

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

DATE: October 11, 2021

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
 Brian McDermott, Director of Enterprise Services
 David Smith, Facilities Supervisor - Buildings and Grounds

RE: **COURTS PLUS GROUP EXERCISE HVAC PROJECT BID**

ISSUE

The objective of this project is for the removal and installation of the HVAC rooftop unit, which has reached the end of its useful life. This unit services primarily the Group Exercise Studio and the lower level offices and conference rooms at Courts Plus.

DISCUSSION

In 2020, during HVAC preventative maintenance work, the Group Exercise HVAC unit was identified as being at the end of its useful life. The unit was originally installed in 1999 will have potential significant repairs needed if not replaced. Therefore, \$62,500 was designated in the FY21 Capital Budget for replacement of the HVAC unit.

WT Group was hired in April 2021 to provide engineering services for this project including construction documents. They identified the base bid for the replacement of the HVAC unit and three (3) alternate bids (two of the alternates were to add exchange and return vents in two converted offices and one alternate was to upgrade the electrical panel). 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. WT 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 Group for engineering came in at \$5,700.

As a result, project bid plans and specifications were developed and a legal ad was placed in the local newspaper on September 3, 2021 announcing the availability of bid specifications for pick up at the Administrative Office and available electronically. Ten (10) contractors attended the mandatory pre-bid meeting on September 14, 2021. Five (5) sealed bids were received and read publicly on September 30, 2021. 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. Oak Brook Mechanical Services, Inc. was the lowest responsible bidder including the base bid and all three alternate bids. Staff conducted a complete scope review and concluded Oak Brook Mechanical Services' bid submission satisfied all requirements of the specifications.

A reference check completed by staff indicated that Oak Brook Mechanical Services, Inc. has completed work of similar scope for Pepper Construction at the Lisle School District 202 and for Lamp Inc. at Lake Zurich CUSD 95 M.S. South and managed subcontractors well. Oak Brook Mechanical Services, Inc. also completed a project for Elara Engineering/Legacy at Millennium Park in 2019. According to reference checks, Oak Brook Mechanical 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.

While staff has been planning to complete the project in 2021, due to pandemic related supply-chain delays receipt of the actual HVAC unit may not occur until early next year. If that turns out to be the case, funds for the project will be carried over to 2022.

RECOMMENDATION

That the Board of Park Commissioners (1) award the bid for the installation of the Group Exercise HVAC unit to Oak Brook Mechanical Services, Inc. in the amount of \$ 53,100; and (2) authorize the Executive Director to execute said contracts accordingly.

Thank you.

Attached: Bid Tally Sheet