of steps taken to avoid future non-compliance

Facilities staff have been instructed that no vendor may be dispatched for repair or diagnostic work without a completed service request, contract, or purchase order approved by Purchasing. We are implementing a requirement that all emergency or urgent service calls must be routed through the Facilities supervisor or manager before contacting a vendor. Additionally, staff will receive refresher training on procurement procedures, including when and how to initiate a PO, emergency procurement protocols, and communication expectations with Purchasing.

Recommended resolution (Purchasing)

Purchasing supports the steps Facilities is taking to reinforce proper procedures. We've worked with Facilities in the past to help navigate emergency situations and ensure staff understand both emergency procurement protocols and Purchasing's role in keeping things compliant. We've also emphasized the need for internal processes to be followed to avoid issues and violations. The added oversight and refresher training are good steps in that direction. Purchasing will continue working with Facilities to streamline their use of emergency procedures while making sure procurements are handled properly and in compliance.

Since the agreement is being executed well after the work was performed, Facilities will route the agreement through Council for approval, per SCC 3.04.140(11). This fully executed form will be attached as backup to the motion for Council approval.

The department acknowledges that the above is a violation of Snohomish County Code 3.04. It affirms that this violation was not intentional or of willful misconduct. As a result, the department will work with the Purchasing Division to gain additional training and/or information to avoid future non-compliance.

Nelson, JaNae Digitally signed by Nelson, JaNae
Date: 2026.03.18 15:37:13 -07'00'

Director/Official Signature

Date

Thornton, Bill Digitally signed by Thornton, Bill
Date: 2026.03.26 14:05:57 -07'00'

Purchasing Manager Signature

Date

Szebenyi, Alessandra Digitally signed by Szebenyi,
Alessandra
Date: 2026.04.08 15:35:14 -07'00'

Executive Signature

Date