



**FORMAL BID –
REQUEST FOR APPROVAL**

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title of Bid: HVAC System Replacement at Quail Ridge Lodge Bid #: IFB 22-112

Dept.: Parks and Recreation Contact Person: Dustin Ferrell Ext.: 1932

Description (product/service, justification and use):

The St. Charles County Parks and Recreation Department is seeking approval to select Herbig Mechanical Inc to replace the existing HVAC system at the Lodge rental facility in Quail Ridge Parks. The current units are original to the facility and are about 15 years old. The new units will be more dependable, energy efficient and sized for the intended use as an event center.

This Request for Approval will allow the contractor, Herbig Mechanical Inc, the low-bidder, to proceed with installation of the new HVAC units.

This funds for this project were approved as part of the Parks Capital Plan in August 2021 and as part of the 2022 County Budget in December 2021. The total cost of this project is \$97,627 and will be paid out of FY2022 Site Development (245330047150-3306) line item.

Award to: Herbig Mechanical Inc. Location: 630 Sycamore Bend Rd., Old Monroe, MO 63369

Price: \$ 97,627.00 Contract term (if applicable): _____

Bid opening held on: 8/11/2022 Opened by: Kurt Mandernach

Account number to be charged for purchase: 245330047150-3306

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

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Additional Bids Received

The following additional bids were received:

Vendor: <u>Sheet Metal Contractors, INC.</u>	<input checked="" type="checkbox"/> Meets all specifications:	Price: <u>\$ 114,676.00</u>
Location: <u>1661 Veterans Drive, DeSoto, MO 63020</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: <u>Murphy Company</u>		Price: <u>No response</u>
Location: <u>St. Louis, MO</u>	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: <u>Rock Hill Mechanical</u>		Price: <u>No response</u>
Location: <u>St. Louis, MO</u>	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: <u>Jarrell Mechanical Contractors</u>		Price: <u>No response</u>
Location: <u>Earth City, MO</u>	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: <u>Haberberer Mechanical</u>		Price: <u>No response</u>
Location: <u>St. Louis, MO</u>	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: <u>Rooter Company</u>		Price: <u>No response</u>
Location: _____	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____		Price: _____
Location: _____	Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No

For each vendor that doesn't meet specifications, please explain why:

Vendor: _____

Vendor: _____

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

[Signature]
 Department Director/Elected Official Signature

8/26/22
 Date

Nancy A. Bayne
 Approval or Concurrence of Director of Finance

9/1/22
 Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

 Director of Administration Signature

 Date

To: Saint Charles County Council
From: Ryan Graham, Director of Parks and Recreation
Date: 8/26/2022
Re: IFB 22-112 HVAC System Replacement at QR Lodge

For your consideration is a Request for Approval for purchase of replacement of the HVAC system at Quail Ridge Lodge.

The St. Charles County Parks and Recreation Department is seeking approval to select Herbig Mechanical Inc to replace the existing HVAC system at the Lodge rental facility in Quail Ridge Parks. The current units are original to the facility and are about 15 years old. The new units will be more dependable, energy efficient and sized for the intended use as an event center.

This Request for Approval will allow the contractor, Herbig Mechanical Inc, the low-bidder, to proceed with installation of the new HVAC units.

This funds for this project were approved as part of the Parks Capital Plan in August 2021 and as part of the 2022 County Budget in December 2021. The total cost of this project is \$97,627 and will be paid out of FY2022 Site Development (245330047150-3306) line item.

This vendor was the low bidder and meets all of the specifications. Please let me know if you have any questions, concerns or would like to discuss further.

Thank you,



Ryan Graham
Director of Parks