

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**October 22, 2018**

*Immediately Following Finance Committee*

Members:	Anna Newell, Chairperson	Gary G. Stanton, Trustee
	Michael Gaeta, Vice Chairperson	Karen J. Arnet, Trustee
	Gary Pilafas, Trustee	William McLeod, Mayor
	Karen V. Mills, Trustee	

- I. Roll Call**
- II. Approval of Minutes – September 24, 2018**

**NEW BUSINESS**

1. Discussion regarding 2018-2019 Snow/Ice Control Policy and Procedure Manual.
2. Discussion regarding paint color selection and Village Name Orientation for Stonington Water Tower (T-2) and Huntington Water Tower (T-4).
3. Request approval to reject the sole bid received for Public Works Aster Lane Storage Building Roofing and Fascia Replacement.
4. Request approval of an Ordinance approving the execution of an Intergovernmental Agreement for motor fuel service with the Township of Schaumburg.
5. Request authorization to extend 2017 contract for 2019 Contracted Parkway Tree Trimming Program to Winkler's Tree and Landscaping Inc. La Grange, Il (low bid), in an amount not to exceed \$50,000.
6. Request authorization to award contract for 2018–2019 Front End Loader winter rentals to Alta Equipment Co., Spring Grove, IL (low bid), in an amount not to exceed \$37,740.00.
7. Request authorization to award contract for State of Illinois joint purchase of 2018-2019 winter road salt to Morton Salt, Inc., Chicago, IL, at a unit price of \$48.97 per ton, in an amount not to exceed \$211,550.

**REPORTS (INFORMATION ONLY)**

1. Department of Public Works Monthly Report.
2. Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office).*

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance call the ADA Coordinator at 847/882-9100.*

**PUBLIC WORKS & UTILITIES COMMITTEE  
MEETING MINUTES**

September 24, 2018

**I. Roll call**

**Members in Attendance:**

**Trustee Anna Newell, Chairperson  
Trustee Michael Gaeta, Vice Chairperson  
Trustee Gary Pilafas  
Trustee Karen Mills  
Trustee Gary Stanton  
Trustee Karen Arnet  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services  
Ted Bos, Police Chief  
Rachel Musiala, Director of Finance  
Monica Saavedra, Director of HHS  
Joe Nebel, Director of Public Works  
Fred Besenhoffer, Director of IS  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to the Village Mgr.  
Ben Gibbs, Sears Centre**

The Public Works & Utilities Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the minutes of the Public Works & Utilities Committee meeting of August 20, 2018. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request authorization to award contract for a Village-wide water distribution system leak survey to Water Services, Elgin, IL, in an amount not to exceed \$30,000.**

An item summary sheet from Joe Nebel and Haileng Xiao was presented to Committee.

Joe Nebel addressed the Committee and reported that the leak survey is done to discover and locate hidden water main leaks. These surveys help reduce water loss and lower overtime expense to repair water main breaks.

Motion by Trustee Pilafas, seconded by Trustee Mills, to award contract for a Village-wide water distribution system leak survey to Water Services, Elgin, IL, in an amount not to exceed \$30,000. Voice vote taken. All ayes. Motion carried.

### **REPORTS (INFORMATION ONLY)**

#### **1. Department of Public Works Monthly Report.**

The Public Works Monthly Report was received and filed.

#### **2. Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.**

The Department of Development Services Monthly Engineering Report of the Transportation & Engineering Division was received and filed.

### **III. President's Report**

Mayor McLeod reported that Wednesday, September 26, is a Wine Wednesday at the Bier Garden at 5:30 p.m. There is a Veterans Memorial Ceremony on Sunday, September 30 at 1pm at the Police Department, and the Bach & Burrito event at the Sears Centre was sold out.

On Tuesday, September 18, Mayor McLeod had a guest for Mayor for a Day, gave the Sister Cities French exchange football group a tour of Village Hall, and attended the Bystronic ribbon cutting event. On September 19, he attended the Seniors fall lunch and the Business After Hours event at the Hoffman Estates Community Bank. On September 20, he attended Linda and Rob Flemings 50<sup>th</sup> anniversary celebration. Mayor McLeod attended the Hispanic Heritage Celebration at Los Fernandez on Friday, September 21. On Saturday, September 22, he attended the Shootz and Ladderz Softball game where Mark Parr threw out the first pitch. Mayor McLeod attended 2 block parties on Sunday, September 23 and on Monday, September 24, Gary Pilafas and Mayor McLeod met with NSK who are happy in Hoffman Estates.

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:05 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding 2018-2019 Snow/Ice Control Policy and Procedure Manual.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** Discussion regarding 2018-2019 Snow/Ice Control Policy and Procedure Manual.

**BACKGROUND:** Each year, the Public Works Management Team meets with a group of employee representatives to review, modify and update the Snow/Ice Control Policy and Procedure Manual. Improvements and changes are discussed with questions and concerns addressed resulting in a final plan that is recommended to the Public Works Committee. The plan provides for the most effective range of services to residents and businesses within the scope of the annual budget.

**DISCUSSION:** This year's review of the policy and procedure manual has been completed. Although there are no major procedural changes from last year's program, the following are highlights of this year's program:

- A continued focus on the storage, loading and unloading of salt at our west site as well as the proper process for washing down of vehicles and equipment to ensure containment and the prevention of rinsate material from entering the storm water system.
- Redesigning and updating of the route status display boards in the Public Works EOC will occur this fall. This will permit easier monitoring and tracking of joint operations when large truck route plowing and cul-de-sac route plowing occurs simultaneously.
- All snow control vehicles continue to be equipped with GPS tracking devices which provide various efficiencies and tracking of each truck throughout an event.

**DISCUSSION, continued**

- The 2018/2019 season will be the inaugural year for providing snow and ice control maintenance for the various paths, walkways, pedestrian crossings, etc. associated with the PACE Bus Kiss & Ride and the Park & Ride facilities.
- A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.
- Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. These drivers are primarily used for cul-de-sac and parking lot snow plowing.

**NOTE:** Personnel training and review of the 2018-2019 Snow/Ice Control Policy and Procedure Manual is scheduled to occur in November 2018. This training is for all Public Works personnel involved in snow removal operations and includes the “drive thru” inspection of the routes by the normal assigned drivers.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

For discussion purposes and acceptance.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding paint color selection and Village Name Orientation for Stonington Water Tower (T-2) and Huntington Water Tower (T-4).

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works and Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Haileng Xiao, Water and Sewer Superintendent

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**PURPOSE:** To choose paint color, Village name orientation for two existing water towers scheduled for repainting in 2019.

**BACKGROUND:** T-2, located at 2150 Stonington Avenue, was built in 1971 by Chicago Bridge and Iron Company (CBI). The tank has a capacity of 400,000 gallon in its spheroid elevated storage. T-4, located at 3990 Huntington Boulevard, was built in 1977 also by CBI. The tank has a capacity of 250,000 gallon in its spheroid elevated storage.

T-2 and T-4 have been both scheduled for repainting in 2019. The Village has received tentative approval from the IEPA for a low interest loan to fund the project. In June 2018, the Village Board authorized the award of contract to Dixon Engineering for construction management and inspection for repainting of T-2 and T-4. Dixon Engineering has started preparation of bid documents and plans.

