



# Agenda Cover Memorandum

Meeting Date: July 8, 2013

Meeting Type:  COW (Committee of the Whole)  City Council  Budget Workshop

Item Title: Approve Purchase Order for interior ceiling grid and tile replacement to Home Depot, 300 Commons Drive, Chicago Ridge, Illinois 60415 in the amount of \$12,269.00

Action Requested:

Approval

For discussion

Feedback requested

For your information

Staff Contact: Michael A. Zywanski, Fire Chief

Phone Number: 847-318-5259

Email Address: mzywansk@parkridgefd.org

Background:

Funds were budgeted for fiscal year 2013 for the removal and replacement of the interior ceiling grid and damaged tiles at both fire stations, in the amount of \$15,000.00. The funds for this fire station maintenance project are in the carryover funds that were brought forward into the FY14 fiscal year from FY13. The City is a member of the U.S. Communities Government Purchasing Alliance, which is a purchasing cooperative. Staff worked with the Alliance to outline the specifications and obtain bids for this project.

Through the Government Purchasing Alliance, staff received a low bid for this project of \$12,269.00 from Home Depot, 300 Commons Drive, Chicago Ridge, Illinois. Any issues with the ceiling grid that arise during the project will be at low bid unit pricing. The scope of work for this project includes the following:

- Removal of existing ceiling tiles and grid
- Dispose of all debris in contractor provided dumpster
- Center hallways at both fire stations
- Dayrooms at both fire stations
- Report room at Fire Station 36
- Four offices at Fire Station 36
- Two Offices at Fire Station 35
- Install new interior ceiling grids
- Install new Armstrong Ceiling tiles
- Clean work areas each day.

In order to ensure the City is receiving the best price for this project through U.S. Communities Government Purchasing Alliance, staff sought bids from two other contractors for ceiling work, from the Chicago area. The attached bids are for \$14,000.00 and \$13,500.00

Recommendation:

Approve a purchase order of \$12,269.00 for the removal and replacement of interior ceiling grid and tiles to Home Depot, 300 Commons Drive, Chicago Ridge, Illinois 60415



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## Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$12,269.00

If Yes, is this a Budgeted Item:

Yes  No  Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 1002021-942100

## Attachments:

- Bid Tabulation
- U.S. Communities Bid: Home Depot
- Bids: Alcalde Enterprises and Castle Rock Renovations



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**MEMORANDUM**

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**DATE:** July 3, 2013  
**TO:** Shawn Hamilton, City Manager  
**FROM:** Michael A. Zywanski, Fire Chief  
**SUBJECT:** Quotes for Interior Ceiling Grid and Tile Replacement at Fire Stations

Shawn,

The following is a listing of the quotations received for the removal and replacement of the interior drop ceiling grids and tiles at both Fire Stations. The current ceiling grids and tiles have been in place for approximately twenty-five years and have deteriorated over the years from multiple roof leaks. Many tiles are sagging, broken and the grids have been bent from the weight of water soaked tiles, as well as multiple repairs.

Removal and Replacement of Interior Ceiling Grid and Tiles at Fire Stations 35 and 36.

<u><b>U.S. Communities Contractor</b></u>		<u><b>Quotation</b></u>
Home Depot	Total:	\$12,269.00
<u><b>Non-U.S. Communities Bids</b></u>		
Alcalde Enterprises	Total:	\$13,500.00
Castle Rock Renovations	Total:	\$14,000.00





# QUOTE

Store 1935 CHICAGO RIDGE  
300 COMMONS DRIVE  
CHICAGO RIDGE, IL 60415

Phone: (708) 952-4909  
Salesperson: JLS1429  
Reviewer:

## QUOTE

2013-04-11 15:48

Prices Valid Thru: 04/18/2013

<b>SOLD TO</b>	Name		Home Phone	
	<b>CITY OF PARK RIDGE FIRE DEPARTMENT</b>		<b>(847) 318-5250</b>	
	Address 901 DEVON AVE		Work Phone (847) 318-5284	
	Company Name			
	City PARK RIDGE		Job Description 901 DEVON AVE, PARK RIDGE	
State IL		Zip 60068-4648	County COOK	

### INSTALLATION #1

### MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

REF # 101

#### BASIC INSTALLATION LABOR:

SKU	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
0000-629-535	F&I CARPET (PAR MULTI-FAMILY)-NAT/	0.00	EA	N	\$0.00	\$0.00

