
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: December 13, 2021

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Angela Ferrentino, Director of Facilities
Mickey Boyle, Division Manager - Facilities

RE: HVAC SYSTEM STARTUP & PREVENTATIVE MAINTENANCE 2022-2024

ISSUE

The current HVAC System Startup & Preventative Maintenance contract is held by Core Mechanical and is set to expire on December 31, 2021. Contracted services are to perform the quarterly maintenance and seasonal startup on the heating, ventilation and air conditioning (HVAC) systems at eight District facilities.

DISCUSSION

As a result, plans and specifications were developed and a legal ad was placed in the Elmhurst Suburban Life on October 15, 2021. Bid packets and specifications were available to be picked up at the Administrative Office with an option to request a digital copy. A mandatory pre-bid meeting was held on October 29, 2021 to review the bid-packet and perform site visits. Bids were opened and read publicly on November 9, 2021 (bid tally sheet attached).

The bid packet consisted of break out pricing for HVAC System Startup & Preventative Maintenance at eight (8) District facilities including the Wagner Community Center, The Hub at Berens Park, Courts Plus, Wilder Mansion, Wilder Park Horticultural Complex, Centennial Recreation Center, Sugar Creek Golf Course, and the Administrative Office. The results of the bid opening are listed on the following page.

Bidder	2022	2023	2024	3-Yr Total
Command Mechanical	\$21,544.00	\$21,759.44	\$21,977.05*	\$65,280.47
Oakbrook Mechanical	\$107,356.00	\$110,040.00	\$112,792.00	\$330,188.00
The Stone Group	\$65,922.00	\$67,250.00	\$68,598.00	\$201,770.00
McDonough Mechanical	\$73,488.00	\$76,517.00	\$79,853.00	\$229,858.00
West Town Mechanical	\$78,720.00	\$78,720.00	\$78,720.00	\$236,160.00
Progressive Mechanical	\$91,255.00*	\$93,728.00	\$96,064.00	\$281,047.00*
Edwards Engineering	\$59,904.00	\$61,106.00	\$62,274.00	\$183,284.00
Helm Group	\$52,257.00	\$52,257.00	\$53,824.00	\$158,338.00

*Identifies a corrected calculation error in the vender provided bid packet. No calculation errors found changed the result of the lowest bidder.

Command Mechanical submitted the lowest responsible 3-year total bid in the amount of \$65,280.47. On November 15, 2021, a scope review meeting was held at Courts Plus with Command Mechanical to ensure a full understanding of District equipment as well as to ensure Command Mechanical had the staff expertise to perform the District's HVAC Preventative Maintenance. Following the scope review meeting, references were contacted with positive references received from the City of Joliet, where Command provided 10 years of preventative maintenance service as well as several equipment replacements throughout their facilities; the Art Institute of Chicago for replacement of HVAC units, equipment repairs, and a large cooling tower rebuild; and Ameritus Real Estate Investment Management for their large HVAC equipment replacement and quarterly preventative maintenance. Staff is satisfied that Command Mechanical is a reputable HVAC contractor and can successfully complete the work in accordance with the required specifications.

Funds for HVAC System Startup and Preventative Maintenance included in the bid are budgeted in the appropriate line items throughout the FY2022 budget.

RECOMMENDATION

That the Board of Park Commissioners award the HVAC System Startup and Preventative Maintenance 2022-2024 contract to Command Mechanical, Inc. for the 3-Year total of \$65,280.47 and authorize the Executive Director to execute a final contract with Command Mechanical, Inc. accordingly.

Thank you.

Attached: Bid Tally Sheet