**DISCUSSION:** The repainting process provides the Village with a chance to choose a paint color and name orientation. Currently, T-2 and T-4 have an aluminum exterior coating.

In August 2009, color code 78GN Cumulus was selected for the new water tower (T-7) at Beacon Pointe. The color was also used to to replace the old Steel Blue color on Beverly Road Tower (T-6) in June 2011. Staff has compiled pictures of spheroid style towers painted in various colors, including T-2 and T-4, for comparison purposes.



**DISCUSSION continued**

Staff considers a light color for the column and tank such as an off white, as represented by Village's Beverly Road Tower (T-6) and Beacon Pointe Tower (T-7) (color code 78GN Cumulus) to best blend in with the sky line. Computer renderings of Village Name is shown, as painted on T-2, in the PowerPoint presentation. The lighter color will allow better contrast for the black letter when viewed from a distance. By using the same color as T-6 & T-7, future touch up paint work, if required, will be easier by combining all tower painting projects. It is staff's recommendation that the Village name HOFFMAN ESTATES in black lettering be in the same font as shown on T-6 & T-7 and be oriented in approximate northwest and southeast direction for best visibility for local traffic including east & west bound I-90.

**FINANCIAL IMPACT:**

Paint color selection and standard Village lettering will have little to no impact on the overall cost of the project which has yet to be bid.

**RECOMMENDATION:**

Utilize off white color for column and tank (#78GN Cumulus) and paint Village name HOFFMAN ESTATES in black lettering in the same font as T-6 & T-7, and oriented in approximate northwest and southeast direction.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to reject the sole bid received for Public Works Aster Lane Garage Storage Building Roofing and Fascia Replacement.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Paul Petrenko, Superintendent, Facilities & Arena Maint.

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**PURPOSE:** Request approval to reject the sole bid received for Public Works Aster Lane Garage Storage Building Roofing and Fascia Replacement and recommend rebid.

**BACKGROUND:** The Public Works Aster Lane Storage Building is an un-insulated wood frame structure built in 1989. The metal roof is leaking and is in need of replacement. The veneer (faux) brick has failed in some areas and is falling off of the building which will require a complete tear-off and replacement.

Bid specifications were previously written to install four (4) inches of new insulation onto the existing roof and to add a new standing seam metal roof over the insulation along with new fascia boards. The faux brick was to be removed and new insulated vinyl siding installed on all four elevations. This would also provide a modest reduction in utility costs to heat the building in the wintertime.

On June 12, 2018, the bid specifications were published and on June 19, only two (2) contractors attended the mandatory pre-bid meeting. On the bid opening date, June 26, only one bid was tendered in the amount of \$ 137,710.00 for the roof , \$39,500.00 for vinyl siding, and an alternate price of \$12,500 for Board and Batten vertical siding. Due to having one bidder and the cost, the recommendation of staff was to reject the sole bid and rebid the project once again. On July 23, the sole bid was rejected by the Board.

**DISCUSSION:** The bid specifications were rewritten as two different bids, one for the roof and fascia and the other for the siding. Both bids were published on September 11. On September 14, only four (4) contractors attended the mandatory pre-bid meetings.

**DISCUSSION, Continued:**

On the bid opening date, September 25, only one bid was tendered in the amount of \$135,137.00 for the insulated roofing and fascia with an alternate of \$110,390 without insulation. There were no bids tendered for the vinyl siding.

After polling the contractors that did not tender bids, staff believes that it has a better understanding of some of the related issues that may be contributing to their reluctance to bid. Due to having one bidder, it is therefore the recommendation of staff to reject the sole bid and rebid the project once again. Staff has made additional changes to the bid requirements/process to hopefully receive multiple bids on this project next month.

**FINANCIAL IMPACT:**

The allocated budget for this project is \$150,000.00.

**RECOMMENDATION:**

Request approval to reject the sole bid received for Public Works Aster Lane Garage Storage Building Roofing and Fascia Replacement.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an Ordinance approving the execution of an Intergovernmental Agreement for motor fuel service with the Township of Schaumburg.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works

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**PURPOSE:** Request authorization to enter into an intergovernmental agreement to provide Schaumburg Township with the use of Village fuel pumps.

**BACKGROUND:** The Village operates two fuel tanks, one unleaded and one diesel. The usable capacity of each tank is 8,800 gallons. The Village fleet uses, on average, 10,000 gallons/month unleaded and 5,000/gallons month diesel. Two tanker combination type deliveries are received each month (a tanker truck can deliver two different types of fuel). Typically, the fuel level in each tank is not allowed to fall below 4,000 gallons.

In April 2000, the South Barrington Police Department requested approximately 1,400 gallons/month unleaded from Village fuel pumps. The agency is charged for fuel costs and an administrative service fee.

Schaumburg Township recently requested use of our fuel pumps and is interested in a similar agreement as South Barrington to purchase approximately 2,000-2,400 gallons of unleaded fuel per month from Village fuel pumps.

**DISCUSSION:** The current fuel dispensing system can accommodate an almost unlimited number of fuel pump computer chip keys, group user codes, and individual user security pass codes. Once these security devices are in place, a computer tracks the user, vehicle and user amounts with minimal administration on our part.

**DISCUSSION, continued:**

An agreement would designate the responsible party for incident costs, such as for fuel spills, provide for release and liability should we be unable to continue to provide services and a 30 day terminate clause.

Schaumburg Township would be billed for unit costs based on the most recent Village of Hoffman Estates costs plus an administrative service fee. Administrative service fees would be reviewed on annual basis. Staff recommends to permit utilization of Hoffman Estates fuel pumps by Schaumburg Township at the Village of Hoffman Estates unit cost with an administrative fee of \$0.14/gallon. In addition, Schaumburg Township will be charged an initial setup fee of \$200 to cover the cost of chip keys and administrative/accounting costs.

**FINANCIAL IMPACT:**

Staff estimates that the anticipated \$280-\$336 in monthly revenue will offset any additional administrative/accounting costs as well as additional costs spent ordering fuel more frequently and wear items/maintenance on the fueling system.

**RECOMMENDATION:** Request approval of an Ordinance approving the execution of an Intergovernmental Agreement for motor fuel service with the Township of Schaumburg.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE APPROVING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT FOR MOTOR FUEL SERVICE WITH THE TOWNSHIP OF SCHAUMBURG

WHEREAS, the Township of Schaumburg and the Village of Hoffman Estates are "units of local government" as defined by Article VII, Section 1, of the Constitution of the State of Illinois; and

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract upon matters of mutual interest; and

WHEREAS, the Township of Schaumburg desires to avail itself of motor fuel from the Village of Hoffman Estates' fuel pumps for its limited vehicle fleet; and

WHEREAS, it is deemed desirable for the Village of Hoffman Estates to enter into said Intergovernmental Agreement pertaining to the providing of motor fuel service to the Township of Schaumburg; and

WHEREAS, the Village of Hoffman Estates has previously entered into other intergovernmental agreements to provide for motor fuel service including ones with the Hoffman Estates Park District and the Northwest Suburban Municipal Joint Action Water Agency.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the Intergovernmental Agreement regarding motor fuel service to be provided by the Village of Hoffman Estates for the Township of Schaumburg attached hereto as Exhibit "A" is hereby approved.

