



# DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

## Minutes of Pre-Bid Meeting

August 10, 2016

Des Plaines Public Library

Three Year Comprehensive Preventative Maintenance Services of Mechanical System for  
the Des Plaines Public Library

Present: Roberta Johnson, Carol Kidd, Gary Valente, Jennifer Steurer.

Also Present: Ryan Johnson, Edwards Engineering, Inc., Robert J. O'Neill, Amber Mechanical Contractors, Inc., George Zasadil, The YMI Group, Mike Hoy, Oak Brook Mechanical Services, Inc., Donald Piccirilli, Daikin, Ryan Smith, Hayes Mechanical,

Meeting began at 10:00 a.m.

Roberta Johnson, Assistant Director, introduced Gary Valente, Head of Building and Security Services, Carol Kidd, Human Resources Manager and Jennifer Steurer, Administrative Assistant.

Roberta Johnson stated that copies of the bid documents, as well as addendums and minutes from the meeting, will be posted on the library website, [dppl.org/about/rfps](http://dppl.org/about/rfps). Carol Kidd will email the minutes of the meeting and any additional addendums to the attendees. All questions from prospective bidders should be directed to Roberta Johnson by either email or telephone and will be accepted until Monday, August 22, 2016 at 5:00 p.m. and will be posted to the library website with written responses. The bid opening will be Monday, August 29, 2016 at 10:00 a.m. in the library's second floor conference room. Roberta Johnson stated that all proposals will be presented to the Des Plaines Public Library Board of Trustees at their meeting on Thursday, September 15, 2016 at 7:00 p.m.

Questions from prospective bidders:

1. Is this a full service contract or preventative maintenance contract?  
Gary Valente, Head of Building and Security Services, responded that this is a full service contract.
2. Will non-maintainable equipment be part of the contract?  
Gary Valente, Head of Building and Security Services, responded that non-maintainable equipment is part of the full service contract.
3. Will the bidder be able to assess the condition of the chiller in the spring, when starting it up, and if there is a problem, not be responsible for the repair?  
Roberta Johnson, Assistant Director, responded that this is a request for a full service contract and that the successful bidder will provide all services as stated in the bid specifications. Gary Valente stated that Daikin currently maintains the equipment.

Roberta Johnson stated that any variations to the specifications of the bid document should be made a part of the bidder's proposal.

The bidders were given a walk-through of the first and fourth floor mechanical rooms and asked to return to the second floor conference room for additional questions and answers.

4. Are the fan power boxes excluded from maintenance?  
Gary Valente responded that the fan power boxes require filter changes and that the library will provide filters, as stated in the proposal.
5. Were any compressors replaced in the last year or two?  
Gary Valente responded that one compressor was replaced three years ago and that there are three compressors.
6. Are overtime and weekend hours included in the bid contract?  
Carol Kidd referred bidders to pages 14 and 15 of the bid document which states: "Service requested after 5:00 p.m. Monday – Friday and on weekends will be considered emergency service, and will be performed for a pre-determined rate listed in the service contract proposal."

Minutes prepared by Carol Kidd.