


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 Neihaus, Village Manager
 DATE : July 5, 2017 Agenda Date July 20, 2017
 TITLE : Waiver of Bids - Tee Jay Service Company
 WA 18 04 Civic Center Reservoir SCADA Upgrades
 Civic Center Door Replacement Project
 SUBMITTED BY: Brian M. Jack, Utilities Superintendent 

RESULTS:

Date Bids Were Published _____ Bidding Closed _____

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Were Any Bids Withdrawn _____ Yes _____ No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:

Waiver of Bids Requested? _____ X _____ Yes _____ No

If yes, explain: Purchase is directly from manufacturer.

Award Recommended to Lowest _____ Yes _____ No

Responsible Bidder?

If no, explain:

FISCAL IMPACT:Engineer's estimate/budget estimate \$20,000.00 Amount of Award \$25,611.00

Water & Sewer Capital Reserve Fund: 520.790.715.75420 Proj: WA 18 04 Construction

BACKGROUND/RECOMMENDATION:

A Request for Proposal was developed for this specialty door replacement project at Civic Center Reservoir Facility which is part of the Civic Center Reservoir SCADA Upgrades. The RFP was sent to three firms capable of installing the specified product. All prospective firms met the requirements of the RFP.

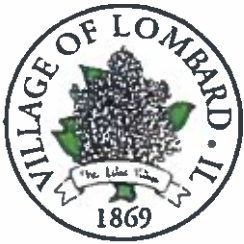
Has Recommended Bidder Worked for Village Previously X Yes _____ NoIf yes, was quality of work acceptable X Yes _____ NoWas item bid in accordance with Public Act 85-1295? _____ Yes X NoWaiver of bids - Public Act 85-1295 does not apply X Yes**REVIEW** (as needed):

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 4:30 pm, Wednesday, prior to the Board Agenda distribution.

**MEMORANDUM**

To: Scott Niehaus, Village Manager

From: Brian M. Jack, Utilities Superintendent 

Through: Carl S. Goldsmith, Director of Public Works 

Date: July 5, 2017

Subject: Tee Jay Service Company - Waiver of Bid
WA 18 04 Civic Center Reservoir SCADA Upgrades - Civic Center
Door Replacement Project

Background

The Civic Center Reservoir Facility located at 1030 South Stewart Avenue is currently undergoing an office expansion SCADA Upgrade project that will renovate portions of the building and create more usable office space for supervisor and water operators. This expansion is needed due to the space constraints that currently exist inside the facility. With the newly renovated space, each operator and the supervisor will be able to operate more efficiently and continue to meet the needs of the Department. Baxter and Woodman Consulting Engineers developed state of art plans that will modernize the control room and put the finishing touches on the SCADA system upgrade project which has been ongoing for 3 years. Previous Board memos have outlined the progression and the final phase will end in 2018. The door replacements coupled with the SCADA system upgrades will finalize this project.

Discussion

The Water Treatment & Wastewater Pumping Division was in search of qualified contractors who could install a new exterior façade along the west elevation of the Civic Center Reservoir Facility. The project will also consist of reworking the accessible walk to the entrance of Civic Center in order to transition to the new entry way door. The façade improvement will eliminate the glass windows and doors that currently exist and pose a security risk; and create extra office space inside the building. This facility is the main pumping station for the Village and houses the main SCADA computer system network responsible for monitoring the entire Village water and sewer system. On June 12, 2002, the President of the United States signed the Public Health Security and Bioterrorism Preparedness and Response Act that stated governmental entities including Public Works facilities follow EPA guidance and report responsibly the results of a thorough analysis of threats, existing countermeasures, vulnerabilities, assets at risk, and new countermeasures needed to reduce risks. The existing façade was identified as a potential risk and needs to be rectified to create a more secure facility. The rear access doors including the chlorine storage room door are also included with the front façade improvements as they are all original doors from 1981.

This full office and SCADA room improvements along with the door replacements at Civic Center are programmed in the FY 2018 Water/Sewer Capital Reserve Budget. However, the Utilities Division has been doing preparation work to accommodate the 2018 construction and this door and façade replacement project will need to be completed ahead of time due to phasing of construction (other work cannot commence until this portion is complete) timing of weather, material delivery lead times, and a dust free environment required for final equipment installation.

Funds were to be realized by savings from the Village Hall HVAC project. These funds would not be identified until late fall of 2017, so staff will be realizing funds from other Capital Programs to be able to order the materials to minimize delays in lead time orders. The portion of this project fund WA 18 04 Civic Center Reservoir SCADA Upgrade for the door replacements that were programmed in 2018 will be diverted for other projects as necessary.

Request for Proposals

The Public Works Department directly solicited proposals from three qualified door replacement companies who have successfully worked on previous Village projects/contracts. Documents and a scope of work were sent to the three area firms who were capable of performing such work since the requested layout is a customized finish. All three firms submitted a proposal and were capable of meeting the scope.

The following three firms submitted proposals:

CONTRACTOR	DOOR REPLACEMENT COSTS
Tee Jay Service Company of Aurora, IL	\$25,611.00
Capitol Glass of Elk Grove Village, IL	\$35,125.00
ABS LLC of Wheeling, IL	\$41,232.55

Discussion

All proposals were checked to ensure that the contractor was meeting the proposed scope and providing the needed and necessary services to safely and properly complete the job. The lowest responsible proposal for the items requested is Tee Jay Service Company of Aurora, IL. The contractor was recommended by the Community Development Department as a possible firm who they have had good success with. Tee Jay Service Company previously performed door replacement work at Public Works and the Police Department and Tee Jay Service Company is considered a reliable, responsive vendor. All proposed work has also gone through the Public Works Committee for review and recommendation. Future expenditures on the remaining portion of the Civic Center Reservoir SCADA Upgrade room renovation is accounted for in the FY 2018 CIP will be sent to the Board in 2018 for approval once this work is complete.

Recommendations:

The Water Treatment and Wastewater Pumping Division requests that we waive the formal bidding process and accept the lowest, responsible proposal for the **Civic Center Door Replacement Project** to Tee Jay Service Company of Aurora, IL and authorize an agreement in an amount not to exceed \$25,611.00. Sufficient funds for this procurement exist in the current budget and will be realized in RM PROG 10 Sewer Maintenance & Improvements (\$12,805.50) and RM PROG 32 (\$12,805.50).

Please execute signature on the attached contract and return two copies to the Water Treatment and Wastewater Pumping Division for further processing.

VILLAGE OF LOMBARD

**Civic Center Reservoir SCADA Upgrade
Civic Center Door Replacement Project**

CONTRACT DOCUMENT NUMBER WA 18 04

This agreement is made this 20th day of July, 2017, by and between, and shall be binding upon, the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as (the "Village") and (_____) hereinafter referred to as (the "Contractor").

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

Civic Center Door Replacement Project WA 18 04
in an amount not to exceed \$25,611.00

1. This Contract shall embrace and include all of the applicable Contract Documents listed below as if attached hereto or repeated herein:
 - a. The Contractor's Proposal dated May 22 & 24, 2017
 - b. Required Certificate of Insurance, Indemnification, Venue, Other Contractor Responsibilities
2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items which are the subject matter of this Contract the total sum of \$25,611.00 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 delivery of the goods to the Village and acceptance of the goods by the Village.
4. The Contractor agrees to perform the terms of this Contract according to the following schedule set forth in their proposal after the Notice to Proceed has been delivered. Time is of the essence of this Contract.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by Village President, and the Contractor have hereunto set their hands this 20th day of July, 2017.

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 ___ day of _____, 20__.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 20th day of July, 2017.

Keith T. Giagnorio
Village President

Attest: Sharon Kuderna

Village Clerk

VILLAGE OF LOMBARD
CONTRACTOR'S CERTIFICATION

_____, having been first duly sworn, depose and states as follows:

I am the _____ for _____
(Officer or Owner of Company) (Title) (Name of Company)

(the "Contractor"), which has submitted a proposal for Civic Center Door Replacement Project to the Village of Lombard and, having personal knowledge of the matters certified to herein, and being authorized by the Contractor to make the certifications set forth herein, hereby certifies that said Contractor:

- 1. has a written sexual harassment policy in place, in full compliance with 775 ILCS 5/2-105(A) (4);
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or
b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement;
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382, and that

(Name of employee/driver or "all employee drivers")

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules; and

- 4. is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961.

By: _____
Authorized Agent of Contractor

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public



TEE JAY SERVICE COMPANY
 AUTOMATIC PEDESTRIAN DOOR EQUIPMENT
 SALES • SERVICE • INSTALLATION

FAX TRANSMITTAL FOR QUOTE # 205793

ATTENTION: Steve Johnson

05/24/2017

FROM: RONALD H. GRIMMENGA

CUSTOMER NAME	JOB REFERENCE
Village Of Lombard Em: Apar@villageoflombard.org 255 E. Wilson Lombard, IL 60148 PHONE - (630) 620-5733 FAX # - (630) 629-5982	Village Of Lombard Civic Center East Single & Pair 255 E. Wilson Ave Lombard, IL 60148

PAGES SENT 3 (INCLUDING THIS PAGE)

FOLLOWING IS OUR PROPOSAL(S) FOR THE ABOVE REFERENCE JOB.

Steve,

This quote is in response to our meeting regarding the East side doors ant the Civic Center. Should you approve the proposal(s) please sign, date, and provide a P.O. number if needed. Thank you for allowing me the opportunity to quote this work for you.

For All 3 REAR DOORS

Regards,

Ron Grimmenga
 Tee Jay Service Co.

E-MAILED

05/24/2017

[X] THIS WILL BE THE ONLY FORM OF THIS DOCUMENT

IF ANY PORTION OF THIS FAX IS MISSING OR UNREADABLE
 PLEASE CALL (630) 406-1406 AND ASK FOR RONALD H. GRIMMENGA



TEE JAY SERVICE COMPANY, INC.

QUOTATION
NUMBER
205793

958 CORPORATE BLVD
AURORA, ILLINOIS 60502

PHONE: (630) 406-1406
FAX: (630) 405-1456

ALL PROPOSALS AND QUOTATIONS ARE SUBJECT TO OUR TERMS AND CONDITIONS

05/24/2017

CUSTOMER

Village Of Lombard
Em: Apar@villageoflombard.org
255 E. Wilson
Lombard, IL 60148

JOB NAME

Village Of Lombard
Civic Center East Single & Pair
255 E. Wilson Ave
Lombard, IL 60148

ATTN: Steve Johnson

PHONE-(630) 620-5733 X-

FAX-(630) 629-5982

MATERIAL SUPPLIED:

- 1 EACH (1) PAIR OF 7070 16GA. H. M. DOORS & FRAMES W/TRANSOM
- 1 EACH (1) 3070 16GA. HOLLOW METAL DOOR & FRAME W/TRANSOM
- 3 EACH EXIT DEVICE, VON DUPRIN 22 SERIES RIM DEVICE (WITH LEVER)
- 3 EACH PEEP VIEWER - SECURITY PEEP VIEWER
- 3 PACK HINGE, 4.5 X 4.5 BB HINGE, SQUARE CORNER US26D HEAVY DUTY
- 3 EACH CLOSER, LCN 4041 SUPER SMOOTHY CLOSER DARK BRONZE FINISH
- 3 EACH ARM, LCN H.O. ARM DARK BRONZE FOR 4040 CLOSER T-HANDLE TYPE
- 12 FOOT THRESHOLD, 5 INCH (1/2" RU-RD) THRESHOLD IN MILL FINISH
- 12 EACH WEATHERSTRIP, VINYL WITH CLEAR RETAINER 36" LENGTH
- 12 FOOT DRIP CAP, WATERSHED FOR DOOR FRAME
- 1 EACH MULLION, #9954 KEY REMOVABLE STEEL MULLION 7' FIRE RATED
- 2 EACH KICK PLATE, 10"H X 40"W X .050 US32D FINISH
- 1 EACH KICK PLATE, 10"H X 34"W X .050 US32D
- 22 SQFT GLASS, 1/4 IN. BRONZE TINTED TEMPERED GLASS
- 12 EACH CAULKING (GREY COLOR) DOW CORNING #795

We hereby propose to furnish labor and materials complete in accordance with the above specifications for the sum of

*** PRICE ON PAGE 2 ***

with payment to be made as follows:

NET 30 DAYS FOR MATERIAL DELIVERED AND/OR LABOR PERFORMED
1.5% SERVICE CHARGE MONTHLY (18% ANNUAL) ON INVOICES
NOT PAID WITHIN 30 DAYS

The above prices, specifications and conditions are hereby accepted. Purchaser agrees to pay Tee Jay Service Company Inc. for all costs of collecting the amount you owe under this agreement. These costs will include reasonable attorney fees and costs incurred for purchaser's failure to comply with these terms.

DATE
*** SEE PAGE 2 ***

ACCEPTED BY:

BY:

DATE
*** SEE PAGE 2 ***

PROPOSAL FROM TEE JAY SERVICE COMPANY, INC.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. TEE JAY SERVICE COMPANY, INC. is not liable for acts of God, strikes, accidents or delays beyond our control. Owner's to carry fire, tornado, & other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All new equipment includes one year warranty on parts and labor from the date of installation. Warranty hours will be 7:00am - 3:30pm Monday thru Friday. The owner is responsible for obtaining and payment of applicable permits, inspections and notices.

This quotation to expire within 30 days if not extended.



TEE JAY SERVICE COMPANY, INC.

958 CORPORATE BOULEVARD
AURORA, ILLINOIS 60502

PHONE: (630) 406-1406
FAX: (630) 406-1456

205793

05/24/2017

Village Of Lombard
Em: Apar@villageoflombard.org
255 E. Wilson
Lombard, IL 60148

Village Of Lombard
Civic Center East Single & Pair
255 E. Wilson Ave
Lombard, IL 60148

ATTN: Steve Johnson

PHONE- (630) 620-5733 X-

FAX- (630) 629-5982

INCLUDED WITH OUR QUOTATION

REMOVAL OF APPROPRIATE EXISTING EQUIPMENT, COMPLETE INSTALLATION OF THE ABOVE EQUIPMENT, COMPLETE WORKING DRAWINGS, FINAL HOOK-UP, ADJUSTMENTS FOR PROPER OPERATION. MATERIALS TO BE INSTALLED ON THE EAST SIDE PAIR AND SINGLE DOOR OPENINGS.

WORK NOT INCLUDED BY TEE JAY

STRUCTURAL SUPPORT AND ROUGH OPENINGS. PRIME AND FINISH PAINT WORK. ANY ADDITIONAL PATCHING OR PAINTING. KEYING OF LOCK CYLINDERS. MATERIALS PROVIDED WILL BE HOLLOW METAL FRAMES AND DOORS. LOCK CYLINDERS PROVIDED BY CUSTOMER.

\$12,741.00

(TAX NOT INCLUDED)

Estimated delivery is 6 - 8 weeks from approved drawings.

05/24/2017

RONALD H. GRIMMENG



TEE JAY SERVICE COMPANY
 AUTOMATIC PEDESTRIAN DOOR EQUIPMENT
 SALES • SERVICE • INSTALLATION

FAX TRANSMITTAL FOR QUOTE # 205701

ATTENTION: Steve Johnson

05/22/2017

FROM: RONALD H. GRIMMENGA

CUSTOMER NAME

Village Of Lombard
 Em: Apar@villageoflombard.org
 255 E. Wilson
 Lombard, IL 60148
 PHONE - (630) 620-5733
 FAX # - (630) 629-5932

JOB REFERENCE

Village Of Lombard
 Civic Center Reservoir West Ent.
 255 E. Wilson Ave
 Lombard, IL 60148

PAGES SENT 2 (INCLUDING THIS PAGE)

FOLLOWING IS OUR PROPOSAL(S) FOR THE ABOVE REFERENCE JOB.

Steve,

This quote is in response to our meeting regarding the west Civic Center storefront/door unit. Should you approve the proposal(s) please sign, date, and provide a P.O. number if needed. Thank you for allowing me the opportunity to quote this work for you.

