

MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: Al Schefske, Facilities Manager
DATE: September 19, 2022
SUBJECT: Recommendation for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors, and As Needed On-Call Repairs

Request

Approve the resolution for the award of Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs.

Background

There is a requirement to annually/bi-annually provide routine preventative maintenance of certain fire suppression items in the City.

Scope of Work

The Contractor shall provide materials, labor, equipment, supervision, and services required to perform routine preventative maintenance of City fire alarms and sprinklers, annual inspections of fire doors, and as needed on-call repairs as required by code and manufacturers recommendations.

This routine maintenance includes performing inspections and testing the systems. The contractor shall furnish all material to maintain, charge, certify and operate the City's systems.

Bid Results

Bids were received from the following vendors:

Vendor	Annual Price	2 Year Price
Nelbud Services, LLC	\$13,935	\$27,870
Allegiant Fire	\$21,438	\$42,876

Procurement Review

Procurement staff reviewed the bid from Nelbud Services, LLC for conformity with the City's terms and conditions, bid bond and insurance requirements. Nelbud Services, LLC is compliant with the bid requirements.

Budget Impact

A total of \$17,120 is budgeted in the General Fund for the routine preventative maintenance of City fire alarms and sprinklers, annual inspections of fire doors and as needed, on-call repairs. The low bid is under budget by \$3,185. The CY2023 budget will be adjusted to reflect the new contract amount.



Recommendation

Staff recommends the City Council adopt the resolution authorizing the execution of Agreement No. 321 with Nelbud Services, LLC for routine preventative maintenance of City fire alarms and sprinklers, annual inspections of fire doors, and as needed, on-call repairs for a two-year term, for a total amount not to exceed \$27,870 (Year 1-\$13,935, Year 2-\$13,935). The City, at its option, may extend this Agreement for two (2) additional one-year terms, if the Contractor agrees to honor the prices, and all terms, conditions, and specifications of this Agreement.

The Agreement, exhibits, bid package and responses are on file in the City Clerk's office and available for review.

RESOLUTION R-2022-

A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 321 WITH NELBUD SERVICES, LLC FOR ROUTINE PREVENTATIVE MAINTENANCE OF CITY FIRE ALARMS AND SPRINKLERS, ANNUAL INSPECTIONS OF FIRE DOORS AND AS NEEDED ON-CALL REPAIRS FOR A TOTAL AMOUNT NOT TO EXCEED \$27,870

WHEREAS, the City of Wheaton, Illinois, ("City") is an Illinois home rule municipality pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City prepared a bid package (Bid Number 22-90) for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs; and

WHEREAS, the City solicited bids in a public bidding process and bids were publicly opened and read on August 29, 2022, at 11:00 AM and Nelbud Services, LLC was determined to be the lowest, responsive, responsible bidder; and

WHEREAS, Nelbud Services, LLC submitted a bid for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs for a two-year term with the option to extend the term for two (2) additional one (1) year terms for a total amount of \$27,870 (\$13,935-year 1; \$13,935-year 2); and

WHEREAS, the City budgeted funds for CY2022 in the General Fund in an amount of \$17,120 for annual Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs; and

WHEREAS, both parties agree to the terms and conditions, and pricing set forth in the bid proposal and the agreement contained in the City's bid package for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs; and

WHEREAS, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into an agreement with Nelbud Services, LLC located at 3331 W. Elm St., McHenry, Illinois 60050 for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wheaton, Illinois, that:

The Mayor is hereby authorized to execute, and the City Clerk is hereby directed to attest to City of Wheaton Agreement No. 321 with Nelbud Services, LLC for Routine Preventative Maintenance of City Fire Alarms and Sprinklers, Annual Inspections of Fire Doors and as needed on-call repairs; and that a copy of that certain City of Wheaton Agreement No. 321 is on file with the City Clerk's office and is incorporated herein as if fully set forth as Exhibit A.

ADOPTED this 19th day of September 2022.

Mayor

ATTEST:

City Clerk

Roll Call Vote:

Ayes:
Nays:
Absent: