



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive bid procedure and award HVAC Preventative Maintenance Inspection Contract with Service Mechanical

Presenter: Peter Suhr

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 04.22.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$72,564	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Over the last ten 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, staff moved to award Service Mechanical an agreement to serve all of our facilities in fiscal year 08/09.

Our first five 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 fourth consecutive year.

Attachments: *(please list)*

Proposal from Service Mechanical to provide HVAC service
Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive bid procedure and award HVAC Preventative Maintenance and Inspection Contract with Service Mechanical.

For office use only:

Agenda Item Number: 4.1

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: \$ 72,564

Reason for the request to waive the bid procedure: This will be Service Mechanical's tenth 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 fourth consecutive year.

Other Quotations Received: None

Date: 4/22/2013

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.

April 2, 2013

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 Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2013**. 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

April 2, 2013

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 Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2013**. 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

April 2, 2013

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

**Re: 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, 2013**. 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.

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Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

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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

April 2, 2013

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

**Re: Preventive Maintenance Agreement
City of St. Charles - PD
211 N Riverside
St. Charles, IL 60174**

Dear Mr. Suhr:

The Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2013**. 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.

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Sincerely,

Service Mechanical Industries



Erika Bartell
Administrative Assistant

EB

April 2, 2013

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, 2013**. 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.

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April 2, 2013

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

Re: Preventive Maintenance Agreements for the following locations:

250 N. Riverside	2561 Dukane Dr.	1000 Illinois St.
3805 Lincoln Hwy.	1405 Prairie St.	228 N. Randall Rd.
200 Walnut Ave.	1000 Dunham	5N061 Rt. 25
1425 South Ave.	2900 N. 5th Ave.	650 Peck Rd.
215 E. Main St.	2529 Oak	454 S. 37 th
630 N. 12 th St.	15 N. First St.	2901 Campton Hills Rd.
300 N. Riverside	213 N. Riverside	2900 Production Dr.

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