



## Agenda Item Summary

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### **Submitted By**

John P. Wielebnicki, Director of Public Works

### **Reviewed By**

CLP

### **Agenda Item Title**

**A Resolution Approving an Amendment to the Independent Contractor Agreement with Oak Brook Mechanical Services, Inc. for Emergency HVAC Repairs in Amount for a New Not to Exceed Amount of \$35,000.00 and Authorizing its Execution**

### **Overview**

Oak Brook Mechanical, Inc. (OMS) is a contractor that provides Heating, Ventilation, and Air Conditioning (HVAC) services. In early 2017, the Village entered into an agreement with OMS to provide these services to all Village buildings. Staff is requesting to amend the agreement to allow for additional repair work needed at the Public Works Center, as well as other unforeseen repairs needed at other Village owned buildings throughout the remainder of 2017.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The FY 2017 Public Works Building Maintenance Operating Budget provides a total of \$90,000.00 for emergency repairs in the Property Repair accounts no. 1001-43790-711, 712, 713, 714 and 717-540674. Additionally, the 2017 CIP Building Improvement Fund provides a total of \$85,000.00 for property repair.

The existing agreement with OMS which is currently at \$25,000.00 is proposed to be amended to \$35,000.00. To date, including an emergency motor repair at the Public Works Center, approximately \$31,000.00 has been spent on HVAC work with OMS with additional required work expected.

Funds for this additional work are proposed to come from a budget transfer from the Building Improvement Fund by deferring the sump pump replacement at Village Hall.

### **Background**

The Department of Public Works Building Maintenance Division contracted staff typically makes repairs and upgrades to the HVAC systems at all Village owned buildings. When staff is unavailable or lacks the necessary equipment or expertise to perform emergency repairs or upgrades, an outside contractor is utilized to make the repairs.

Hourly rates from qualified HVAC contractors were requested from area mechanical companies avoid delays in making emergency repairs or to make HVAC improvements/repairs beyond the capacity of the contracted Building Maintenance staff.

In January of 2017 the Village entered into an Independent Contractor Agreement with OMS for emergency HVAC repair work for \$25,000.00. To-date, approximately \$31,000.00 has already been spent in 2017 on emergency HVAC repair work at various Village buildings. The Public Works Center recently needed of a new supply fan motor, the total cost of which (for labor and parts) exceeded the previously approved contract amount of \$25,000.00. The amendment to the existing agreement would provide additional funds to cover this cost. Additionally, since the number of emergency repairs needed for the remainder of 2017 cannot be predicted, the amendment to the existing agreement would also provide additional funds to cover any unforeseen repairs.

### **Alternatives**

The Board can delay action to gain additional information.

### **Previous Board Action**

The Board approved similar action in previous years.

### **Citizen Advisory Commission Action**

N/A.

### **Anticipated Future Actions/Commitments**

It is anticipated that the Department of Public Works will be bringing service agreements such as this to the Village Board annually.

### **Intergovernmental Cooperation Opportunities**

None at this time.

### **Performance Management (MAP) Alignment**

This work is in alignment with the Governance Priority established for the Department of Public Works for Maintenance and Service Programs.