

TO: President and Village Board of Trustees
FROM: David A. Hulseberg, AICP, ICMA-CM, Village Manager *DH*
DATE: January, 5 2008 Agenda Date: January, 15 2009 .
TITLE: Detective Area Modular Furniture

RESULTS:

Date Bids Were Published: 12/19/2008	Date Bidding Closed: 01/02/2009
Total Number of Bids Received	4

Total Number of Bidders Meeting Specifications ☒ Yes ☐ No

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Were Any Bids Withdrawn ☐ Yes ☒ No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: _____

Award Recommended to Lowest Responsible Bidder ☒ Yes ☐ No

If no, explain: _____

The entire project is budgeted for \$80,000. The furniture falls within the budget with additional work yet to be performed including carpentry, carpeting, and painting. All projects will be below the projected budgeted amount.

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): _____
 Finance Director XX _____
 Village Manager XX _____

Date 1/7/09 _____
 Date 1/7/09 _____

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.



Memorandum

To: David A. Hulsberg AICP, ICMA-CM
Village Manager
From: Pat Rollins, Deputy Chief of Police
Date: January 5, 2009
Subject: Bid for police department Detective Area Modular Furniture PD-0902.

Background: This memorandum provides background and a recommendation to approve the bid for the replacement of furniture of the police department's detective area, awarding a contract to Warehouse Direct Office Products.

The village received four bids from vendors to replace the detective area furniture. The detective area has been on the Village's long range capital improvement plan to change over the work area to a more efficient use of the space through modular (cubicle) furniture. This budget year the detective area has been allocated \$80,000 for the necessary improvement of its space. The \$80,000 covers the design costs, modular furniture, carpentry work, carpet and painting of the area. The area is desperately cramped for space and the modular furniture design will provide better workspace for each individual employee

Warehouse Direct Office Products is the lowest responsible bidder of all four bidders. The bid is in compliance with Public Act 85-1295.

Warehouse Direct Office Product	\$45,127.68
Villa Park Office Equipment	\$49,000.00 (with deviations)
Affordable Office Interiors	\$50,187.08
OEC Business Interiors, Inc.	\$60,286.87

Recommendation: Staff recommends the lowest responsible bidder, Warehouse Direct Office Products be awarded the contract to replace and install the Detective Area furniture according to the specifications provided in the bid.

VILLAGE OF LOMBARD

(Contract for Goods and Installation Services)

CONTRACT DOCUMENT NUMBER PD-0902

This agreement is made this 15th day of January, 20 09, by and between, and shall be binding upon, the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as (the "Village") and (Warehouse Direct Office Products) hereinafter referred to as (the "Contractor").

Witnesseth That in consideration of the mutual promises of the parties delineated in the Contract Documents, and herein, the Contractor agrees to sell and install and the Village agrees to pay for the following described items and the installation of the same as set forth in the Contract Documents:

(As included in the bid package)

1. This Contract shall embrace and include all of the applicable Contract Documents listed below as if attached hereto or repeated herein:

a. Specification and Contract Document no. PD-0902 for Police Department modular Hon furniture replacement, consisting of the following:

- i) Cover Sheet
- ii) Table of Contents
- iii) Invitation to Bid on Contract Document No. PD-0902 - Legal Notice
- iv) General Terms, Conditions and Instructions
- v) Specific Terms, Conditions and Instructions and Blue Prints
- vi) Bid Proposal Form
- vii) Plans and Specifications and Specification Deviation Form
- b. The Contractor's Bid Proposal Dated 29th December 2008
- c. Required Performance and Payment Bonds and Certificate of Insurance

2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items, and installation of the same, which are the subject matter of this Contract the total sum of \$ 45,127.68 paid in accordance with the provisions of the Local Government Prompt Payment Act and the provisions of the Contract Documents.

3. Risk of loss, destruction or damage of or to goods under this Contract shall be on contractor until installation and acceptance of the goods by the Village.

4. Contractor shall not delegate the duties involved in the performance of the installation services which are the subject matter of this Contract without the written approval of the Village.

5. The Contractor represents and warrants that it will comply with all applicable Federal, State and local laws concerning prevailing wage rates regarding installation services provided under this Contract and all Federal, state and local laws concerning equal employment opportunities.

6. The Contractor shall deliver the goods under this Contract by April 1, 2009, and shall complete installation by April 1, 2009. Time is of the essence of this Contract and Contractor agrees to achieve completion within the Contract time by all proper and appropriate means including working overtime without additional compensation.

7. In executing this Contract, Contractor agrees that it has examined the site of the work and the conditions existing therein, has examined the Contract Documents and taken and compared field measurements and conditions with those Documents.

8. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

9. Where the terms of this Contract conflict with the provisions of the Contract Documents, the Contract Documents shall be binding.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by William J. Mueller, Village President, and the Contractor have hereunto set their hands this 15 day of January, 2009.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Accepted this 15 day of January, 20 09.

Individual or Partnership Corporation x

By _____
Position/Title

By _____
Position/Title

Warehouse Direct Office Products
Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 15 day of January, 2009.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk