Legistar #20387 DISTRICT 4,6,3

## 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 7, 2022 Agenda Date: December 15, 2022					
TITLE :	HVAC Maintenance Contract PWO 2106-1st extension					
SUBMITTED BY:	Tom Ellis, Operations Superintendent 72					
RESULTS:						
Date Bids Were Pub	olished 11/5/20	Bidd	ling Close	ed 11/20/20	)	
Total Number of Bio	ds Received 1	<u> </u>				
Total Number of Bio	dders Meeting Specif	fications	1			
Bid Security Requir	ed	X	_Yes		_No	
Performance Bond I	Required		_Yes	X	_No	
Were Any Bids With	hdrawn		Yes	X	No	
Explanation:					_	
Waiver of Bids Requ	X	Yes		_No		
If yes, explain:						
See attached memo.						
Award Recommend	led to Lowest	X	_Yes		_No	
Responsible Bidder	?					
If no, explain: See a	attached memo.					
FISCAL IMPACT:						
Amount of Award	FY22 \$29,437 101.230.113.7				13.75730,	
BACKGROUND/R	ECOMMENDATIO	N:				
See attached memo.						
Has Recommended	Bidder Worked for V	Village Prev	iously	X Yes	_No	
If yes, was quality of work acceptable				XYes _	_No	
Was item bid in accordance with Public Act 85-1295?			?	X_Yes _	_No	
Waiver of bids - Pul	olic Act 85-1295 does	not apply		Yes		
REVIEW (as needed	•					
Village Attorney XX				ate		
Finance Director XX			D	ate		
Village Manager XX	(		D	ate	51	

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

From: Tom Ellis, Operation Superintendent

Date: December 7, 2022

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:

Supplier	First year cost 12- months	2 <sup>nd</sup> year cost 12- Months	Total 2 Year Contract Cost
Season's Comfort 107 W 61st St Westmont, IL 60559	\$28,580.00	\$29,578.00	\$58,158.00
Requested 3% increase	(\$29,437.74)	(\$30,465.34)	(\$59,990.08)

The contract would be 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 2017.

The contractor is requesting a 3% increase to cover costs of unforeseen material and labor cost increases due to supply chain and labor force shortages. If approved, the increase would be \$857.74 for year one and \$887.34 got year two. Total contract price over the two-year period is \$59,990.08. This increase, if approved, would still be a \$8,654.92 reduction from the 2017 contract.

Staff recommends contract approval with Season Comfort for HVAC Maintenance in an amount not to exceed \$29,437.74.00 FY23. This for year two of the contract.

Please place this item on the December 15, 2022 agenda for consideration by the Village Board. If you have any questions, feel free to contact me.



December 7, 2023

Don Falk Season Comfort, Corp. 107 West 61<sup>st</sup> Street Westmont, IL 60559

**RE:** HVAC Service Contract Extension

Dear Mr. Falk,

The Village of Lombard's current HVAC service contract is set to expire December 31, 2022. We have valued the level of service and commitment Season Comfort has provided to the Village of Lombard over the past year. The Village would like to exercise the option of extending the contract for an additional year under the current contract terms and conditions as specified in Contract document PWO-2106. The extension would be in effect from 12:01a.m. January 1, 2023 until 12:00 midnight, December 31, 2024.

Should you agree with this request, please sign and seal your acceptance of the above conditions and contract and return three (3) original documents for our records.

Accepted this	<u>7</u>	day of Dec	cember	, 2022	
Individual or pa	rtnershi	р Согро	ration_		
By	L	S Position	well	loneza	
Season Comfort	· •				
Keith Giagnorio	Villag	e President	Date		