

**MEMORANDUM NO. M18-013**

**TO:** Recreation Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Mike Kies, Director of Facilities and Recreation  
Dustin Hugen, Director of Parks and Maintenance  
Debbie Albig, Manager of Community Centers  
**Date:** February 6, 2018  
**RE:** Willow Recreation Center & Vogelei Barn Flooring Bid, Supply and Delivery

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**Background:**

Through the Comprehensive Master Plan/Capital Improvement process, it was decided to replace a percentage of current facility carpet and tile within the Willow Recreation Center (WRC). It was also determined during this same process that all of the tile flooring at Vogelei Barn needs replacement at this time. The location of carpet replacement at WRC includes rooms 2, the meeting room and parts of preschool rooms 3 & 4. The tile replacement at WRC includes parts of preschool rooms 3, 4 and the preschool hallway, washrooms plus the preschool kitchen.

The tile replacement at Vogelei Barn includes all of the lower level; teen center, hallway, vestibule, bathrooms and 2 staircase landings. The upper level includes the storage room, kitchen and office area.

**Implications:**

Staff went out to bid and notifications of the bid packet availability was announced through the Daily Herald, promoted on the Bid Tools website, and e-mailed to several vendors.

A total of 2 bids were opened and publicly read. The results for the supply and delivery for flooring for WRC and Vogelei Barn were opened on January 23, 2018 at 10:00 am. Attached is a copy of the bid results.

The low bidder was Scharm Flooring Inc. of Des Plaines IL. Scharm Flooring Inc. has performed work for the park district in the past including work at WRC, TC and PSS&WC. The performance of Scharm Flooring Inc. has met all of staff's expectations in past with our previous projects. The materials provided during those projects were of good quality.

The total bid provided by Scharm Flooring Inc. for the carpet and tile along with adhesive is \$27,323.00; which is within the total budget allotted for these projects (\$28,000.00).

It is important to note as specified in the bid packet that the HEPD Park Maintenance staff will be installing the carpet.

**Recommendations:**

Staff recommends that the Recreation Committee recommend to the full board that the bid project be awarded to Scharm Flooring Inc. for the total amount of \$27,323.00.