

**E L M H U R S T   P A R K   D I S T R I C T**  
**B O A R D   O F   P A R K   C O M M I S S I O N E R S**  
**M E M O R A N D U M**

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**DATE:** April 8, 2019

**TO:** Board of Park Commissioners

**FROM:** James W. Rogers, Executive Director  
Angela Ferrentino, Director of Parks and Recreation  
Mike Monell, Facilities Supervisor

**RE: WAGNER CENTER HVAC ROOFTOP UNIT REPLACEMENT PROJECT**

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**ISSUE**

The objective of this project is for the removal and installation of three replacement HVAC rooftop units at the Wagner Community Center.

**DISCUSSION**

In 2018, WT Group was hired to perform an evaluation of the aging HVAC system at the Wagner Center. Their report provided several recommendations including the replacement of the three rooftop units serving the south offices. These units are used primarily for cooling, but include a heating feature utilized to supplement, when needed, the hydronic heating system servicing the building. Although the units are still operating, the temperature control of the fin tube baseboard heat is failing. These units are approximately 30 years old and are well past their expected useful lives of 15 years. As a result, during the FY19 Capital Budget planning process, the replacement of the three HVAC rooftop units was identified as a priority. Therefore, \$115,000 was designated in the FY19 Capital Budget for replacement of the three HVAC rooftop units with an additional \$12,000 for engineering.

WT Group was hired in January 2019 to provide engineering services for this project including construction documents. WT was also tasked with responding to questions during the bidding phase, providing addenda and clarifications as needed, attending the pre bid meeting, and providing a review of bid results. They will also be used in the construction phase for services that include responding to questions, developing change orders and clarifications, and reviewing warranty documents and built drawings. Total expenditures with WT Groups for engineering came in at \$5,000.

As a result, project bid plans and specifications were developed and a legal ad was placed in the local newspaper on March 8, 2019 announcing the availability of bid specifications for pick up at the Administrative Office and made available electronically. Thirteen (13) contractors attended the mandatory pre-bid meeting on March 19, 2019. Nine sealed bids were received and read publicly on March 27, 2019. A copy of the bid tally is attached.

Following the bid opening, a review of the submitted bids was conducted by staff with the assistance of WT Group. During the review, it was determined the bid submitted by the lowest bidder, Stanton Mechanical did not include all of the items required by the project specifications. Missing from Stanton's bid was required electrical work and the extended warranty offered by the manufacturer. A review of the second lowest bidder, Service 1, indicated the same deficiencies.

Core Mechanical of Chicago was the third lowest bidder. Staff conducted a complete scope review and concluded Core Mechanical's bid submission satisfied all requirements of the specifications.

A reference check completed by staff indicated that Core Mechanical has completed work of similar scope for the Glencoe Park District and the City of Elgin's Community Crisis Center and managed subcontractors well. Core Mechanical also completed projects for 13 McDonald's stores in 2018. According to reference checks, they responded to warranty work in a timely fashion. A records search completed with the Illinois Department of Labor (IDOL) and Dun & Bradstreet, Inc. found no violations.

### **RECOMMENDATION**

That the Board of Park Commissioners 1) reject bids submitted by Stanton Mechanical of Elk Grove Village, IL and Service 1 of Shorewood, IL as not responsible due to bid specifications not having been followed; (2) award the bid for the installation of three HVAC roof top units at the Wagner Community Center to Core Mechanical of Chicago, IL in the amount of \$44,285; and (3) authorize the Executive Director to execute said contracts accordingly.

Thank you.

Attached: Bid Tally Sheet