



# DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street · Des Plaines, IL 60016

## Minutes of Pre-Bid Meeting

August 22, 2019

Des Plaines Public Library

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

Present: Jo Bonell, Carol Kidd, Gary Valente.

Also Present: Fred Valentini, Thermosystems; Andrew Minossora, Red Feather Group, Inc.; Laura Anderson, Atomatic; Wendy Kresheck, Mechanical, Inc.; Ian Thomas, GHS Mechanical; Mike Hoy, Oak Brook Mechanical.

Meeting began at 11:00 a.m.

Jo Bonell, Library Director, introduced Carol Kidd, Human Resources Manager and Gary Valente, Head of Building & Security Services.

Carol Kidd explained that copies of the bid documents, minutes and any addendums will be posted on the library website and emailed to prospective bidders. Any questions should be directed to Carol Kidd and will be accepted until Monday, August 26, 2019 at 5:00 p.m. The bid opening will be on Thursday, August 29, 2019 at 11:00 a.m. in the library's second floor conference room. A recap of the proposals received will be presented to the Des Plaines Public Library Board of Trustees at their September 19, 2019 meeting at 7:00 p.m. All are welcome to attend. If there are any variations to the specifications of the bid documents, they should be made a part of the Bidder's proposal.

Gary Valente, asked that the bidders to provide a price for two humidifiers in their proposal. Carol Kidd explained that this purchase will require the Des Plaines Public Library going out for bid, because of the cost.

Gary Valente explained that the controls are excluded from the contract.

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.

The group returned from their walk-through at 11:30 a.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. Are the humidifiers excluded from the contract? Gary Valente responded yes, they are going to be replaced.
3. Andrew Minossora from Red Feather Group, Inc. stated that he observed oil leaks under compressors and condensation on three boilers and asked if this equipment would be repaired before the start of the contract. Gary Valente responded that this is a full service contract and contractors should bid based on the current condition of the equipment.

Meeting adjourned at 11:42 a.m.

Minutes prepared by Carol Kidd.