
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: August 24, 2026

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
 Kristi Solberg, Director of Facilities
 Matthew Marubio, Division Manager of Capital Projects & Facilities

RE: **HVAC SYSTEM STARTUP AND PREVENTATIVE MAINTENANCE**

ISSUE

Staff solicited bids for HVAC system startup and preventative maintenance services to ensure the District's heating, ventilation and air conditioning (HVAC) systems receive consistent, scheduled maintenance to support reliable operation, improve system efficiency, and help extend equipment life. The services include quarterly preventative maintenance and seasonal startup at 11 District facilities. The current contract with Bedco Mechanical Inc. expires on December 31, 2026, requiring a new contract to be in place beginning January 1, 2027.

DISCUSSION

Staff developed plans and specifications, and a legal notice soliciting bids was published in the Daily Herald on July 7, 2026. Bid packets and specifications were available for pickup at the Administrative Office or electronically upon request. A mandatory pre-bid meeting was held on July 17, 2026, to review the bid requirements and conduct site visits. Four companies attended the meeting. Sealed bids were opened and read publicly on August 5, 2026.

The bid specifications provide for a one-year contract for 2027, with the option to renew for two additional one-year terms in 2028 and 2029. The District reasonably anticipates that funding will be available for the renewal years; however, expenditures are subject to annual appropriation by the Park Board. If sufficient funds are not budgeted or appropriated for either renewal year, the District will provide written notice as promptly as practical.

The bid included pricing for HVAC system startup and preventative maintenance services at eleven District facilities: Wagner Community Center (beginning September 2027), The Hub, Courts Plus, Wilder Mansion, Wilder Park Horticultural Complex, Kies Recreation Center, Sugar Creek Golf Course, 185 Industrial Drive, East End Pool, Smalley Pool, and the Administrative Office.

The result of the bidding is listed below and on the attached bid tally sheet.

Bidder	2027	2028	2029	3 Year Total
Kraemer Contracting Grp	\$60,674.38	\$62,494.61	\$55,991.05	\$179,160.04
Bedco Mechanical	\$71,617.00	\$74,816.00	\$71,857.00	\$218,290.00
Premistar	\$78,366.00	\$81,978.00	\$77,087.00	\$237,431.00
Premier Mechanical, Inc.	\$69,352.00	\$83,619.00	\$84,714.00	\$237,685.00

Kraemer Contracting Group had the lowest responsible proposal of \$179,160.04 over a three-year period. References, including East and West Leyden High Schools, Trinity Properties, and Apex Properties, were checked with all positive feedback received.

The District's 2026 budget includes \$60,290 for the current contract. Funds for HVAC System Startup and Preventative Maintenance will be included in the appropriate line items throughout the proposed FY2027 budget.

RECOMMENDATION

That the Board of Park Commissioners award the HVAC System Startup and Preventative Maintenance contract for 2027-2029 to Kraemer Contracting Group for the 3-Year total of \$179,160.04 and authorize the Executive Director to execute a final contract accordingly.

Thank you.

Attachments: Bid Tally Sheet

Elmhurst Park District

BID OPENING

HVAC SERVICE, START-UPS, PREVENTATIVE MAINTENANCE AND REPAIR

Wednesday, August 5, 2026 – 10:00 am

	SUBMITTED BY	Bond	TOTAL COST
1	Bedco	✓	\$ 218,290.00
2	keemer	✓	\$ 179,160.04
3	PMI	✓	\$ 237,685.00
4	Premistar	✓	\$ 237,431.00
5			
6			
7			

Witness: Matthew Hammer

Date: 8/5/2026

Treasurer/Assistant Treasurer: [Signature]

Date: 08/05/2026