

**CITY OF WILLARD, MISSOURI  
RESOLUTION NO: 25-32**

**A RESOLUTION BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH DELONG PLUMBING FOR THE PURCHASE OF AN HVAC UNIT FOR THE CITY OF WILLARD RECREATION CENTER**

**WHEREAS**, the City of Willard, ("the City") has a duty to maintain its municipal buildings for the use of its present and future residents; and

**WHEREAS**, The City of Willard Recreation Center has need of a new HVAC unit, as determined by ongoing performance issues and an inspection that determined replacement rather than repair was the viable option, and

**WHEREAS**, the City has anticipated the eventual need for replacement and has made annual budget provisions in preparation for this capital expense; and

**WHEREAS**, The City budgeted \$40,000 for the current fiscal year for the replacement of the HVAC unit and conducted a competitive solicitation for bids; and

**WHEREAS**, DeLong Plumbing has submitted the lowest and most responsive bid for the HVAC services needed;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

Section 1: The Board of Alders authorizes acceptance of the bid for HVAC services submitted by DeLong Plumbing, as seen in Exhibit A

Section 2: The Board of Alders hereby authorizes the City Administrator to initiate the HVAC replacement project and to execute any and all documents necessary to complete the purchase, installation, and associated work, and to pay DeLong Plumbing an amount not to exceed \$36,121, plus a contingency amount not to exceed 10% of the bid amount to cover any unforeseen repair costs incurred by the contractor. Should the total cost, including contingency, exceed the 10% threshold, a formal change order shall be submitted to the Board for further consideration and approval.

Section 3: This resolution shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED** by the Board of Aldermen of the City of Willard, Missouri, this 11th day of August, 2025.

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Mayor Troy Smith

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Attested by Rebecca Hansen, City Clerk