





November 23, 2011

**TO:** Village President and Board of Trustees

**THROUGH:** David A. Hulseberg, Village Manager

**FROM:** Carl S. Goldsmith, Director of Public Works *CJ*

**SUBJECT:** Village Board Room ADA Enhancement Project

The Village of Lombard was awarded a Community Development Block Grant (CDBG) for the Village Board Room ADA Enhancement Project. The Village received funding in the amount of \$48,618, which was 50% of the proposed budget for the project. The remaining 50% of the project was funded through Capital Projects Fund. The project objective is to improve the accessibility of the Village Hall Board Room. To accomplish this objective, the following work will be conducted under this project:

- Removal and replacement of dais to meet ADA standards
- Construction of ramp on south wall of room to dais
- Removal of wall behind staff table
- Relocation of speaker's podium, recording secretary's desk and presentation desk
- Creation of four (4) accessible seating areas
- Replacement of door on southeast wall with a new power actuated door and exterior refuge area
- Installation of power actuated units for the main entrance doors to the Board Room
- Replacement of carpeting
- Installation of technology amenities on dais to facilitate paperless meetings

The Village advertised for bids on June 22, 2011 in the *Lombardian*; however no bids were received on July 15, 2011. The Village then solicited bids from six (6) minority business enterprises and women's business enterprises (MBE/WBE) firms that were identified by the DuPage County Community Development Commission. The Village received one proposal from J-Mac Associates Ltd. out of Carol Stream. It is estimated that the project will take approximately five (5) weeks.

The Public Works recommends awarding this contract to J-Mac Associates Ltd. in the amount of \$94,183. The Village budgeted \$97,000 for this project.

This item was tabled from the September 15, 2011 due to approvals being delayed from HUD. The Village has received approval to move forward with the project.

I respectfully request that this item be presented to the President and Board of Trustees at the December 1, 2011 meeting for consideration.

## J-MAC ASSOCIATES LTD.

Job Management And Construction  
One North 050 Gary Avenue  
Carol Stream, Illinois 60188  
Tel: 630-690-2500 Fax: 630-690-1271

## PROPOSAL & ACCEPTANCE

Re: Village of Lombard  
**Village Board Room Enhancement**  
255 E. Wilson Ave. Lombard, IL  
Proposal # 9999p521 - 5311-0-11

August 12, 2011

Village of Lombard  
Attn: Carl Goldsmith  
1051 S. Hammerschmidt  
Lombard, IL 60148

Sealed bid

Dear Carl,

J-MAC Associates Ltd. is pleased to submit the following proposal to furnish all material and perform all labor necessary to complete the general construction work of the Village Board room enhancement project per bid documents from the Village of Lombard Document # VH12-2 and per drawings D-1, A-1 and A-2 as described below.

### SCOPE OF WORK

#### **Included Items:**

1. (1) dumpster for construction debris.
2. Protection of surroundings to remain.
3. Demolition of carpet, millwork walls and desks.
4. Removal of bolt down folding chairs as shown on drawing.
5. Construction of raised wood platform using all fire treated lumber.
6. Removal and replacement of exterior steel door and frame.
7. Installation of new door, frame and panic hardware.
8. Excavation of exterior planting bed to install additional concrete landing.
9. Modification to existing railing at stairs and landing.
10. Concrete saw cut approximately 10' long by 6" wide for new electrical conduit installed by owner.
11. Concrete patching and skimming as needed for new flooring.
12. Installation of automatic double door opener and (2) push paddles. Wired by owner.
13. Installation of medium grade, looped, direct glue down carpet.
14. Fabrication and installation of new millwork half height walls and cap.
15. Installation of additional wood base and small wood railing at step.
16. All millwork finishes to match as close as possible.
17. Approximately (4) In. feet of existing wall will be blended to corner only.
18. Painting of the new door and frame and the modified railing only.
19. All work has been figured as regular time work from 8:00am to 4:30pm
20. Contractor licenses and permit costs have been accounted for in this proposal.
21. Carpet material cost has been figured as medium grade, samples will be provided for review.
22. Carpet pricing is valid if ordered before September 30<sup>th</sup>, 2011
23. A bid deposit 5% and performance bond.
24. Rework A/V cabling per progressive communications.

#### **Excluded Items:**

1. Over time work.
2. Electrical, phone & data, mechanical, plumbing, fire protection, and/or roofing work of any kind.
3. Reworking or refinishing of any existing or re-used millwork cabinet is strictly excluded.

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We Propose to furnish the above, complete in accordance with the specifications listed below:  
**For the sum of.....\$58,632.00**

**Voluntary Alternate:** Auger a 16" x 8 ' concrete pier and drill and pin new concrete slab to the existing concrete stair and foundation wall in lieu of excavating and pouring foundation walls as shown.....Deduct \$ 1580.00

**SCHEDULE**

Is subject to the finalization of details and notice to proceed.

**SPECIFICATIONS**

- 1. Pricing is based on standard working hours, Monday thru Friday, 7:00am to 3:30pm.
- 2. J-MAC Associates Company badge on all our personnel.

**SPECIAL CONDITIONS AND TERMS**

- 1. All material is guaranteed to be as specified.
- 2. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices.
- 3. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
- 4. All Agreements contingent upon strikes, accidents or delays beyond our control.
- 5. Owner to carry fire, tornado and other necessary Insurance.
- 6. Our workers are fully covered by Workman's Compensation Insurance.
- 7. All accounts are subject to a service charge of 1 ½% per month after 30 days. (18% apr)
- 8. This proposal may be withdrawn by us if not accepted within 30 days.

We wish to thank you for the opportunity afforded us in submitting this proposal, and trust that it will meet with your approval. Should you require any additional information or have any questions, please feel free to contact me at 630-690-2500 x 18.

Sincerely,  
**J-MAC Associates Ltd.**



David A. Check  
Senior Project Manager

DC:rcm

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**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Accepted this \_\_\_\_\_ Day of \_\_\_\_\_, 2011

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Authorized Signature)