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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 9/9/2019

RE: Action: Award the City of Appleton "2019 Fire Station #4 HVAC Upgrades" contract to Baumgart Mechanical, Inc. in the amount of \$61,050 with a contingency of \$6,000 for a project total not to exceed \$67,050.

Action: Approve balance transfer of \$10,000 from the "2019 Fire Station #1 Roof Replacement Project" to "2019 Fire Station #4 HVAC Upgrades."

The 2019 Capital Improvement Plan includes \$65,000 to upgrade the HVAC system at Fire Station #4. Of that amount \$7,250 has been utilized for design services leaving a balance of \$57,750 for construction. This project includes removing and replacing two air handling units. The existing units are at the end of their useful life.

The bids were received as follows:

Baumgart Mechanical, Inc. (low bid)	\$61,050
Reeke-Marold Co.	\$69,113
August Winter and Sons, Inc.	\$76,123

We are requesting a balance transfer from the Fire Station #1 Roof Replacement Project. The Fire Station #1 Roof Replacement Project bids came in under the estimated budget.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Baumgart Mechanical, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Baumgart Mechanical, Inc in the amount of \$61,050 plus a contingency of \$6,000 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.