



To: Dustin Anderson, Town Manager
From: Jill DiTommaso, PE, Public Works Director
Meeting: December 18, 2023
Re: HVAC Planned Maintenance Contract

Background

Mechanical Concepts has been providing the Town of Munster HVAC planned maintenance since 2001. The maintenance agreement covers the Public Works facility, Centennial Park and the Municipal complex at Town Hall. The current contract expires on December 31, 2023.

Methodology

An updated list of equipment to be serviced was created and a scope of maintenance services was developed. On November 30, 2023 a request for quotes was sent to four local HVAC companies for planned maintenance services. The RFQ requested an annual cost for each of the next three years.

Four proposals were received.

	Budd Mechanical	Korellis	Mechanical Concepts	Artic Engineering
2024	\$14,241	\$15,400	\$17,100	\$18,272
2025	\$14,668	\$15,800	\$17,950	\$19,186
2026	\$14,998	\$16,200	\$18,850	\$20,145
TOTAL	\$43,907	\$47,400	\$53,900	\$57,603

Budget Note

Planned maintenance services are paid from the building maintenance fund from the General fund, Parks and Public Works.

Recommendation for Council

By motion and voice vote, approve the planned maintenance agreement from Budd Mechanical for a period of three years at a cost of \$14,241 for 2024, \$14,668 for 2025 and \$14,998 for 2026 for a total cost of \$43,907 to provide HVAC preventive maintenance services.