

# Memo

**Development  
Customer Services**  
*Building a Better Community*

**To:** Cara Pavlicek, Village Manager  
Steve Drazner, Chief Financial Officer

**From:** Tammie Grossman, Director of Development Customer Service

**Cc:** Will Gillespie, Parking Division Manager

**Date:** 9/14/2018

**Re:** Urgent repairs to Holley Court garage elevator intercoms

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The Holley Court parking garage has three (3) elevators. During the previous code inspection of the elevators it was discovered that the intercoms inside the elevators are no longer functioning.

The non-functioning intercoms are an urgent safety concern which must be addressed immediately. The Division of Parking & Mobility Services received a quote from Revcon Technology Group, Inc. to replace the non-functioning intercoms with new intercoms and connect them to the existing intercom network in the garage. Revcon Technology Group, Inc. installed an intercom network in the interiors of all Village owned parking garages in 2017, to which these three new intercoms will connect, and is an existing contractor for technology and communications services in the Village parking garages.

The Village Manager is authorized to approve a contract for the urgent repair of these three intercoms pursuant to Section 2-6-10 of the Oak Park Village Code, which states:

*“In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village Manager, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees.”*

An Independent Contractors Agreement will be completed with Revcon Technologies Group, Inc. in the amount of \$12,350 as shown in the attached quote for the materials and labor necessary to immediately address this issue and will be added to the agenda on the Village Board of Trustee’s October 1, 2018 regular meeting.