



**To: Park Board**

**From: Kevin Dark – Superintendent of Operations**

**Date: February 5, 2021**

**Re: Preventive Maintenance Agreement for Maintenance Buildings**

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The maintenance buildings on Fisher Street and at Centennial Park both have commercial make up air heating units and air conditioners that our staff is unable to service. Both units have needed costly repairs that likely could have been prevented with routine maintenance. These are the last two town owned buildings with commercial HVAC systems that do not have a preventive maintenance agreement. Arctic Engineering of Merrillville currently does the preventive maintenance at the Centennial Park Clubhouse and Mechanical Concepts of Gary does the preventive maintenance at all the other buildings. We received the following quotes from both contractors:

**Arctic Engineering                      \$2,679.00 for two visits annually ending January 31,2021**

**Mechanical Concepts                      \$2,550.00 for two visits annually ending December 31,2023**

**It is recommended that the Park Board approve two year contract with Mechanical Concepts for \$2,550.00 annually.**