



ST. CHARLES  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Title: **Recommendation to Approve HVAC Preventative Maintenance and Inspection Contract with Service Mechanical in the Amount of \$45,000**

Presenter: Peter Suhr

*Please check appropriate box:*

Government Operations	X	Government Services 04.25.11
Planning & Development		City Council
Public Hearing		

Estimated Cost: \$45,000      Budgeted: YES    X    NO

If NO, please explain how item will be funded:

**Executive Summary:**

Over the last eight 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 three 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 second consecutive year.

**Attachments: (please list)**

Proposal from Service Mechanical to provide HVAC service.

**Recommendation / Suggested Action (briefly explain):**

- 1) Request to waive bid
- 2) Staff recommends approval of the Proposal from Service Mechanical in an amount not to exceed \$45,000

*For office use only:*

*Agenda Item Number: 6.c*

**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 eighth year. 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.

Other Quotations Received: None

Date: 4/25/2011

Requested by: \_\_\_\_\_

Department Director: Mart Utoenen

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](http://www.servicemechanical.com)

April 4, 2011

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

**Re: Preventive Maintenance Agreement**  
**City of St. Charles**  
**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, 2011**. 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 Hartman  
Administrative Assistant

EH

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April 4, 2011

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 Preventive Maintenance Agreement for the above referenced location will automatically renew on **May 1, 2011**. 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 4, 2011

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

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

Dear Mr. Suhr:

The Preventive Maintenance Agreement for the above referenced location will automatically renew on May 1, 2011. 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 4, 2011

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, 2011. 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 4, 2011

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

**Re: Preventive Maintenance Agreement  
Public Works Garage  
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, 2011. 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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