



To: William T. Lichter, Village Manager ~~WA~~  
Through: Wesley Anderson, Director of Public Works  
From: Keith J. Surges, Operations Superintendent  
Date: April 14, 2005  
Subject: HVAC Maintenance Contract Renewal

---

The FY06 Budget includes funding for HVAC Maintenance. The contract was awarded on May 20, 2004, for FY05. The Village Board approved a contract with Midwesco Services, Inc., for the "HVAC Maintenance Contract" in an amount not to exceed \$17,076.00. It was a one year contract with a possible Extension of 1 year based on their performance and the price for the 2<sup>nd</sup> year of service. Midwesco Services, Inc. submitted the attached letter requesting a 5% increase in their price, which is \$843 lower than the next bidder from bids received last year. It is in the Villages best interest to extend the contract for another year.

To exercise the renewal option, the Village Attorney stated that the Village Board must approve the item. There is no need to sign a new contract. If approved by the Board, staff would send confirming letters with signature space for Midwesco Services, Inc. to accept extension of the contract. I recommend renewal of the contract for an additional year in an amount not to exceed \$17,928.00 under the same terms and conditions as in the current fiscal year. Midwesco Services, Inc. performs all the HVAC Maintenance for the Public Works Department, Village Hall, Water Treatment and Wastewater Pumping Division and Police Department for FY2006. I also request a waiver of bids for this item.

Please place this item on the May 5, 2005 agenda for consideration by the Village Board.

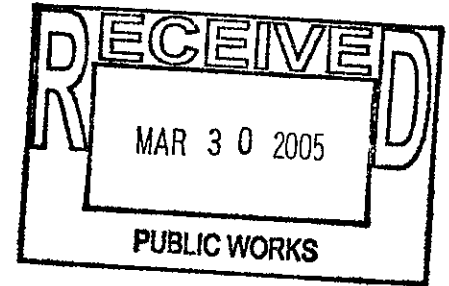
If you have any questions, please call me.

KS/PWO0606 HVAC Memo to Mr. Lichter FY06



6153 Mulford Street  
Niles, IL 60714-3427  
Main: (847) 966-2150  
Fax: (847) 966-6549

March 29, 2005



Village of Lombard  
255 E. Wilson Ave  
Lombard, IL 60148  
Attention: Keith Surges

Reference: Customer Number 203036-0001 Maintenance Agreement  
Anniversary Date: May 2005

Dear «Attention»,

Midwesco Services, Inc. values you and your continued business. We pride ourselves on having one of the most experienced service teams in the area, offering the best possible service to you our most valuable asset --- you, our customer.

Your Planned Maintenance Agreement with Midwesco Services, Inc. has provided the service and protection, which helps make your mechanical system more energy efficient and operating costs more predictable.

The anniversary date of your Planned Maintenance Agreement is near. Our review of the agreement enables us to make sure our service meets the high standards of satisfaction we both require. Material and labor increases have necessitated a contract increase of \$852.00, bringing the annual amount to \$17,928.00, and a monthly payment of \$1,494.00.

If you have any questions or need assistance at any time, please contact your representative **Ron Russell** at **(847) 929-1411**.

We would like to take this opportunity to thank you for your business. We will continue to make your life a little more pleasant while maintaining your equipment in top operating condition.

Sincerely,  
Midwesco Services, Inc.



Tony Pritzen  
Contract/Account Representative