



Agenda Cover Memorandum

Meeting Date: April 5, 2017

Fiscal Year: 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve the contract and purchase order for HVAC replacement at Fire Station 36 to The YMI Group, Inc. of Elk Grove Village, IL.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Paul Lisowski Phone: (847) 318-5259 Email: plisowski@parkridged.org

Background:

As part of the approved FY17 Capital Budget, the Fire Department is seeking to replace the HVAC system at Fire Station 36. The original project called for replacing the HVAC system and installing insulation at Fire Station 36 as well. The City recently hired Priority Energy of Park Ridge, IL to look at the overall HVAC needs at Station 36 as well as City Hall. It was their recommendation that we replace the insulation at a later date when we replace the roof, due to efficiency and cost savings.

The City issued an Invitation to Bid, HVAC REPLACEMENT FD-FY17-04 to search for a qualified firm to provide a replacement HVAC system for Fire Station 36. A legal notice was published in the Pioneer Press on March 2, 2017 and posted to the City website where thirty-three (33) firms registered for bid documents. Three (3) bids were received and read aloud on Tuesday March 21, 2017. Reference checks were performed and found to be satisfactory. Staff recommends that the contract be awarded to the lowest responsive and responsible bidder: The YMI Group of Elk Grove Village, IL. Their bid of \$36,500.00 was the lowest bid received.

This price is lower than the budgeted amount of \$45,000.00 that is in the FY17 Capital Budget. Staff will budget for the insulation portion of this project at a later date in a future fiscal year when the roof will need to be replaced.

This was discussed at the March 27, 2017 Committee of the Whole meeting and passed unanimously 6-0.

Recommendation:

Approve the contract and purchase order for HVAC replacement at Station 36 to The YMI Group, Inc. of Elk Grove Village, IL.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$36,500.00

If Yes, is this a Budgeted Item: Yes No Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object): 100-2021-996300

Attachment(s), if any:

- Scorecard

**HVAC REPLACEMENT FD-FY17-04
SCORECARD BID TABULATION**



The YMI Group, Inc. 350 Crossen Ave. Elk Grove Village, IL 60007	Pro Temp of Illinois Inc. 101 Stirrup Lane Burr Ridge, IL 60527	Oak Brook Mechanical Services, Inc. 961 South Route 83 Elmhurst, IL 60126
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CRITERIA	AVAILABLE POINTS			
General Firm Qualifications, including References*	10	10	10	10
Adherence to Project Checklist and Specification	30	30	30	30
Price	60	60	52	41
	100	100	92	81

* If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.

TOTAL COST (WEIGHTED AGAINST LOWEST BIDDER)

	The YMI Group, Inc. 350 Crossen Ave. Elk Grove Village, IL 60007	Pro Temp of Illinois Inc. 101 Stirrup Lane Burr Ridge, IL 60527	Oak Brook Mechanical Services, Inc. 961 South Route 83 Elmhurst, IL 60126
PRICE	\$36,500.00	\$42,100.00	\$53,942.00
Weighted Percentage	100%	87%	68%
Points Awarded	60	52	41