Section 2: That the execution of the Intergovernmental Agreement by the Village President and Village Clerk is hereby ratified and the Village President and Village Clerk are authorized and directed to take all necessary steps to effectuate the terms thereof.

Section 3: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018

Table with 5 columns: VOTE, AYE, NAY, ABSENT, ABSTAIN. Rows include Trustee Karen V. Mills, Trustee Anna Newell, Trustee Gary J. Pilafas, and Trustee Gary G. Stanton.

Trustee Michael Gaeta \_\_\_\_\_  
Trustee Karen Arnet \_\_\_\_\_  
President William D. McLeod \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF HOFFMAN ESTATES  
AND THE TOWNSHIP OF SCHAUMBURG  
REGARDING MOTOR FUEL SERVICE**

This Intergovernmental Agreement (“Agreement”), entered into this \_\_\_ day of \_\_\_\_\_, 2018, by and between the Village of Hoffman Estates (the “Village”) and the Township of Schaumburg under the authority granted to them pursuant to Section 10 of Article VII of the Illinois Constitution of 1970, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq., and all other applicable authority, under which the parties are authorized to enter into this Agreement.

**WITNESSETH:**

WHEREAS, the Village and the Township of Schaumburg agree and desire to enter into this Agreement for motor fuel service; and

WHEREAS, the Village and the Township of Schaumburg believe it is in their respective best interests to enter into this Agreement; and

WHEREAS, the Village and the Township of Schaumburg agree that matters provided in this Agreement will be dealt with efficiently by entering into this Agreement.

NOW, THEREFORE, it is hereby agreed and understood by the parties that:

1. The Village agrees to provide motor fuel to the Township of Schaumburg at the Village’s Public Works Vehicle Maintenance Facility at 2405 Pembroke Avenue.
2. The Township of Schaumburg agrees to pay to the Village an initial start-up fee of \$200 to cover chip keys and accounting set-up costs prior to the commencement of the motor fuel service, the actual cost of the motor fuel and an additional fourteen cents (\$.14) a gallon to cover accounting costs, pump maintenance cost and cost of additional fuel deliveries, all to be paid within thirty (30) days of invoice.



3. Each party hereto agrees to waive all claims against each other thereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Intergovernmental Agreement, provided, however, that such claim is not a result of gross negligence or willful misconduct by a party hereto or its personnel.

4. This Agreement shall be effective from and after \_\_\_\_\_.

5. This Agreement shall not be modified, changed, altered, or amended without the duly authorized and written consent of each of the parties by their respective corporate authorities, and pursuant to resolutions duly adopted and approved by said corporate authorities.

IN WITNESS WHEREOF, the Village and the Township of Schaumburg have caused this Agreement to be executed on their behalf by their respective officials, pursuant to proper authorization of their respective governing bodies, on the dates noted herein.

TOWNSHIP OF SCHAUMBURG

VILLAGE OF HOFFMAN ESTATES

By: \_\_\_\_\_  
Supervisor

By: \_\_\_\_\_  
Village President

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to extend 2017 contract for 2019 Contracted Parkway Tree Trimming Program to Winkler's Tree and Landscaping Inc. La Grange, Il (low bid), in an amount not to exceed \$50,000.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Nick Lackowski, Village Forester

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**PURPOSE:** To maintain proper visibility and safety for vehicular and pedestrian traffic, to promote health and vitality for disease resistance and attack from destructive insect pests, to regulate and encourage proper growth, reduce wind and snow/ice damage and to improve aesthetic characteristics to the overall tree canopy.

**BACKGROUND:** On April 11, 2017 the Village advertised for bids and sent bid documents to seven (7) vendors. These bids also sought options for second and third year contract extensions which saves staff time and allows vendors to bid on the potential of three years of work.

On April 26, 2017, five (5) bids were opened and staff began an evaluation process. After reviewing the bids, it was determined that Winkler's Tree and Landscaping Inc., La Grange, Il was the lowest responsible bidder. This firm's performance is known to the Village of Hoffman Estates, as they have been the contracted to perform creek cleaning maintenance and brush removal in the past. Our overall experience with this firm has been satisfactory since its inception of the current contract. Winkler's Tree & Landscaping Inc. has performed like services for numerous other municipalities including the Village of Maywood, City of Chicago, Chicago Park District, and the Village of Lincolnshire. A comparison/tabulation of the five (5) bid proposals is attached.

**DISCUSSION:**

The 2019 budget includes funding for the use of a (annual) contractor assisted tree trimming to augment the current in-house tree trimming program. This ongoing annual tree trimming program permits needed maintenance to occur on regularly scheduled intervals. It enables the timely removal of existing and potential hazardous conditions and assists with providing the care necessary for the strong development and health of Village parkway trees. In addition, the vendor work permits increased time and ability of Village team members to address residents' requests for service.

It has been noted that areas receiving this annual trimming maintenance experience a dramatic decrease in resident requested in-house trimming operations and storm damage.

**FINANCIAL IMPACT:**

In 2019, a total of \$50,000 is being budgeted for contractor assisted tree trimming. The low qualifying bid received was in the amount of \$57,420.00 based on an *estimated quantity* of trees to be trimmed. This quantity was for the purpose of comparing bids only. The Village reserved the right to change, add or delete quantities of trees to be trimmed as it deems necessary. The amount of contracted tree trimming to be performed each year will be entirely conditioned upon the total amount of funds budget allocated for the program each fiscal year. This was indicated in the bid specifications. Based on these specification requirements bidders submitted prices per tree to be trimmed by tree size class as indicated on the attached tabulation of bids form.

Given our ability to control the quantity of trees the contractor will trim, staff can cause the contract sum to be equal to that of the annual funding allocation.

The bids mailed to contractors also included a specification for extension of the contract for the respective 2018 and 2019 seasons. The value of potential contract extension, based upon vendor contract performance during the current season has been proven. The better care the successful contractor provides for the sites this year, in order that he attains VOHE's contract extension for the next season, the better the cumulative effect that this improved care level has upon VOHE properties.

**RECOMMENDATION:**

Request authorization to extend 2017 contract for 2019 Contracted Parkway Tree Trimming Program to Winkler's Tree and Landscaping Inc., La Grange, Il (low bid), in an amount not to exceed \$50,000.

## Nick Lackowski

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**From:** Laurie Obediah <laurie@winklerstreeservice.com>  
**Sent:** Tuesday, September 25, 2018 10:55 AM  
**To:** Nick Lackowski  
**Subject:** Trimming Contract

Dear Mr. Lackowski,

In my previous email I misunderstood Vince Winkler and do apologize.

Sincerely,  
Laurie

**Winkler's Tree Service would be happy to continue at the contract price in 2019. We are able to start January 2, 2019 or as directed.**

**Please call or email if you have any questions.**

Sincerely,  
Vince Winkler



Illinois First Nationally Accredited Tree Care Company  
(Ph) 708-544-1219  
(Fax) 708-544-0405

Email authorization is given by the recipient and hereby agrees to all terms and conditions of Winkler's Tree Service Proposal along with price to perform work.



Go Green ! Read it from the Screen. Print emails only when necessary

STATE OF ILLINOIS  
 VILLAGE OF HOFFMAN ESTATES  
 TABULATION OF BIDS  
 CONTRACTOR PARKWAY TREE TRIMMING 2017

2017 SEASON CONTRACTOR TRIMMING

County: Cook		April 26, 2017		Winklers Tree & Landscape Inc		The Davey Tree Expert Company		Clean Cut Tree Service		Trees "R" US Inc.		Nels J Johnson Tree Experts Inc		
Municipality or Road District: Hoffman Estates		Time: 10:00 a.m.												
Section:		Appropriation \$												
Estimate \$		Attended by: Nick Lackows												
Proposal Guarantee:			Bid Bond / Bid Check		Bond		Bond		Bond		Bond		Check	
Terms: Bid Deposit Check Yes/NO														
Items		Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
<b>Parkway Tree Trimming</b>		<b>Est.</b>												
<b>2017 Season</b>		<b>Qty.</b>												
Size Class A (4" to 12")		250	\$23.00	\$5,750.00	\$25.00	\$6,250.00	\$19.00	\$4,750.00	\$36.00	\$9,000.00	\$24.00	\$6,000.00		
Size Class B (12.1" to 18")		600	\$33.00	\$19,800.00	\$46.00	\$27,600.00	\$49.00	\$29,400.00	\$50.00	\$30,000.00	\$46.00	\$27,600.00		
Size Class C (18.1" to 24")		420	\$47.00	\$19,740.00	\$56.00	\$23,520.00	\$49.00	\$20,580.00	\$70.00	\$29,400.00	\$60.00	\$25,200.00		
Size Class D (24.1" to 30")		200	\$60.00	\$12,000.00	\$67.00	\$13,400.00	\$69.00	\$13,800.00	\$90.00	\$18,000.00	\$75.00	\$15,000.00		
Size Class E (30.1" to 36")		15	\$60.00	\$900.00	\$95.00	\$1,425.00	\$89.00	\$1,335.00	\$107.00	\$1,605.00	\$95.00	\$1,425.00		
Size Class F (36" plus)		15	\$60.00	\$900.00	\$95.00	\$1,425.00	\$99.00	\$1,485.00	\$110.00	\$1,650.00	\$95.00	\$1,425.00		
				\$59,090.00		\$73,620.00		\$71,350.00		\$89,655.00		\$76,650.00		
<b>Alternate Bid</b>		<b>Est.</b>												
<b>2018 Season</b>		<b>Qty.</b>												
Size Class A (4" to 12")		300	\$24.00	\$7,200.00	\$25.50	\$7,650.00	\$20.00	\$6,000.00	\$37.00	\$11,100.00	\$24.00	\$7,200.00		
Size Class B (12.1" to 18")		620	\$34.00	\$21,080.00	\$46.00	\$28,520.00	\$50.00	\$31,000.00	\$51.00	\$31,620.00	\$47.00	\$29,140.00		
Size Class C (18.1" to 24")		300	\$48.00	\$14,400.00	\$57.00	\$17,100.00	\$50.00	\$15,000.00	\$71.00	\$21,300.00	\$60.00	\$18,000.00		
Size Class D (24.1" to 30")		150	\$61.00	\$9,150.00	\$68.00	\$10,200.00	\$70.00	\$10,500.00	\$91.00	\$13,650.00	\$75.00	\$11,250.00		
Size Class E (30.1" to 36")		15	\$61.00	\$915.00	\$100.00	\$1,500.00	\$90.00	\$1,350.00	\$108.00	\$1,620.00	\$95.00	\$1,425.00		
Size Class F (36" plus)		15	\$61.00	\$915.00	\$100.00	\$1,500.00	\$105.00	\$1,575.00	\$111.00	\$1,665.00	\$95.00	\$1,425.00		
				\$53,660.00		\$66,470.00		\$65,425.00		\$80,955.00		\$68,440.00		
<b>Alternate Bid</b>		<b>Est.</b>												
<b>2019 Season</b>		<b>Qty.</b>												
Size Class A (4" to 12")		150	\$25.00	\$3,750.00	\$26.00	\$3,900.00	\$20.00	\$3,000.00	\$38.00	\$5,700.00	\$28.00	\$4,200.00		
Size Class B (12.1" to 18")		400	\$35.00	\$14,000.00	\$47.00	\$18,800.00	\$50.00	\$20,000.00	\$52.00	\$20,800.00	\$48.00	\$19,200.00		
Size Class C (18.1" to 24")		510	\$49.00	\$24,990.00	\$58.00	\$29,580.00	\$50.00	\$25,500.00	\$72.00	\$36,720.00	\$63.00	\$32,130.00		
Size Class D (24.1" to 30")		200	\$61.00	\$12,200.00	\$69.00	\$13,800.00	\$70.00	\$14,000.00	\$92.00	\$18,400.00	\$80.00	\$16,000.00		
Size Class E (30.1" to 36")		20	\$62.00	\$1,240.00	\$100.00	\$2,000.00	\$90.00	\$1,800.00	\$109.00	\$2,180.00	\$95.00	\$1,900.00		
Size Class F (36" plus)		20	\$62.00	\$1,240.00	\$100.00	\$2,000.00	\$110.00	\$2,200.00	\$112.00	\$2,240.00	\$95.00	\$1,900.00		
				\$57,420.00		\$70,080.00		\$66,500.00		\$86,040.00		\$75,330.00		
<b>Bid Total 2017</b>				\$59,090.00		\$73,620.00		\$71,350.00		\$89,655.00		\$76,650.00		
<b>Total Bid 2018 - Alternate Bid</b>				\$53,660.00		\$66,470.00		\$65,425.00		\$80,955.00		\$68,440.00		
<b>Total Bid 2019 - Alternate Bid</b>				\$57,420.00		\$70,080.00		\$66,550.00		\$86,040.00		\$75,330.00		
<b>Grand Total for all 3 Years</b>				\$170,170.00		\$210,170.00		\$203,325.00		\$256,650.00		\$220,420.00		

## Village of Hoffman Estates, Illinois 2019 Annual Operating Budget

### Account Information

Account Number: 01404324-4507  
Account Name: Professional Services

Fund: General  
Department: Public Works  
Division: Forestry

### Account History

2015 Budget	\$ 926,650	2016 Budget	\$ 262,650	2017 Budget	\$ 256,000
2015 Actual	\$ 587,870	2016 Actual	\$ 194,789	2017 Actual	\$ 209,236

Projected Expenditures	2018 Budget	2018 Estimate	2019 Dept Request	2018 Carry- Over	2019 Manager Approved	Percent Change
Tree Trimming Program	50,000	48,500	50,000			
Brush/Branch Pickup Contractual Assistance	30,000	30,000	30,000			
Contractual Tree Removal	10,000	5,000	5,000			
Contractual Tree Restorations	5,000	5,000	5,000			
<u>Turf Mowing Program (combined)</u>	134,440	130,450	140,000			
State Right-of-Ways						
Village Right-of-Ways						
Turf Mowing Add'l Sites						
Village Facilities						
Weed Control & Fertilization	11,000	11,000	11,000			
Tipping Fees (landscape waste)	4,000	4,000	5,000			
Stump Removal	6,000	-	-			
<b>TOTAL EXPENDITURES</b>	<b>250,440</b>	<b>233,950</b>	<b>246,000</b>	<b>-</b>	<b>-</b>	<b>-1.8%</b>

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for 2018–2019 Front End Loader winter rentals to Alta Equipment Co., Spring Grove, IL (low bid), in an amount not to exceed \$37,740.00.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** To acquire rental front end loaders for use during snow removal operations throughout the upcoming 2018–2019 winter season.

