



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Amendment to the Independent Contractor Agreement Between the Village of Oak Park and Oak Brook Mechanical Services, Inc. to Provide Emergency Repairs and Planned HVAC Work in an Amount not to Exceed \$30,000.00 in Fiscal Year 2018 and Authorizing its Execution

Overview

Oak Brook Mechanical Services, Inc. (OMS) is the Village's current Heating Ventilating and Air conditioning (HVAC) maintenance and repair service contractor. The Village executed an Independent Contractor Agreement with OMS on January 5, 2018 for \$25,000.00. This agenda item is for an Amendment to that Independent Contractor Agreement to increase the amount of the contract from \$25,000.00 to \$30,000.00 to cover unanticipated repairs that were needed.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

\$35,000.00 is budgeted in FY2018 Building Maintenance Operating Budget, Property Repair account number 1001-43790-711-540674 of which \$3,139.55 remains in that account.

In addition, \$25,000.00 is budgeted in FY 2018 Building Maintenance Operating Budget, Property Repair account number 1001-43790-713-540674 of which \$5,128.65 remains in that account. The combined total of \$8,268.20 remaining in both of those accounts would cover the additional \$5,000.00 being requested.

If approved, the Amendment to the Independent Contractor Agreement with Oak Brook Mechanical Services, Inc. would not exceed \$30,000.00.

Background

In late 2016 staff requested hourly rates from qualified HVAC contractors for repair and maintenance services for the systems at Village owned facilities. In FY2017 the Village entered into an agreement with OMS for these services. The Village renewed the agreement with OMS for FY2018 and they are again providing these maintenance and repair service contractor. They are very experienced and familiar with the HVAC systems in all Village-owned facilities.

The Village executed an Independent Contractor Agreement with OMS in January of 2018 for \$25,000.00. To-date, \$18,852.24 is the amount spent on these services. Recent repairs to HVAC system components at the Dole Learning Center were needed and completed by OMS which totaled \$6,545.56. This exceeds the total approved contract amount of \$25,000.00 by \$397.80 and would bring the total amount spent with OMS to-date in 2018 to \$25,397.80. The difference of \$4,602.20 being requested as part of the Amendment would be to cover planned service and unanticipated repairs for the remainder of 2018.

Alternatives

The Board can delay action to gain additional information.

Previous Board Action

None.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

It is anticipated that, in early 2019, staff will seek to renew the existing Independent Contractor Agreement with OMS for HVAC maintenance and repair services for 2019.

Intergovernmental Cooperation Opportunities

None at this time.

Performance Management (MAP) Alignment

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