#### CUSTOM LABOR SELECTED INCLUDES:

OPTION	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
1	901 DEVON AVE, PARK RIDGE - DEMO, DUMPSTER, 890 SQ FT TILE AND INSTALLATION	1.00	PA	N	\$5,482.00	\$5,482.00

<b>INSTALLATION SITE NAME:</b> CITY OF PARK RIDGE, FIRE DEPARTMENT			<b>INSTALL LABOR CHARGE:</b>		\$5,482.00
<b>ADDRESS:</b> 901 DEVON AVE			<b>TRIP CHARGE:</b>		\$0.00
<b>CITY:</b> PARK RIDGE	<b>STATE:</b> IL	<b>ZIP:</b> 60068-4648	<b>CREDIT FOR DEPOSIT/MEASURE:</b>		\$0.00
<b>COUNTY:</b> COOK	<b>SALES TAX RATE:</b> 8.750	<b>TAX:</b> Merchandise - N	<b>LABOR - N</b>	<b>INSTALL TOTAL DUE:</b> \$5,482.00	
<b>PHONE:</b> (847) 318-5250		<b>ALTERNATE PHONE:</b> (847) 318-5284			

#### BASIC INSTALLATION LABOR INCLUDES:

- \* ALL MATERIAL AND LABOR WILL BE QUOTED DIRECTLY BY THE PAR
- \* THIS PROGRAM IS INTENDED FOR PRO ACCOUNTS OF MULTI-FAMILY UNITS ONLY
- \* ONE YEAR INSTALLATION WARRANTY
- \* FINAL CLEAN UP OF ALL DEBRIS RELATED TO INSTALLATION

**NOT VALID FOR MERCHANDISE CARRY-OUT**

**INSTALLATION #1**

(Continued)

**REF #101**

**UNLESS STATED ABOVE THIS INSTALLATION DOES NOT INCLUDE:**

WORK ON SUNDAYS OR HOLIDAYS

MOVE BREAKABLES AND/OR VALUABLE OBJECTS INCLUDING PIANOS, GRANDFATHER CLOCKS, AQUARIUMS OR ANTIQUES

WATER EXTRACTION

REMOVE OR HAUL AWAY HEAVILY ANIMAL SOILED OR FLEA INFESTED CARPET

REMOVE EXISTING BASEBOARDS

REMOVE OR REPLACE EXTERIOR THRESHOLDS

ALTER EXISTING STRUCTURE OR OPENING

ELECTRICAL OR PLUMBING DISCONNECT AND RECONNECT - SEE MKT FOR DETAILS

INSTALL GLUE DOWN WOOD, NAIL DOWN WOOD OR TILE FLOORING OVER PARTICLE BOARD

TRIMMING EXTERIOR DOORS

TRIMMING INTERIOR POCKET DOORS

FLOOR GRINDING

COMMERCIAL SEAM WELDING

SHOWER PANS

INSTALL OVER EXISTING PAD

**SPECIAL NOTES:**

\* AN ADULT OVER 18 YEARS OF AGE WITH THE AUTHORITY TO MAKE DECISIONS ABOUT YOUR INSTALLATION MUST BE PRESENT DURING THE INSPECTION (WHEN APPLICABLE), DELIVERY AND INSTALLATION

\* CANCELLING APPOINTMENTS WITH INSTALLERS OR MISSING SCHEDULED APPOINTMENTS MAY LEAD TO ADDITIONAL CHARGES

\* THE BUILDING MUST BE COMPLETELY CLOSED IN, WITH OUTSIDE WINDOWS, DOORS, AND THRESHOLDS IN PLACE

\* ELECTRICITY AND PLUMBING MUST BE ACCESSIBLE TO WORK AREA

\* AIR CONDITIONING, HEATING AND VENTILATION SYSTEMS MUST BE OPERABLE

\* THE WORK AREA TEMPERATURE MUST BE WITHIN 60-80 DEGREES

\* EMPTY ALL CABINETS, ENTERTAINMENT CENTERS, BOOKCASES, CLOSETS, ETC.

\* DISCONNECT AND REMOVE ALL ELECTRONIC EQUIPMENT SUCH AS TELEVISIONS, STEREOS AND COMPUTERS

\* ALL BREAKABLES AND/OR VALUABLE OBJECTS MUST BE REMOVED FROM THE WORK AREA PRIOR TO INSTALLATION

\* ALL WET TRADES (DRYWALL, PLASTERS, PAINTING, STAINING ETC.) SHOULD BE FINISHED BEFORE INSTALLATION. TOUCH UP

PERMIT IS REQUIRED, THE INSTALLER WILL REVIEW THE FINAL COST OF THE PERMIT AND ADMINISTRATIVE FEES WITH THE CUSTOMER PRIOR TO THE FINAL INSTALLATION.