Regards,

Ron Grimmenga
 Ron Grimmenga
 Tee Jay Service Co.

FOR STORE FRONT

THIS WILL BE THE ONLY FORM OF THIS DOCUMENT

IF ANY PORTION OF THIS FAX IS MISSING OR UNREADABLE
 PLEASE CALL (630) 406-1406 AND ASK FOR RONALD H. GRIMMENGA



TEE JAY SERVICE COMPANY, INC.

QUOTATION
NUMBER
205701

958 CORPORATE BLVD
AURORA, ILLINOIS 60502

PHONE (630) 406-1406
FAX: (630) 406-1456

ALL PROPOSALS AND QUOTATIONS ARE SUBJECT TO OUR TERMS AND CONDITIONS

05/22/2017

CUSTOMER

Village Of Lombard
Em: Apar@villageoflombard.org
255 E. Wilson
Lombard, IL 60148

JOB NAME

Village Of Lombard
Civic Center Reservoir West Ent.
255 E. Wilson Ave
Lombard, IL 60148

ATTN: Steve Johnson

PHONE-(630) 620-5733 X-

FAX-(630) 629-5982

MATERIAL SUPPLIED:

- 1 EACH (1) CUSTOM STOREFRONT UNIT W/3070 MEDIUM STILE DOOR W/PANEL INCLUDES 1" TINTED TRANSOM GLASS, 1" INSULATED PANELS FOR LOWER GLASS OPENINGS, VON DUPRIN 99NL RIM DEVICE, HINGES, AND THRESHOLD ALL IN DARK BRONZE FINISH.
- 1 EACH CLOSER, LCN 4041 SUPER SMOOTHY CLOSER DARK BRONZE FINISH
- 1 EACH PEEP VIEWER - SECURITY PEEP VIEWER
- 10 EACH CAULKING (DARK BRONZE)
- 3 FOOT DRIP CAP, INTERLOCKING WATERSHED FOR DOOR FRAME IN D.B

INCLUDED WITH OUR QUOTATION

REMOVAL OF APPROPRIATE EXISTING EQUIPMENT, COMPLETE INSTALLATION OF THE ABOVE EQUIPMENT, COMPLETE WORKING DRAWINGS, FINAL HOOK-UP, ADJUSTMENTS FOR PROPER OPERATION, GLASS, GLAZING, INSULATED PANELS FOR DOOR AND LOWER WINDOW OPENINGS, AND CAULKING.

WORK NOT INCLUDED BY TEE JAY

STRUCTURAL SUPPORT, ROUGH OPENINGS, AND PATCHING AND PAINTING AS REQUIRED. MEDECO LOCK CYLINDER.

We hereby propose to furnish labor and materials complete in accordance with the above specifications for the sum of

\$12,870.00
(TAX NOT INCLUDED)

with payment to be made as follows

NET 30 DAYS FOR MATERIAL DELIVERED AND/OR LABOR PERFORMED
5% SERVICE CHARGE MONTHLY (18% ANNUAL) ON INVOICES
NOT PAID WITHIN 30 DAYS

The above prices, specifications and conditions are hereby accepted. Purchaser agrees to pay Tee Jay Service Company, Inc. for all costs of collecting the amount you owe under this agreement. These costs will include reasonable attorney fees and costs incurred for purchases failure to comply with these terms

DATE

ACCEPTED BY

BY

RONALD H. GRIMMENGA

PROPOSAL FROM TEE JAY SERVICE COMPANY, INC.
05/22/2017

FORM-903P-100-S-00

This quotation to expire within 30 days if not extended

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. TEE JAY SERVICE COMPANY, INC. is not liable for acts of God, strikes, accidents or delays beyond our control. Owner's to carry fire, tornado, & other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All new equipment includes one year warranty on parts and labor from the date of installation. Warranty hours will be 7:00am - 5:30pm Monday thru Friday. The owner is responsible for obtaining and payment of applicable permits inspections and notices
Estimated Delivery is 6 - 8 weeks from approved drawings.