



Agenda Cover Memorandum

Meeting Date: June 19, 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order for insulating the Council Chambers to ThermaSeal / Lakeside, in the amount of \$12,745.00

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph: (847) 318-5247 Email: wzingshe@parkridge.us

Background:

A recent energy study, conducted by Priority Energy, regarding the HVAC system at City Hall detailed that the Council Chambers attic was not adequately insulated, thereby causing ice to build up.

As part of the comprehensive HVAC system upgrades and repairs being done, staff received three (3) quotes to have insulation done in this area, with the low quote from ThermaSeal / Lakeside in the amount of \$12,745.00.

This item was presented as an Action Item at the Committee of the Whole on June 12, 2017, at which time the Committee approved the motion on a roll call vote of 7/0.

Vendor and Transaction History:

Vendor Status: Current New

Is Purchase Order Request supported by existing contract: Yes No If Yes, date:

Is this an Annual Recurring Purchase Order: Yes No

Bid Process Used: N/A Price Quotes Bid RFP

Have Goods been received or Statement of Work completed: N/A Yes No

If Overage, approved by Department: Yes No Details:

Recommendation:

Approve a purchase order for insulating the Council Chambers to ThermaSeal / Lakeside, in the amount of \$12,745.00.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$12,745.00

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

If Budgeted, Budget Code (Fund, Dept, Object) 100 3062 996300

Attachment:

- None