\* FOR ALL FLOORING INSTALLATIONS CUSTOMER ACKNOWLEDGES THAT THE AMOUNT OF PRODUCT PURCHASED WILL BE THE BASIS FOR INSTALLATION LABOR CHARGES, INCLUDING REMOVAL AND HAUL AWAY. THIS AMOUNT MAY VARY FROM ACTUAL SIZE OF CUSTOMER'S ROOM(S).

\* FOR CARPET INSTALLATION, THE CARPET ESTIMATE IS USED TO DETERMINE THE AMOUNT OF PADDING PURCHASED. ANY EXCESS MATERIALS WILL BE LEFT WITH CUSTOMER UNLESS CUSTOMER REQUESTS OTHERWISE.

\* MOISTURE GUIDE 1 - TRAMEX TESTING OVER CONCRETE:

0 - 4.5 - INSTALL WITHIN 24 HOURS

4.6 - 5.0 - OVER MOISTURE BARRIER WITHIN 24 HOURS

\* MOISTURE GUIDE 2 - CALCIUM CHLORIDE TESTING OVER CONCRETE:

0 - 3LBS/1000 SF - INSTALL WITHIN 24HOURS

3.01 - 5 LBS/1000 SF -OVER MOISTURE BARRIER WITHIN 24 HOURS

\* MOISTURE GUIDE 3 - PIN TYPE TESTING OVER WOOD:

<4% DIFF IN WOOD & SUBFLOOR & <14% IN SUBFLOOR - APPROVED

**\*\*\* CONTINUED ON NEXT PAGE \*\*\***

**INSTALLATION #1**

(Continued)

**REF #101**

MAY BE REQUIRED AFTER INSTALLATION.

- \* CARPET INSTALLS ONLY - IF CUSTOMER CHOOSES TO RIP UP AND HAUL AWAY EXISTING CARPET, DO NOT REMOVE EXISTING TACK STRIP
- \* ALL PRODUCTS REQUIRING ACCLIMATION MUST BE PLACED IN WORK AREA AT LEAST 3 DAYS PRIOR TO INSTALLATION
- \* INSTALLATION TIMES VARY DEPENDING ON THE SIZE AND SCOPE OF THE PROJECT
- \* INSTALLATION MAY BE NOISY AND CAUSE INCONVENIENCE TO LIVING AREAS
- \* ADHESIVES USED FOR INSTALLATION CAN PRODUCE STRONG ODORS
- \* FLOORING AND SUBFLOOR PREPARATION CAN CREATE DUST THAT CAN INFILTRATE OTHER PARTS OF YOUR HOUSE. BE SURE TO CHANGE AIR FILTERS AFTER INSTALLATION.
- \* CHILDREN AND PETS MUST BE KEPT AWAY FROM THE WORK AREA
- \* IF UNFORESEEN LABOR IS NEEDED TO REPAIR DAMAGE FROM WATER, TERMITES, ELECTRICAL OR PLUMBING PROBLEMS, THERE IS AN ADDED CHARGE WHICH MAY NOT BE AVAILABLE FROM HOME DEPOT SO THE CUSTOMER MUST HIRE THEIR OWN CONTRACTOR TO MAKE THE REPAIRS.
- \* INSTALLATIONS REQUIRING ADHESIVE TO CURE MAY NOT BE ACCESSIBLE FOR 24 HOURS AFTER INSTALLATION.
- \* IF THE NEW FLOOR IS SUBSTANTIALLY THICKER THAN THE OLD FLOOR, SEVERAL ITEMS MAY NEED TO BE ADJUSTED SUCH AS DOOR AND MOLDING HEIGHT, TOILET FLANGES, PLUMBING CONNECTIONS ETC. SOME SERVICES MAY NOT BE AVAILABLE THROUGH HOME DEPOT.
- \* REFER TO PRODUCT MANUAL FOR SPECIFIC WARRANTY AND MAINTENANCE INFORMATION.
- \* NATURAL PRODUCTS MAY CONTAIN COLOR, VEIN OR GRAIN VARIATIONS.
- \* PERMIT FEES VARY BY JURISDICTION AND SCOPE OF WORK. IF A

