
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: June 12, 2023

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
 Angela Ferrentino, Director of Facilities
 Joyce Sica – Facilities Supervisor - Operations

RE: **HVAC SYSTEM STARTUP & PREVENTATIVE MAINTENANCE CONTRACT**

ISSUE

The Park District contracts for services to perform the quarterly maintenance and seasonal startup on the heating, ventilation, and air conditioning (HVAC) systems at eight (8) District facilities. The current HVAC System Startup & Preventative Maintenance contract is held by Command Mechanical and is set to expire on December 31, 2023.

DISCUSSION

As a result, plans and specifications were developed and a legal ad was placed in the Elmhurst Suburban Life on April 14, 2023. 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 April 24, 2023 to review the bid-packet and perform site visits. The bid packets included specifications for a one-year (2024) contract with the option to renew for two additional years (2025 and 2026), with the understanding that the District reasonably believes funds can be obtained for years 2025 and 2026; however, expenditures of funds are subject to prior appropriation by the Park Board. If sufficient funds are not budgeted or appropriated by the District for the second or third year, the District will provide written notice as promptly as practical. Six companies attended the mandatory prebid. Bids were opened and read publicly on May 2, 2023 (bid tally 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, Kies Recreation Center, Sugar Creek Golf Course, and the Administrative Office. The results of the bid opening are listed on the following page.

Bidder	2024	2025	2026	3-Yr Total
The Stone Group	\$65,350	\$66,940	\$69,200	\$201,490
State Mechanical	\$97,560	\$97,560	\$97,560	\$292,680
Bedco Mechanical	\$57,945	\$59,207	\$60,290	*\$177,442
Hatwig Mechanical	\$62,378	\$62,568	\$62,758	\$187,704
Helm Services	\$69,484	\$71,428	\$73,224	*\$214,136

*Identifies a corrected calculation error in the vendor provided bid packet. No calculation errors were found that changed the results of the lowest bidder.

Bedco Mechanical submitted the lowest responsible 3-year total bid in the amount of \$177,442. A scope review meeting was held with Bedco Mechanical to ensure a full understanding of District equipment as well as to ensure Bedco 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 Elmhurst, where Bedco is in their third contract of preventative maintenance service as well as several equipment replacements throughout their facilities; the City of Des Plaines for preventative maintenance and equipment repairs; and the Village of Mount Prospect for their large HVAC RTU equipment and quarterly preventative maintenance. Staff is satisfied that Bedco Mechanical is a reputable HVAC contractor and can successfully complete the work in accordance with the required specifications.

The Park District's 2023 budget includes \$40,404 for the current contract. Funds for HVAC System Startup and Preventative Maintenance will be included in the appropriate line items throughout the proposed FY2024 budget.

RECOMMENDATION

That the Board of Park Commissioners award the HVAC System Startup and Preventative Maintenance 2024-2026 contract to Bedco Mechanical, Inc. for the 3-Year total of \$177,442 and authorize the Executive Director to execute a final contract accordingly.

Thank you.

Attached: Bid Tally Sheet

HVAC SERVICE, START-UPS, PREVENTATIVE MAINTENANCE AND REPAIR

BID OPENING TUESDAY, May 2, 2023 10:00 AM

Contractors attended a Mandatory Pre bid meeting on Monday April 24, 2023 at 11 am

No.		Bond	Bid Total
1	Helm Services	✓	\$ 213,956
2	Core Mechanical, Inc.		
3	The Stone Group, Inc.	✓	\$ 201,490
4	State Mechanical	✓	\$ 292,680
5	Bedco Mechanical	✓	\$ 177,342
6	Hartwig Mechanical	✓	\$ 187,704
7			
8			
9			
10			
11			
12			

Witness: Jose Serrano Date: 5/2/2023

Assistant Treasurer: [Signature] Date: 05/02/2023