**BACKGROUND:** Each year, the Village enters into an agreement for rental of front end loader tractors. Bid specifications were updated requesting pricing for three (3) tractors for this coming season. Past seasons rentals have been for only two (2) tractors but a need for a third tractor is necessary to insure availability for accurate and consistent salt loading during snow control operations as well as available for dome loading operations. Eight (8) potential bidders were mailed bid packets.

**DISCUSSION:** On October 11, 2018, the Village Clerk opened three (3) bid proposals and one (1) no bid. Upon review of bids received, the low bidder was Alta Equipment Co., Spring Grove, IL. This firm proposed a monthly rental cost of \$2,995.00 per month with \$300 each for delivery/pickup charges for each of the pieces of equipment. For purposes of cost comparison, last winter's base monthly rental for front end loader tractors was \$2,500.00 from McAllister Equipment. We were notified in February of 2017 that McAllister Equipment was having financial issues and the company closed shortly after this notice.

Two (2) of these pieces of equipment are utilized for the purpose of plowing a number of cul-de-sac routes in the north section of the Village that have limited access for our plow trucks, and are also

**DISCUSSION, Continued:**

used to move quantities of plowed snow that can often cause vehicle as well as pedestrian sight restrictions. The third Front End Loader will be used for salt loading and storage operations, as well as assisting with plowing of cul-de-sac and parking lots south of the tollway if needed.

**FINANCIAL IMPACT:**

The 2018 Snow & Ice Control Contractual Services Equipment Rental account balance provides funding for Front End Loader rentals during December of 2018. Funding for the months of January, February, March, and December of 2019 has been requested in the department’s 2019 budget request.

A comparison of vendor bid prices follows:

<b>Bidder 2018/2019 Season</b>	<b>Rental Fee x 4 months</b>	<b>Delivery &amp; Pickup x 3 Front End Loaders</b>	<b>Total</b>
Alta Equipment Co Arlington Heights , IL	\$2,995.00 x 4 = \$11,980.00 x 3 FEL’s = \$35,940.00	\$300.00 x 3 + \$300.00 x 3 \$1,800.00 Delivery & pick up	\$37,740.00
Illinois Truck & Equip. Morris, IL	\$4,950.00 x 4 = \$19,800.00 x 3 FEL’s = \$59,400.00	\$400.00 x 3 + \$400.00 x 3 \$2,400.00 Delivery & pick up	\$61,800.00
Herc Rentals Chicago, IL	\$6,500.00 x 3 = \$19,500.00 x 3 FEL’s = \$58,500 + \$7,107.00 x 1 x 3 FEL’s = \$21,321.00 = \$79,821.00	\$150.00 x 3 + \$150.00 x 3 \$900.00	\$80,721.00
McCann Addison, IL	No Bid		

**RECOMMENDATION:**

Request authorization to award contract for 2018–2019 Front End Loader winter rentals to Alta Equipment Co., Spring Grove, IL (low bid), in an amount not to exceed \$37,740.00.

*NOTE: Complete bid information is available in the white binder in the Trustees’ ante room.*





**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
BID CERTIFICATION FORM**

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE

I, We, hereby certify that Alta Construction Equipment L.L.C  
by bidding on this contract, no action has occurred that would result in violation of 720 ILCS 5/33E, Public Contracts of the Illinois Criminal Code.

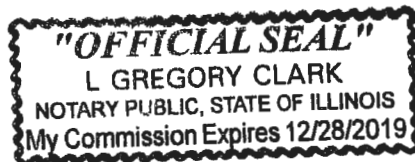
Signed: Alyssa Paterge - Strutt State of Illinois  
County of Cook  
On the 11<sup>th</sup> day of October 2018  
Title: Governmental Coordinator  
Date: 10/10/18  
Bidders Firm: Alta Construction Equipment L.L.C  
personally appeared Steve Ames  
known to me to be the individual who executed the  
foregoing instrument, and acknowledged the same to  
be his/her free and voluntary act and deed, before me.  
L. Gregory Clark  
Notary Public

Attest: L. Gregory Clark  
Signature of Notary Public

Commission Expiry: December 28, 2019

Date: October 11, 2018

Affix Seal Below



This form is mandatory. Please include three copies of this form with your bid documents.

**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
SUBSTANCE ABUSE PREVENTION PROGRAM**

The undersigned, upon being first duly sworn, hereby certifies to the Village of Hoffman Estates that Alta Construction Equipment L.L.C

has in place a written Substance Abuse Prevention Program that meets or exceeds the requirements of the State of Illinois P.A. 095-0635, or has a collective bargaining agreement in effect dealing with the subject matter of P.A. 095-0635. The Contractor and Subcontractors will file a copy of the Substance Abuse Prevention Program, or collective bargaining agreement, with the Village prior to any work being conducted on the project.

Signed: *Allyssa Lateralge - Steve Amel*

Title: Governmental Coordinator

Date: 10/10/18

State of Illinois  
County of Cook  
On the 11th day of October, 2018  
personally appeared Steve Amel  
known to me to be the individual who executed the  
foregoing instrument and acknowledged the same to  
be his/her free and voluntary act and deed, before me.

*L. Gregory Clark*  
Notary Public

Subscribed and sworn before me this 11th day of October, 2018.

My Commission Expires: December 28, 2019

*L. Gregory Clark*  
Notary Public

Affix Seal Below



**This form is mandatory. Please include three copies of this form with your bid documents.**

**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
REFERENCES**

Provide as many customer references as possible for work/equipment identical to the project being bid.

**Bidder Firm Name:** Alta Construction Equipment L.L.C

**Business:** Village of Alsip  
**Address:** 1221 S Orchard Alsip, IL 60803  
**Contact Person:** Mike Fraider  
**Phone Number:** (708) 217-1042  
**Approximate Date of Work:** Current Rentals

**Business:** Worth Township Highway Department  
**Address:** 11601 S Pulaski Rd Alsip, IL 60803  
**Contact Person:** Dan Higgins  
**Phone Number:** (708) 389-6644  
**Approximate Date of Work:** Current

**Business:** Village of Wilmette  
**Address:** 711 Laramie Ave Willmette, IL 60091  
**Contact Person:** Kurt Smith  
**Phone Number:** (847) 853-7583  
**Approximate Date of Work:** Current

**Business:** Village of Park Ridge  
**Address:** 400 Bussy Hwy Park Ridge, IL  
**Contact Person:** Mike Mcgrath  
**Phone Number:** (847) 917-5106  
**Approximate Date of Work:** Current

**This form is mandatory. Please include three copies of this form with your bid documents.**

**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
RENTAL OF RUBBER TIRE FRONT END LOADER TRACTOR  
FOR USE DURING THE 2018-2019 WINTER MONTHS  
TRACTOR PROPOSAL 1 OF 3**

The undersigned, having examined the specifications, and all conditions affecting the cost of rentals, hereby proposes to furnish, equipment, and to meet or exceed the specifications thereof.