- >4% DIFF IN WOOD & SUBFLOOR & <14% IN SUBFLR-DELAY MIN% MET
- \* TN-HOME DEPOT FILED A HOME IMPROVEMENT CONTRACTOR'S SURETY BOND (NO. 11S103829197) WITH THE STATE OF TENNESSEE HOME IMPROVEMENT COMMISSION. THE SURETY IS TRAVELERS CASUALTY AND SURETY OF AMERICA, 4400 N POINT PKWY ALPHARETTA, GA 30022
- \* CA-YOU HAVE AN UNCONDITIONAL RIGHT TO REQUIRE PERFORMANCE AND PAYMENT BOND FROM YOUR CENTER CONTRACTOR NO. K06855271. THE SURETY IS WESTCHESTER FIRE INSURANCE COMPANY 500 PKWY SUITE 200, ROSWELL, GA 30076.
- \* NY-HOME DEPOT HAS FILED A PERFORMANCE AND PAYMENT BOND (NO. 103076128) WITH THE REGISTRAR OF CONTRACTS. THE SURETY IS TRAVELERS CASUALTY AN SURETY COMPANY, ONE COWARD SQUARE, HARTFORD, CONNECTICUT 06183-6014.
- \* ADDITIONAL CHARGES AT THE JOBSITE MAY BE NECESSARY TO COMPLETE THE JOB AND/OR BRING THE INSTALL INTO COMPLIANCE WITH LOCAL AND/OR STATE CODES
- \* THE INSTALLER MAY DECLINE TO INSTALL THE JOB IF IN THEIR PROFESSIONAL OPINION IT SEEMS UNSAFE, IN VIOLATION OF STATE OR LOCAL CODES OR CANNOT BE PERFORMED TO INDUSTRY STANDARDS
- \* REFER TO MANUFACTURER GUIDELINES ON MAINTAINING PROPER ENVIRONMENTAL CONDITIONS TO UPHOLD PRODUCT WARRANTY INCLUDING TEMPERATURE AND RELATIVE HUMIDITY REQUIREMENTS. USE OF HVAC & HUMIDIFIER/DEHUMIDIFIER SYSTEMS MAY BE NEEDED.
- \* WATER DAMAGE INCLUDING (BUT NOT LIMITED TO) THAT CAUSED BY FOUNDATION/WALL CRACKS/LEAKS, OR CHANGES IN CONCRETE SLAB MOISTURE CONTENT OR VAPOR EMISSIONS IS NOT COVERED UNDER WARRANTY.

**END OF INSTALL #1**

<b>TOTAL CHARGES OF ALL MERCHANDISE &amp; SERVICES</b>	
<i>'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'</i>	<b>ORDER TOTAL</b> \$5,482.00
	<b>SALES TAX</b> \$0.00
	<b>TOTAL</b> \$5,482.00
	<b>BALANCE DUE</b> \$5,482.00
<b>END OF ORDER No. 1935-214589</b>	



# QUOTE

Store 1935 CHICAGO RIDGE  
300 COMMONS DRIVE  
CHICAGO RIDGE, IL 60415

Phone: (708) 952-4909  
Salesperson: JLS1429  
Reviewer:

## QUOTE

2013-04-11 15:49

Prices Valid Thru: 04/18/2013

<b>SOLD TO</b>	Name		Home Phone		
	<b>CITY OF PARK RIDGE FIRE DEPARTMENT</b>		<b>(847) 318-5250</b>		
	Address 901 DEVON AVE		Work Phone (847) 318-5284		
	Company Name				
	City		Job Description		
PARK RIDGE		1000 N GREENWOOD AVENUE, PARK RIDGE			
State IL		Zip 60068-4648		County COOK	

### INSTALLATION #1

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#### CUSTOM LABOR SELECTED INCLUDES:

OPTION	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
1	132 E STIMMEL WEST CHICAGO, IL 60185, IL - DEMO, DUMPSTER, 1157 SQ FT TILE AND INSTALLATION	1.00	PA	N	\$6,787.00	\$6,787.00

<b>INSTALLATION SITE NAME:</b> CITY OF PARK RIDGE, FIRE DEPARTMENT	<b>INSTALL LABOR CHARGE:</b>	\$6,787.00
<b>ADDRESS:</b> 1000 n greenwood avenue	<b>TRIP CHARGE:</b>	\$0.00
<b>CITY:</b> PARK RIDGE <b>STATE:</b> IL <b>ZIP:</b> 60068-4648	<b>CREDIT FOR DEPOSIT/MEASURE:</b>	\$0.00
<b>COUNTY:</b> COOK <b>SALES TAX RATE:</b> 8.750 <b>TAX:</b> Merchandise - N <b>LABOR - N</b>	<b>INSTALL TOTAL DUE:</b>	\$6,787.00
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\*\*\* CONTINUED ON NEXT PAGE \*\*\*

