



Facilities Committee Meeting

Tuesday, July 8, 2008

Minutes

The meeting was called to order at 6:40pm by Chairman Bob Shutack

Attending: Chairman Bob Shutack, Trustee Jack Fredrickson, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade Absent: Committee Member and Trustee Jeff Finlay

Owner's Representative Phil Wade reviewed the HVAC bids for the committee. Wade recommended approving the bid submitted by Oak Brook Mechanical, Inc. in the amount of \$617,000.

The committee discussed the process of obtaining financing for the project. Executive Director Elam reported that Village officials were scheduled to review and approve a resolution to seek financing on behalf of the library.

Trustee Johanna Delaney entered the meeting at 6:50pm.

The committee discussed awarding the bid to Oak Brook Mechanical but withholding a notice to proceed as financing was not secured. Wade noted that the project completion would likely be delayed until the end of November if the notice to proceed was not issued.

Trustee Fredrickson asked if the library could secure a letter of intent from a lender.

The committee discussed whether the Library or the Village would be responsible for signing the contract with the selected vendor as the Village would be responsible for the project's financing.

Trustee Mary Foster entered the meeting at 6:55pm.

Elam was directed by Chairman Shutack to have the contract reviewed by the library's attorney and to work with Village staff to determine who would sign the vendor contract.

The committee agreed to recommend accepting the bid from Oak Brook Mechanical Inc. to the trustees and to begin the project as soon as financing and contracts were complete.

There being no further business before the committee, the meeting was adjourned at 7:08pm.