

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 : Scott Niehaus, Village Manager
DATE : December 13, 2023 Agenda Date: December 21, 2023
TITLE : HVAC Maintenance Contract PWO 2106- Year 2 of 2
SUBMITTED BY: Tom Ellis, Operations Superintendent *TE*

RESULTS:

Date Bids Were Published 11/5/20 Bidding Closed 11/20/20
Total Number of Bids Received 1
Total Number of Bidders Meeting Specifications 1
Bid Security Required X Yes No
Performance Bond Required Yes X No
Were Any Bids Withdrawn Yes X No
Explanation:
Waiver of Bids Requested? X Yes No
If yes, explain:
See attached memo.
Award Recommended to Lowest Responsible Bidder? X Yes No
If no, explain: **See attached memo.**

FISCAL IMPACT:

Amount of Award FY24 \$29,578.00 , 101.120.113.75730, 101.210.113.75730,
101.230.113.75730, 101.270.113.75730

BACKGROUND/RECOMMENDATION:

See attached memo.

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

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

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: Scott Niehaus, Village Manager
Through: Carl Goldsmith, Director of Public Works *cg*
From: Tom Ellis, Operation Superintendent *TE*
Date: December 13, 2023
Subject: HVAC Maintenance Contract PWO 2106

On Friday, November 20, 2020, bids were opened for the HVAC Maintenance Contract. Bid specifications were sent to nine (9) vendors, resulting in one (1) bidder responding who met Village specifications. Seasons Comfort was the low bidder. The bid results are as follows:

<u>Supplier</u>	<u>First year cost 12- months</u>	<u>2nd year cost 12- Months</u>	<u>Total 2 Year Contract Cost</u>
Season's Comfort 107 W 61 st St Westmont, IL 60559	\$28,580.00	\$29,578.00	\$58,158.00

This is the second year of the first contract extension. The original contract was in effect for a two-year period from January 1, 2021 to December 31, 2022 with a potential extension for one additional two-year period. The scope of work includes all maintenance of the HVAC systems in the Public Works Buildings, Village Hall, Police Station, both Fire Stations and the Water Production Civic Center Reservoir and Central Station.

Season Comfort has been the Village's HVAC service provider for the last four years. Their work has been acceptable, and they have been responsive to mechanical issues when called upon. The recent village wide upgrades to HVAC equipment has contributed to contract reductions of \$10,400 over the last contract in 2020.

Staff recommends contract approval with Season Comfort for HVAC Maintenance in an amount not to exceed \$29,578.00 FY24. This for year two of the contract.

Please place this item on the December 21, 2023 agenda for consideration by the Village Board. If you have any questions, feel free to contact me.