NOT VALID FOR MERCHANDISE CARRY-OUT



<p><b>INSTALLATION #1</b> (Continued)</p>	<p><b>REF #101</b></p>
<p>UNITS ONLY</p>	
<p><b>UNLESS STATED ABOVE THIS INSTALLATION DOES NOT INCLUDE:</b></p>	
<p>WORK ON SUNDAYS OR HOLIDAYS</p> <p>MOVE BREAKABLES AND/OR VALUABLE OBJECTS INCLUDING PIANOS, GRANDFATHER CLOCKS, AQUARIUMS OR ANTIQUES</p> <p>WATER EXTRACTION</p> <p>REMOVE OR HAUL AWAY HEAVILY ANIMAL SOILED OR FLEA INFESTED CARPET</p> <p>REMOVE EXISTING BASEBOARDS</p> <p>REMOVE OR REPLACE EXTERIOR THRESHOLDS</p> <p>ALTER EXISTING STRUCTURE OR OPENING</p> <p>ELECTRICAL OR PLUMBING DISCONNECT AND RECONNECT - SEE MKT FOR DETAILS</p>	<p>INSTALL GLUE DOWN WOOD, NAIL DOWN WOOD OR TILE FLOORING OVER PARTICLE BOARD</p> <p>TRIMMING EXTERIOR DOORS</p> <p>TRIMMING INTERIOR POCKET DOORS</p> <p>FLOOR GRINDING</p> <p>COMMERCIAL SEAM WELDING</p> <p>SHOWER PANS</p> <p>INSTALL OVER EXISTING PAD</p>
<p><b>SPECIAL NOTES:</b></p>	
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<p>*** CONTINUED ON NEXT PAGE ***</p>	

**INSTALLATION #1**

(Continued)

**REF #101**

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- <4% DIFF IN WOOD & SUBFLOOR & <14% IN SUBFLOOR - APPROVED
- >4% DIFF IN WOOD & SUBFLOOR & <14% IN SUBFLR-DELAY MIN% MET
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<b>INSTALLATION #1</b> (Continued)	REF #101	END OF INSTALL #1
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<b>TOTAL CHARGES OF ALL MERCHANDISE &amp; SERVICES</b>	
<i>'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'</i>	<b>ORDER TOTAL</b> \$6,787.00
	<b>SALES TAX</b> \$0.00
	<b>TOTAL</b> \$6,787.00
	<b>BALANCE DUE</b> \$6,787.00
<b>END OF ORDER No. 1935-214591</b>	



# ALCALDE ENTERPRISES

General Contractor

Bonded, Licensed and Insured

## ESTIMATE

Date: 5/3/2013

To: Park Ridge Fire Department  
Park Ridge, IL

Description	Cost
<b>Ceiling Estimate</b>	\$13,500.00
Ceiling tiles and grid work removal at station 35 & 36 in the following areas: - Center hallways - Four offices station 36 - Day rooms both stations - Report room station 36	
New ceiling tile and grid work installation using Armstrong reveal tiles # 1427	
Total ceiling sq ft = 5200	
<b>Total:</b>	<b>\$13,500.00</b>



Castle Rock Custom Renovations, Inc.

912 Amber Lane

Lake Villa, IL 60046

847-356-9384

847-356-0984 Fax

# Estimate

Date	Estimate #
7/3/2013	56

Name / Address
City of Park Ridge Accounts payable 505 Buttler Pl Park Ridge, IL 60068-4182

Terms	Project

Item	Description	Total
19 Ceilings & Cover	Scope of work is to replace ceiling grid and tiles for the Park Ridge Fire Dept. at station 35 & 36. Castle Rock Custom Renovations will supply all labor & materials for this project. We will dispose of all debris and clean up daily.	14,000.00
Thank you for the opportunity to earn your business.		
Note: This estimate may be withdrawn by us if not accepted within 30 days		
<b>Total</b>		<b>\$14,000.00</b>

All material is guaranteed to be as specified. All work is to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Chebny Construction, Inc. is fully covered by workman's compensation and general liability insurance.

Authorized Signature \_\_\_\_\_

Acceptance of estimate: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In the event payment is not made when due, buyer agrees to pay interest at 3% per month on the maximum legal rate including any attorney fees and all other costs for collection.

Customer Signature \_\_\_\_\_