

To: Willard Park Board
From: Jason Knight, Parks and Recreation Director
Date: July 29, 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. Their 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 responsible bidder.

I request Park Board approval to move forward with this replacement to ensure continued service and climate control at the Recreation Center.