



## MEMORANDUM

**TO:** Mayor Diane Marlin and City Council Members  
**FROM:** Vince Gustafson, Deputy Director for Operations  
**DATE:** October 28, 2019  
**RE:** Informational Memo- Approval of an emergency purchase- Boiler Replacement at the Urbana City Building

**Background:**

Attached is a memorandum dated October 17<sup>th</sup>, 2019 providing background information for the approval of an emergency purchase to replace a failed boiler at the Urbana City Building. The cost is \$78,750. The work described has been authorized and has commenced.

City of Urbana Purchasing Policy Section 4.5 Emergency Purchases states approval of the recommendation required signature by the department head and Mayor. It was then filed immediately with the Finance Director. This informational memo fulfills policy requirements..





## MEMORANDUM

**TO:** Carol J. Mitten, City Administrator/Interim Public Works Director  
Diane Wolfe Marlin, Mayor

**FROM:** Vince Gustafson, Deputy Director for Operations  
Troy Richmond, Facilities Supervisor

**DATE:** October 17, 2019

**RE:** Approval of an emergency purchase- Boiler Replacement at the Urbana City Building

### Background:

On October 8, 2019, a boiler that provides heated water for the reheat loop in the City building failed. The boiler is one of two that accommodates the heating system for the Northwest (Community Development-Police Administration), Southwest (Police Investigations, Patrol, Services and Fire Department Administration), and first floor lobby sections of the building. Part of the failure was a cracked heat exchange that resulted in the leakage of the heated water. This happens with boilers after time, usually due to bacteria in the water corroding the metal exchange. Replacing the heat exchange on this system will result in the complete removal of the boiler to accommodate repairs. The boiler is over twenty years old and was installed and operational as part of the major renovation that took place in 1999. Parts and labor for repairs to an antiquated system rival a new replacement boiler. A&R Mechanical currently provides time and material service to the City for HVAC repairs. Their technicians have examined the system and provided pricing for replacement options.

The one functional boiler can currently maintain building set points in the mild temperatures. When consistently colder temperatures arrive within the next few weeks it is anticipated the building will not have adequate heat for occupant comfort.

### Options:

1. Replace the one boiler that has currently failed at a cost of \$39,570. This presents risk as the remaining boiler is of the same age and possess the same likelihood of failure in the imminent winter months. Sourcing repair and replacement parts has proven challenging given the age and model of the current boiler. If the remaining boiler operates through the season it can be budgeted for next fiscal year.

2. Replace both boilers at a cost of \$78,750 alleviating the risk of an additional unplanned failure in cold winter months.

Proposals are attached to this memo. Upon acceptance of either, A&R can have the necessary boilers and equipment ordered and ready for installation in 3-5 days.

Community Development offices will be most impacted by the installation. Some noise and disruption can be anticipated. However, normal office operations should be able to continue through the work.

Following normal procurement policy will delay installation significantly. For that reason staff are requesting authorization of an emergency purchase.

**Recommendation:**

Option 2. Staff recommends alleviating the risk of an additional failure and replacing both boilers as outlined in Option 2. A&R Mechanical successfully performed a similar emergency boiler replacement at the City Building in 2012 and possess the necessary expertise to complete this project.


**Fiscal Impact:**

\$79,879 in currently available in the Capital Improvement Fund earmarked for emergency facility needs (City Fac. Imp. 20040470-53200-40800). If Option 2 is selected any future emergency facility capital improvements will require a budget transfer from other to be determined funds.

City of Urbana Purchasing Policy Section 4.5 Emergency Purchases states approval of this recommendation requires signature of this memorandum by the department head and Mayor. It should then be filed immediately with the Finance Director. A brief explanation including this approved memo should be placed on the agenda for the next regularly scheduled City Council meeting.

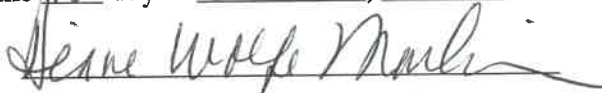
*Option #2*

APPROVED BY THE City Administrator this 18 day of October, 2019.



Carol J. Mitten, City Administrator/Interim Public Works Director

APPROVED BY THE MAYOR this 18 day of October, 2019.



Diane Wolfe Marlin, Mayor



MECHANICAL CONTRACTORS INC.

# Proposal

711 Kettering Park  
Urbana, IL 61801  
Phone #: 217-819-5188  
Fax #: 217-819-5193

Date: 10/10/2019

Proposal# 46581

Bill to: Urbana City of  
PO Box 219  
Urbana, IL 61801

Service at: Urbana City of - E9998-5713-06  
400 S. Vine  
Urbana, IL 61801

Contact: **Troy Richmond**  
Phone: **384-2342** Fax: **384-2313**

Contact: **Vince Gustafson**  
Phone: **2176491887**  
Job Name: **New Ultra Boiler 550**

**Please accept our proposal on the following:**

- Installation of one new Weil-McLain 550,000 BTU Ultra boiler
- Installation of one new circulator pump and flange kit
- Removal and haul away of the existing boilers
- Reconnect all necessary intake and output water piping
- Reconnect all necessary gas piping with new gas shut off
- Run new PVC intake and exhaust piping out the sidewall
- Reconnect all necessary electrical
- New expansion tank
- Piping insulation
- Complete start up on the new boiler

**We Propose to furnish material and labor complete in accordance with above specifications, for the sum of:**

**thirty-nine thousand five hundred seventy and xx / 100**

**\$39,570.00**

**Terms:** Net amount invoiced due within fifteen days from date of invoice. A 1.5% monthly bookkeeping charge is applied to all amounts over thirty days past due. Customer agrees to accept responsibility for all court costs, legal fees, and attorney's fees; should they be incurred for the collection of any amounts due A&R Mechanical Contractors, Inc.

All material is guaranteed to be as specified. All work completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Submitted by: Jon Bratko

Note: This proposal may be withdrawn by us if not accepted within 30 days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



711 Kettering Park  
Urbana, IL 61801  
Phone #: 217-819-5188  
Fax #: 217-819-5193

# Proposal

Date: 10/11/2019

Proposal# 46594

Bill to: Urbana City of  
PO Box 219  
Urbana, IL 61801

Service at: Urbana City of - E9998-5713-06  
400 S. Vine  
Urbana, IL 61801

Contact: **Troy Richmond**  
Phone: **384-2342** Fax: **384-2313**

Contact: **Vince Gustafson**  
Phone: **2176491887**  
Job Name: **Replacement 550 boilers**

**Please accept our proposal on the following:**

- Installation of two new Weil-McLain 550,000 BTU Ultra boiler
- Installation of two new circulator pumps and flange kits
- Removal and haul away of the existing 4 sets of boilers
- Reconnect all necessary intake and output water piping
- Reconnect all necessary gas piping with new gas shut off
- Run new PVC intake and exhaust piping out the sidewall and roof
- Reconnect all necessary electrical
- New expansion tanks
- Piping insulation
- Complete start up on the new boiler

**We Propose to furnish material and labor complete in accordance with above specifications, for the sum of:**

**seventy-eight thousand seven hundred fifty and xx / 100**

**\$78,750.00**

**Terms:** Net amount invoiced due within fifteen days from date of invoice. A 1.5% monthly bookkeeping charge is applied to all amounts over thirty days past due. Customer agrees to accept responsibility for all court costs, legal fees, and attorney's fees; should they be incurred for the collection of any amounts due A&R Mechanical Contractors, Inc.

All material is guaranteed to be as specified. All work completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

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