



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve HVAC Preventative Maintenance and Inspection Contract with Service Mechanical

Presenter: Peter Suhr

Please check appropriate box:

| | | | |
|--------------------------|------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> | Government Operations | <input checked="" type="checkbox"/> | Government Services 04.23.12 |
| <input type="checkbox"/> | Planning & Development | <input type="checkbox"/> | City Council |
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | |

| | | | | | | |
|-----------------|----------|-----------|-----|-------------------------------------|----|--------------------------|
| Estimated Cost: | \$45,000 | Budgeted: | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
|-----------------|----------|-----------|-----|-------------------------------------|----|--------------------------|

If NO, please explain how item will be funded:

Executive Summary:

Over the last nine years, the City has developed a relationship with Service Mechanical to provide heating, venting, and cooling (HVAC) service for City facilities. In an effort to consolidate service and create value to the City, the staff moved to award Service Mechanical an agreement to serve all of our facilities in fiscal year 08/09.

Our first four years of utilizing Service Mechanical was a success. Building on this success, staff recommends continuing with Service Mechanical for another fiscal year. Service Mechanical has agreed to hold pricing for a third consecutive year.

Attachments: *(please list)*

Proposal from Service Mechanical to provide HVAC service.
Bid Waiver.

Recommendation / Suggested Action *(briefly explain):*

Recommend approval of the request to waive bid and award of contract to Service Mechanical in an amount not to exceed \$45,000.

For office use only:

Agenda Item Number: 5.o

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Service Mechanical Industries
50 E. Commerce Drive, Suite 100
Schaumburg, IL 60173

For the purchase of: Preventive Maintenance and Inspection for the Building Environmental Systems.

At a cost not to exceed: \$ 45,000

Reason for the request to waive the bid procedure: This will be Service Mechanical's ninth year as a vendor with the City. The City has developed a solid working relationship with Service Mechanical and their service technicians. With the addition of the Public Works Facility along with all other City buildings we believe this plan would serve the City best and also help in assessing our current HVAC equipment and implementing a ten-year maintenance and replacement plan. Service Mechanical has also agreed to hold pricing for a third consecutive year.

Other Quotations Received: None

Date: 4/23/2012

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

service
MECHANICAL INDUSTRIES
AN ILLINOIS CORPORATION
■ heating ■ air conditioning

50 E. COMMERCE DRIVE
SUITE 100
SCHAUMBURG
ILLINOIS 60173-5309
■ energy management

☎ 847-342-9100
fax 847-342-9104

www.servicemechanical.com

March 15, 2012

Mr. Peter Suhr
City of St. Charles
2 E. Main Street
St. Charles, IL 60174

Re: **Purchase Order #70393**
Preventive Maintenance Agreement
Public Works
200 Devereaux Way
St. Charles, IL 60174

Dear Mr. Suhr:

The Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2012**. We appreciate the opportunity to provide maintenance at this location, and we look forward to continuing to serve you. There will be **no increase** in the price of the Preventive Maintenance Agreement for the upcoming year. We will continue to provide you with quality service under the terms and conditions of your original agreement. According to our records, **Purchase Order #70393** has already been issued for this renewal and this letter is being sent to you for your records.

Your next scheduled maintenance will be performed without interruption.

Please call our office at (847) 342-9100 if we may answer any questions or be of further assistance.

Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB

service
MECHANICAL INDUSTRIES
AN ILLINOIS CORPORATION
■ heating ■ air conditioning

50 E. COMMERCE DRIVE
SUITE 100
SCHAUMBURG
ILLINOIS 60173-5309
■ energy management

☎ 847-342-9100
fax 847-342-9104

www.servicemechanical.com

March 15, 2012

Mr. Peter Suhr
City of St. Charles
2 E. Main Street
St. Charles, IL 60174

**Re: Preventive Maintenance Agreement
Century Station
112 N. Riverside Ave.
St. Charles, IL 60174**

Dear Mr. Suhr:

The Preventative Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2012**. We appreciate the opportunity to provide maintenance at this location, and we look forward to continuing to serve you. Due to the rising increase in labor and material, we will be increasing the price of your agreement. The annual increase to the Preventive Maintenance Agreement for the upcoming year will be **\$196.00**. We will continue to provide you with quality service under the terms and conditions of your original agreement.

For your convenience, no further communication is required to keep this contract in effect. Your next scheduled maintenance will be performed without interruption.

Please call our office at (847) 342-9100 if we may answer any questions or be of further assistance.

Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB

March 15, 2012

Mr. Peter Suhr
City of St. Charles
2 E. Main Street
St. Charles, IL 60174

**Re: Preventive Maintenance Agreement
City of St. Charles – City Hall
2 E. Main Street
St. Charles, IL 60174**

Dear Mr. Suhr:

The Preventative Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2012**. We appreciate the opportunity to provide maintenance at this location, and we look forward to continuing to serve you. Due to the rising increase in labor and material, we will be increasing the price of your agreement. The annual increase to the Preventive Maintenance Agreement for the upcoming year will be **\$56.00**. We will continue to provide you with quality service under the terms and conditions of your original agreement.

For your convenience, no further communication is required to keep this contract in effect. Your next scheduled maintenance will be performed without interruption.

Please call our office at (847) 342-9100 if we may answer any questions or be of further assistance.

Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB

service
MECHANICAL INDUSTRIES
AN ILLINOIS CORPORATION
■ heating ■ air conditioning

50 E. COMMERCE DRIVE
SUITE 100
SCHAUMBURG
ILLINOIS 60173-5309
■ energy management

☎ 847-342-9100
fax 847-342-9104

www.servicemechanical.com

March 15, 2012

Mr. Peter Suhr
City of St. Charles
2 E. Main Street
St. Charles, IL 60174

**Re: Preventive Maintenance Agreement
City of St. Charles - PD
10 N. State Ave.
St. Charles, IL 60174**

Dear Mr. Suhr:

The Preventative Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2012**. We appreciate the opportunity to provide maintenance at this location, and we look forward to continuing to serve you. Due to the rising increase in labor and material, we will be increasing the price of your agreement. The annual increase to the Preventive Maintenance Agreement for the upcoming year will be **\$52.00**. We will continue to provide you with quality service under the terms and conditions of your original agreement.

For your convenience, no further communication is required to keep this contract in effect. Your next scheduled maintenance will be performed without interruption.

Please call our office at (847) 342-9100 if we may answer any questions or be of further assistance.

Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB

service
MECHANICAL INDUSTRIES
AN ILLINOIS CORPORATION
■ heating ■ air conditioning

50 E. COMMERCE DRIVE
SUITE 100
SCHAUMBURG
ILLINOIS 60173-5309
■ energy management

☎ 847-342-9100
fax 847-342-9104

www.servicemechanical.com

March 15, 2012

Mr. Peter Suhr
City of St. Charles
2 E. Main Street
St. Charles, IL 60174

Re: Preventive Maintenance Agreement
Waste Water Treatment Plant
200 Devereaux Way
St. Charles, IL 60174

Dear Mr. Suhr:

The Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2012**. We appreciate the opportunity to provide maintenance at this location, and we look forward to continuing to serve you. There will be **no increase** in the price of the Preventive Maintenance Agreement for the upcoming year. We will continue to provide you with quality service under the terms and conditions of your original agreement.

For your convenience, no further communication is required to keep this contract in effect. Your next scheduled maintenance will be performed without interruption.

Please call our office at (847) 342-9100 if we may answer any questions or be of further assistance.

Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB