



## Agenda Memo

Crest Hill, IL

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| <b>Meeting Date:</b> | March 6, 2023  |
| <b>Submitter:</b>    | Jim Marino, City Administrator   |
| <b>Department:</b>   | Administration   |
| <b>Agenda Item:</b>  | Approve a proposal with Kirwan Mechanical Service to perform inspection and testing services on the mechanical system at the city center building in the amount of \$10,160.00 |

**Summary:** Mechanical Concepts installed the air conditioning and heating (HVAC) system in the city center building and is no longer in business. At the February 20 council meeting the city council voted to terminate our contract with Mechanical Concepts. Mike Stiff subsequently notified the insurance company holding the bond for Mechanical Concepts (Hudson Insurance) that the contract was terminated.

During a call with Hudson Insurance this week, we requested their consent to engage Kirwan Mechanical Service to conduct an inspection and testing of the mechanical system to determine what needs to be done to complete the installation and to evaluate the condition of the HVAC system. The city uses Kirwan to maintain the HVAC systems in our existing facilities. The attached proposal needs to be approved so Kirwan can perform their inspection and tests. The proposal includes two options. Option 1 is recommended but option 2 is not necessary.

**Recommended Council Action:** Approve a proposal with Kirwan Mechanical Service to perform inspection and testing services on the mechanical system at the city center building in the amount of \$10,160.00

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** \$0.00

**Cost:** \$10,160.00 (\$7,480 plus \$2,680 for option 1)

**Attachments:** Kirwan proposal