



**BOARD ACTION REQUEST FORM**

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**SECTION 1: PURPOSE**

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

**SECTION 2: OVERVIEW**

**Subject:** Courts Building HVAC Project - RFP **Requested by:** Wendy Ryerson

**To Committee(s):** Finance **Meeting Date(s)** 2/16/2023

**Action Requested (Select One):**  **Motion**  **Resolution**  **Ordinance**  **Contract Approval**

**Executive Session**  **YES**  **NO** **5 ILCS 120/2(c) Exception:** \_\_\_\_\_

**Requestor's Recommended Action:**

Motion to approve publishing a Request for Proposal for the Courts Building HVAC Project.

**SECTION 3: PROPOSAL**

*Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.*

The Local Government Energy Conservation Act (50 ILCS 515) allows units of local government to enter into guaranteed energy savings contracts for energy saving improvements to their facilities. A guaranteed energy savings contract shall include a written guarantee from the qualified provider that either the energy or operational cost savings, or both, will meet or exceed with 20 years the cost of the energy conservation measures. The County is proposing to enter into said contract for the Courts Building HVAC project. Prior to entering to a contract the County is required to publish a Request for Proposal (RFP) to competitively select a qualified contractor.

**SECTION 4: FINANCIAL IMPACT**

*Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.*

**Budgetary Status (check all that apply):** **Cost of Proposed Action:** \_\_\_\_\_

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number \_\_\_\_\_
- Funds are not budgeted in this FY. Proposed funding source: \_\_\_\_\_
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$\_\_\_\_\_ Line-item \_\_\_\_\_
- This action will reduce expenditures and/or be budget neutral.

The RFP cost is limited to the publication costs in the newspaper. The overall cost of the HVAC project is estimated to be \$3,000,000 - 3,500,000. Capital funds have been allocated for the project.