It is understood that the Village reserves the right to reject any and all proposals (including alternate proposals) and to waive any technicalities.

Indicate the following information related to the exact tractor for which your firm is proposing to rent to the Village.

**Tractor Manufacturer** Volvo

**Manufacturer Model** L60

**Model Year** 2015-2019 **Bucket Size** 2.9 cu yards

**Rental Cost for December 2018** \$ 2,995

**Rental Cost for January 2019** \$ 2,995

**Rental Cost for February 2019** \$ 2,995

**Rental Cost for March 2019** \$ 2,995

**Maximum rental hours per month** 80 hours  
(Included within monthly rental proposal above)

**Hourly rental cost beyond monthly maximum** \$ 42.79 per hour

**Are rental hours accumulative over 4-month period** Yes X No    

**Delivery Charge (if applicable)** \$ 300

**Pick up Charge (if applicable)** \$ 300

**Additional Charges (identify)** \$ NONE

Company: Alta Construction Equipment L.L.C

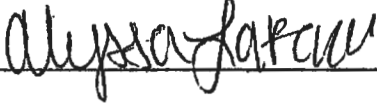
Bidder's Name (print): Steve Ames

Title: Account Manager Governmental

Address: 2500 Westward DR #2

Spring Grove, IL 60081

Telephone: (708) 237-2950 Fax: (815) 581-3019

Signature:  Date: 10/10/18

**Information on this form is mandatory. Please include three copies of this form with your bid documents.**

**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
RENTAL OF RUBBER TIRE FRONT END LOADER TRACTOR  
FOR USE DURING THE 2018-2019 WINTER MONTHS  
TRACTOR PROPOSAL 2 OF 3**

The undersigned, having examined the specifications, and all conditions affecting the cost of rentals, hereby proposes to furnish, equipment, and to meet or exceed the specifications thereof.

It is understood that the Village reserves the right to reject any and all proposals (including alternate proposals) and to waive any technicalities.

Indicate the following information related to the exact tractor for which your firm is proposing to rent to the Village.

**Tractor Manufacturer** Volvo

**Manufacturer Model** L60

**Model Year** 2015-2019 **Bucket Size** 2.9 cu yards

**Rental Cost for December 2018** \$ 2,995

**Rental Cost for January 2019** \$ 2,995

**Rental Cost for February 2019** \$ 2,995

**Rental Cost for March 2019** \$ 2,995

**Maximum rental hours per month** 80 hours  
(Included within monthly rental proposal above)

**Hourly rental cost beyond monthly maximum** \$ 42.79 per hour

**Are rental hours accumulative over any period** Yes  No

**Delivery Charge (if applicable)** \$ 300

**Pick up Charge (if applicable)** \$ 300

**Additional Charges (identify)** \$ NONE

Company: Alta Construction Equipment L.L.C

Bidder's Name (print): Steve Ames

Title: Account Manager Governmental

Address: 2500 Westward DR # 2  
Spring Grove, IL 60081

Telephone: (708) 237-2950 Fax: (815) 581-3019

Signature: *Alyssa LaFarge* Date: 10/10/18

**Information on this form is mandatory. Please include three copies of this form with your bid documents.**



**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
RENTAL OF RUBBER TIRE FRONT END LOADER TRACTOR  
FOR USE DURING THE 2018-2019 WINTER MONTHS  
TRACTOR PROPOSAL 3 OF 3**

The undersigned, having examined the specifications, and all conditions affecting the cost of rentals, hereby proposes to furnish, equipment, and to meet or exceed the specifications thereof.

It is understood that the Village reserves the right to reject any and all proposals (including alternate proposals) and to waive any technicalities.

Indicate the following information related to the exact tractor for which your firm is proposing to rent to the Village.

**Tractor Manufacturer** Volvo

**Manufacturer Model** L60

**Model Year** 2015-2019      **Bucket Size** 2.9 cu yards

**Rental Cost for December 2018**      \$ 2,995

**Rental Cost for January 2019**      \$ 2,995

**Rental Cost for February 2019**      \$ 2,995

**Rental Cost for March 2019**      \$ 2,995

**Maximum rental hours per month**      80 hours  
(Included within monthly rental proposal above)

**Hourly rental cost beyond monthly maximum**      \$ 42.79 per hour

**Are rental hours accumulative over any period**      Yes       No

**Delivery Charge (if applicable)**      \$ 300

**Pick up Charge (if applicable)**      \$ 300

**Additional Charges (identify)**      \$ NONE

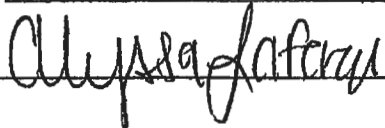
Company: Alta Construction Equipment L.L.C

Bidder's Name (print): Steve Ames

Title: Account Manager Governmental

Address: 2500 Westward DR #2  
Spring Grove,IL 60081

Telephone: (708) 237-2950 Fax: (815) 581-3019

Signature:  Date: 10/10/19

**Information on this form is mandatory. Please include three copies of this form with your bid documents.**

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for State of Illinois joint purchase of 2018-2019 winter road salt to Morton Salt, Inc., Chicago, IL, at a unit price of \$48.97 per ton, in an amount not to exceed \$211,550.

**MEETING DATE:** October 22, 2018

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** To provide a supply of road de-icing salt for the 2018-2019 winter season.

**BACKGROUND:** On March 19, 2018, the Village Board authorized participation in joint purchase with Illinois Department of Transportation (IDOT) for 2018-2019 procurement of 3,600 tons of road salt. Fiscal Year 2018 provides \$235,000 for road salt needs of which a balance of \$58,205 remains. In previous years, the Village has participated in joint purchases with IDOT in an effort to guarantee a supply and reduce cost.

**DISCUSSION:** On October 10, 2018, the Village received notification from the State on road salt bid results. The Village has pre-committed to 3,600 tons and is responsible for ensuring that the 80% guaranteed purchase requirement is met by contract end (June 30, 2018) although up to 120% may be obtained at the same contract price. The contract was awarded to Morton Salt, Inc., Chicago, IL at a cost to Hoffman Estates of \$48.97 per ton. The Village is currently in possession of approximately 2,000 tons of salt stored in the dome. Average seasonal salt usage for the past five snow and ice seasons is approximately 4,800 tons per season.

**FINANCIAL IMPACT:**

Due to the unpredictability of weather events, it is uncertain how much salt will be required for the 2018-19 winter season. We can state with reasonable certainty that our usage this season should fall within the 80% to 120% contract range. The range of estimated costs can be based on the minimum purchase of 80%, or 2,880 tons at \$141,034 and the maximum purchase of 120% or 4,320 tons at \$211,550.

