

To: Willard Park Board

From: Jason Knight, Parks and Recreation Director

Date: August 5 2025

Subject: HVAC Replacement at the Recreation Center

Overview:

After recent inspection and ongoing performance issues, it has been determined that the existing HVAC unit at the Willard Recreation Center is no longer functioning efficiently and is beyond reasonable repair. The system has experienced consistent failures, resulting in discomfort for patrons and staff, as well as increased maintenance costs.

Bids and Recommendation:

Staff solicited bids for full replacement of the HVAC unit. After review, DeLong Plumbing submitted the lowest and most competitive bid. All bids were for “like for like” replacement of unit with the same equipment. DeLong’s reputation for quality work, familiarity with municipal facilities, and ability to complete the work within a timely window support staff’s recommendation.

Recommendation:

Staff recommends awarding the HVAC replacement project to **DeLong Plumbing** as the lowest responding bidder.

After presentation to the Park Board, the Park Board recommended that I present the same to the BOA with the recommendation that the BOA approve the bid from **DeLong Plumbing** as the lowest responding bidder.