

070271

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: William T. Lichter, Village Manager
DATE: April 24, 2007 Agenda Date: May 3, 2007
TITLE: PWO-0806 Annual HVAC Maintenance Contract
SUBMITTED BY: Keith J. Surges, Operations Superintendent *(Signature)*

RESULTS:

Date Bids Were Published: May 17, 2006 Date Bidding Closed: May 30, 2006
Total Number of Bids Received
Total Number of Bidders Meeting Specifications
Bid Security Required Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn Yes No
Explanation Yes No
If yes, explain:
Waiver of Bids Requested? Yes No
If yes, explain: See Attached Memo
Award Recommended to Lowest Responsible Bidder Yes No
If no, explain:

FISCAL IMPACT:

Engineer's estimate/budget estimate \$30,456.00
Amount of Award \$30,456.00
2713.756340- \$5,988 1213.756340- \$7,800
2113.756340- \$7,296 2313.756120- \$7,080
7720.756340- \$2292

BACKGROUND/RECOMMENDATION:

Has Recommended Bidder Worked for Village Previously Yes No
If yes, was quality of work acceptable Yes No
Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes No

REVIEW (as needed):

Village Attorney XX *(Signature)* Date 04/25/07
Finance Director XX *(Signature)* Date 04/25/07
Village Manager XX *(Signature)* Date 4/25/07

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



To: William T. Lichter, Village Manager

Through: Wesley Anderson, Public Works Director
Wesley Anderson

From: Keith J. Surges, Operation Superintendent
Keith J. Surges

Date: April 24, 2007

Subject: Renewal of the "Annual HVAC Maintenance Contract"

On June 15, 2006, the Village Board approved a contract with KCW Environmental Conditioning, Inc., for the Annual HVAC Maintenance Contract. In the bid documents was a provision to extend the contract for an additional year. Attached is a letter from KCW Environmental Conditioning, Inc., indicating their willingness to provide the same service, terms, conditions and unit pricing for an additional year.

To exercise the renewal option, the Village Attorney has stated, that the Village Board must approve acceptance of the renewal. There is no need to sign a new contract. If approved by the Board, staff would send confirming letters with signature space for KCW Environmental Conditioning, Inc., to accept extension of the contract. KCW Environmental Conditioning, Inc. has provided good service during the past year. I recommend renewal of the contract for one year under the same terms, conditions and prices for the next fiscal year. . Please note that when the Board approves the extension, Public Works will have HVAC Maintenance provided by KCW Environmental Conditioning, Inc., in an amount not to exceed \$30,456.00. I also request a waiver of bids.

Please place this item on the May 3, 2007 agenda for consideration by the Village Board. If you have any questions, please contact me.



Heating ■ Air Conditioning ■ Refrigeration ■ Sheetmetal

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Service Supervisor

Dawell Castleman

KCW ENVIRONMENTAL CONDITIONING, INC.

Sincerely,

If you have any comments, questions or concerns, please contact us directly.

The agreement will be continued at the same terms, conditions and price. KCW will invoice as normal for the first quarter beginning June 1, 2007.

We are pleased to agree to a rollover extension for the period of one (1) year beginning at 12:01 AM, June 1, 2007 and expiring 12:00 PM, May 31, 2008, per our agreement starting June 1, 2006.

Thank you for inviting KCW to renew the current maintenance agreement for the Village of Lombard facilities.

Dear Keith,

RE: HVAC RENEWAL MAINTENANCE AGREEMENT

Mr. Keith J. Surges
Village of Lombard
Operations Superintendent
255 E. Wilson Ave.
Lombard, IL 60148-5812

April 5, 2007

APR 9 2007

849 North Main Street ■ Glen Ellyn, IL 60137-3674 ■ Fax: 630.469.8218 ■ Phone: 630.469.8111
kcw.service@sbcglobal.net ■ kcw.contract@sbcglobal.net

Your complete H.V.A.C. Company

Environmental Conditioning, Inc.

K.C.W.

