



Facilities Committee

Friday, June 27, 2008, 3:00pm

Meeting Room, Library Lower Level

MINUTES

The meeting was called to order at 3:10pm by Chairman Bob Shutack

Attending: Chairman Bob Shutack, Trustee Jack Fredrickson, Executive Director Lynn Elam, Owner's Representative Phil Wade, CS2 Design Group representative Steve Schaffer

HVAC Improvements

The committee met for the purpose of interviewing the two lowest bidders for the HVAC replacement project. Dan Honeman representing Hill Mechanical, Inc. and Mark Sullivan representing Oak Brook Mechanical Services, Inc. were interviewed by Steve Schafer and library representatives.

Each vendor responded to questions concerning scheduling and use of specific equipment. Each vendor assured library representatives that disruption to daily operations throughout the project would be minimized through clear and timely communication with library staff.

Following vendor interviews the committee discussed with Schafer and Wade which vendor should be recommended for trustee approval. Schafer commented that all bidders were qualified and would perform the contract well. Trustee Fredrickson noted that as no material differences were discovered between the vendors during the interview process that the lowest bidder should receive committee recommendation.

The committee agreed to recommend Oak Brook Mechanical Services, Inc. with a bid of \$617,000 to the board of trustees at the July 8 special meeting.

Executive Director Elam distributed estimated amortization schedules and comparison of financing costs to the committee. She reported that the Village would need to approve a reimbursement resolution on behalf of the library and bond counsel would need to certify to lenders that the project bank qualified and tax-exempt. Bond counsel activities would require approximately 30 days. Chairman Shutack

expressed concern that the library's project schedule would be delayed. Phil Wade remarked that the bid prices were only good for 30 days. The committee asked for an estimate of legal fees which would be charged to the library by the village and whether the village would require contract approval. Schafer told committee members that the bid could be awarded on July 8 with a "no notice to proceed pending contract approval".

Elam was directed to set up a meeting with Dave Cook or other village staff to work out the process of approvals as close to the library's project schedule as possible.

There being no further business before the committee, the meeting was adjourned at 5:15pm