## VILLAGE OF LOMBARD REQUEST FOR BOARD OF TRUSTEES ACTION

## 050204 District All

## For Inclusion on Board Agenda BIDS AND PROPOSALS

To:	President and	Village Board of Trustees
FROM:		chter, Village Manager
DATE:		5 Agenda Date: May 5, 2005
TITLE:	-	enance Contract
SUBMITTED BY:	Keith J. Surge	s, Operations Superintendent
RESULTS:		
Date Bids Were Pub	lished:	Date Bidding Closed:
Total Number of Bio		
Total Number of Bid	lders Meeting	Specifications
	_	Yes No
Performance Bond Required		
Were Any Bids WithdrawnYes No		
ExplanationYes No		
If yes, explain:		
Waiver of Bids Requested? X Yes No		
If yes, explain:	See Attached	Memo
Award Recommended to Lowest Responsible Bidder Yes No		
If no, explain:	See Attached I	Memo
FISCAL IMPACT:	_	
Engineer's estimate/bu	•	·
Amount of Award \$17	,928.00	<u>1213.756340-\$8,089.11</u> <u>2113.756340-\$3,438.59</u>
		<u>2713.756340-\$5,770.30</u>
BACKGROUND/RECOM	IMENDATION:	
Has Recommended Bi		· — —
If yes, was qua	•	<u> </u>
Was item bid in accord		
Waiver of bids - Public	c Act 85-1295	does not apply XYes
<b>REVIEW</b> (as needed):	./	
Finance Director XX	X Zon	and 7 Flood Date 4/25/04
Village Manager XX		Date 4/25/104
	V - 1	

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, Director of Public Works

From:

Keith J. Surges, Operations Superintendent

Date:

April 14, 2005

Subject:

**HVAC Maintenance Contract Renewal** 

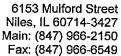
The FY06 Budget includes funding for HVAC Maintenance. The contract was awarded on May 20, 2004, for FY05. The Village Board approved a contract with Midwesco Services, Inc., for the "HVAC Maintenance Contract" in an amount not to exceed \$17,076.00. It was a one year contract with a possible Extension 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 then 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.

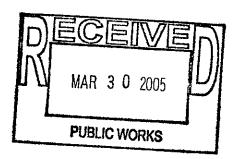
KS/PWO0606 HVAC Memo to Mr. Lichter FY06





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.

Contract/Account Representative