Current and past State pricing for salt F.O.B. Hoffman Estates is as follows:

<b>Year</b>	<b>Amount (tons)</b>	<b>Cost per ton</b>	<b>Season Usage</b>
<b>2017-2018</b>	<b>3,600</b>	<b>\$48.97</b>	<b>4,308</b>
<b>2016-2017</b>	<b>3,500</b>	<b>\$65.08</b>	<b>2,507</b>
<b>2015-2016</b>	<b>3,500</b>	<b>\$65.08</b>	<b>3,171</b>
<b>2014-2015</b>	<b>6,960</b>	<b>\$52.31</b>	<b>3,420</b>
<b>2013-2014</b>	<b>5,800</b>	<b>\$52.31</b>	<b>7,549</b>
<b>2012-2013</b>	<b>2,000</b>	<b>\$53.38</b>	<b>4,885</b>
<b>2011-2012</b>	<b>6,000</b>	<b>\$60.33</b>	<b>2,940</b>
<b>2010-2011</b>	<b>7,500</b>	<b>\$68.82</b>	<b>5,897</b>
<b>2009-2010</b>	<b>7,500</b>	<b>\$68.82</b>	<b>5,687</b>

**RECOMMENDATION:**

Request authorization to award contract for State of Illinois joint purchase of 2018-2019 winter road salt to Morton Salt, Inc., Chicago, IL, at a unit price of \$48.97 per ton, in an amount not to exceed \$211,550.

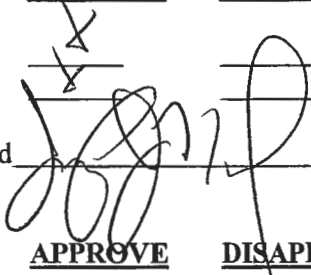
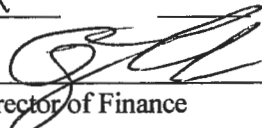

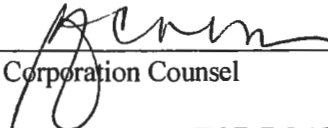
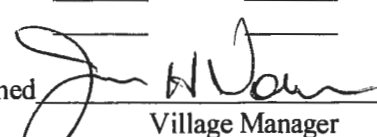
VILLAGE OF HOFFMAN ESTATES  
OFFICE OF CORPORATION COUNSEL

EMAILED 3/23/18  
12:32 PM

REVIEW AND APPROVAL PROCEDURES  
FOR A CONTRACT

Budget # **01404123-4409**

Project Title:	<u>2018/2019 Bulk Road Salt Procurement via Joint Purchase with State of Illinois</u>
Contact Person:	<u>Joseph Nebel / Kelly Kerr</u>
Department:	<u>Public Works</u>
Amount of Contract:	<u>3,600 ton @100% of bid price provided by State of IL in May /June 2018</u>
Mgr./Bd. Approval Req. By:	<u>As approved by Village Board 3/19/18 meeting</u>
Village Signature Required:	over \$20,000 – Village President <u>XXX</u> Under \$20,000 – Village Manager _____

1.	<b><u>DEPARTMENT DIRECTOR OR COMMISSION LIAISON</u></b>	<b><u>APPROVE</u></b>	<b><u>DISAPPROVE</u></b>	<b><u>COMMENT</u></b>
	A. As to Amount Budgeted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	B. As to Purpose & Content	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Signed 			<u>3, 23, 18</u> Date
2.	<b><u>DIRECTOR OF FINANCE</u></b>	<b><u>APPROVE</u></b>	<b><u>DISAPPROVE</u></b>	<b><u>COMMENT</u></b>
	A. As to Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	Signed 			<u>3, 23, 18</u> Date
3.	<b><u>RISK MANAGER</u></b>	<b><u>APPROVE</u></b>	<b><u>DISAPPROVE</u></b>	<b><u>COMMENT</u></b>
	A. As to Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	B. As to Insurance Coverage Req.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	Signed 			<u>3, 23, 18</u> Date
4.	<b><u>CORPORATION COUNSEL</u></b>	<b><u>APPROVE</u></b>	<b><u>DISAPPROVE</u></b>	<b><u>COMMENT</u></b>
	A. As to Legality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	B. As to Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	Signed 			<u>3, 23, 18</u> Date
5.	<b><u>VILLAGE MANAGER</u></b>	<b><u>FOR SIGNATURE</u></b>	<b><u>FOR BOARD TRANSMITTAL</u></b>	<b><u>COMMENT</u></b>
	A. Accepted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
	B. Not Accepted	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Signed 			<u>3, 23, 18</u> Date

Procedures:

- The Department Director or Commission Liaison is responsible for initiating this form for each contract.
- The original contract and this form shall be filed with the Village Clerk.





October 1, 2019

Dear Joint Purchasing Participant:

Subject: 2018 - 2019 Rock Salt, Bulk Contract Information

In completing the 2018 – 2019 Rock Salt season contract re-procurement, the State of Illinois did not encounter the types of supply-related issues experienced in previous seasons. We have made every effort to secure Road Salt at the best available price for participants in our contract solicitation, and gladly report that the State was able to obtain an offer for your location and its requirements through the State’s procurement efforts.

In accordance with your response on “Table B: Complete to have the State RENEW for your Governmental Entity” from the seasonal participation survey, we have secured your revised REQUISITION QUANTITY with the previous season’s contract vendor.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including the purchase commitment, can be used to submit your requirements to this year's contract vendor:

<b>CMS Contract: PSD 4018455</b>	<b>BidBuy PO# 18-416CMS-BOSS4-P-400</b>
Morton Salt Inc.	<b>Term: October 2018 – September 2019</b>
444 West Lake Street, #3000	FEIN Number: 27-3146174
Chicago, IL 60606	Order Phone 855-665-4540
Phone 800-433-7258 x2900	Contact: Government Services

Your unit is **CMS Contract Line#: \_ 53 \_ BidBuy PO Item# \_ 30 \_**

Your unit **Renewal Price per ton F.O.B. destination, is \$ 4 8 . 9 7**

Emergency pickup of salt from vendor’s warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors was not provided for by this vendor in this season’s procurement process.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. ***You are strongly encouraged to order and store as much salt as possible in order to help prevent potential salt shortages this winter.*** Also, you must place orders in full truckload ( typically 22-25 tons ) delivery quantities or multiples of such.

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment ( as noted on your Requisition ) is met before the end of the winter season, June 30, 2019. The vendor is required to furnish not less than 120 percent ( if needed ) of the contract quantity by March 1, 2019. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2018 through April 1, 2019 shall not exceed seven working days, unless as modified in the Order Guidelines herein.

For orders placed between December 1, 2018 and April 1, 2019, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain as liquidated damages, not as a penalty, 5.% per working-day on the undelivered portion of the order, but not to exceed 50.%. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven-day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20.% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20.% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20.% guideline. For example, if an agency orders 25.% of their awarded total 100 ton, delivery of the first 20 ton ( 20.% ) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.



Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

In December 2018, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2019 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2018 - 2019 season availability:

The Department of Central Management Services has surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and availability was not provided for by this vendor in this season's procurement process.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Ilsley, CPPB, Buyer  
Bureau of Strategic Sourcing










Joint Purchasing Participant.

BidBuy is the new procurement system implemented by the State Of Illinois, in which this Master Blanket Purchase Order ( Master Contract ) was re-established.

As a municipality, you do not need to register in BidBuy. To access master contracts you only need to follow the steps outlined in the following document.

**Locating State Wide Master Contracts (without registration in BidBuy)**

( To begin you just click on the 'Contract & Bid Search' as shown below.)

Screen	Task
To BidBuy Homepage	 <a href="https://www.bidbuy.illinois.gov/bs/">https://www.bidbuy.illinois.gov/bs/</a>
BidBuy Homepage	 Click <b>Contract &amp; Bid Search</b> at bottom of screen
Advanced Search	 <b>Select radio dial next to Contracts/Blankets</b>
Advanced Search	 Enter <b>Search Criteria</b> or enter nothing to receive all contracts  Click <b>Find It</b>
Advanced Search	 Click on Contract/Blanket# ( <b>underlined</b> ) to show contract information
Master Blanket Purchase Order Under Header Information	Verify Field " <b>Master Contract?</b> " = <b>Yes</b>  Click on Copy of contract (underlined) next to <b>Agency Attachment</b> field to download contract document
To Exit	In BidBuy  Click <b>Exit</b> at bottom of screen
Advanced Search	 Click <b>Exit</b> at bottom of screen to return to BidBuy homepage



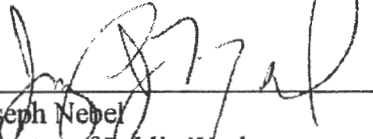
# VILLAGE OF HOFFMAN ESTATES

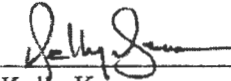
## DEPARTMENT OF PUBLIC WORKS

### September 2018 MONTHLY REPORT

SUBMITTED TO: Public Works Committee

October 2018

  
Joseph Nebel  
Director of Public Works

  
Kelly Kerr  
Assistant Director of Public Works

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### MAJOR PROJECT STATUS

#### MWRD IICP Engineering

On July 2, 2018 the Village Board approved a contract with Baxter & Woodman Consulting Engineers for engineering and field services required for compliance with MWRD' Infiltration/Inflow Control Program (IICP). The services will cover the following areas:

1. Conduct a prioritized condition assessment of high risk public sanitary sewer system infrastructure through various inspection and testing methods.
2. Begin rehabilitation of major defects within three years of identification.
3. Utilize inspections to catalog illegal connections in high risk areas for disconnection in Private Sector Program (PSP).
4. Develop and implement a Private Sector Program (PSP).
5. Develop and submit annual reports under the Short Term Requirements and Long Term Operation and Maintenance Program (LTOMP)

Project Kick off meeting was held on August 8, 2018 with planning of the immediate task of smoke testing of all sanitary sewer in high risk areas. **Smoke testing started on September 17 in Parcel B (Sub-Basin 6). By the end of the month approximately 50% of the High Risk Areas have been tested. All smoke testing in High Risk Areas is expected to be complete in October.**

#### Phase II Sanitary Sewer Repair at Manchester & Higgins

On June 4, 2018 the Village Board approved a contract with Insituform Technologies for Phase II Sanitary Sewer Repair at Higgins, which is the rehabilitation of the rest of damaged sanitary sewer mains along Higgins Road (starting at west of Manchester and proceeding to Oakmont Intersection) and Oakmont Road, approximately 4,600 feet of 20" and 14" pipe. Pre-Construction meeting was held on July 12, 2018. Pre-lining pipe cleaning and inspection of all 4,600 feet were completed in August.

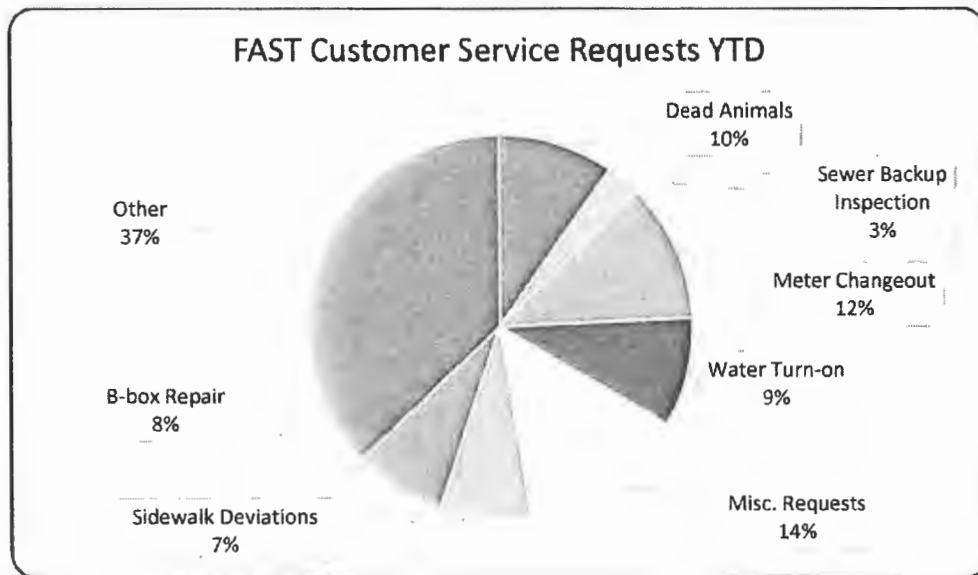
Lining through CIPP (Cured-in-Place Pipe) started and completed in September. A total of 4,432' of 20" and a total of 175' of 14" sanitary sewer were rehabilitated by lining through CIPP. Inspection footage will be reviewed in October and project is to be closed pending approval of the report and final invoice.

## Customer Services

### Fast Action Service Team (FAST):

1. Continued second round of sidewalk replacement and mudjacking per the 2018 sidewalk program;
2. Constructed employee walkway in CaCl de-icing liquid container pit at Salt Dome site;
3. Repaired CaCl piping at de-icing liquid fill station.

Fast Action Service Team (FAST)												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
117	128	144	166	218	162	158	177	201				1471



### Customer Service Team:

1. Performed 6 commercial water meter audits;
2. Replaced 13 MIUs;
3. Repaired 1 water meter vault.

Customer Service Team												
Water Billing - Customer Service Appointments												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
64	45	72	49	47	44	65	56	48				490
Finance-generated Water Meter Readings												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
496	227	198	260	268	268	263	314	277				2571
Delinquent Water Accounts												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
110	124	93	113	97	74	109	111	112				943

New Construction Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	5	8	9	12	5	10	10	12				77
Customer Service Requests - Gov Q&A/Meter Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
51	20	21	22	21	15	42	35	20				247
Siding Permit Inspections												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	6	0	0	0	4	2	0	0				16
B-box Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	0	4	2	1	1	0				8

**Utility Locates Team:**

1. Provided locates for in-house service line replacements;
2. Made preparations for MCI North Hoffman fiber installation along Algonquin Road.

Utility Locates Team												
JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
257	116	681	828	738	809	674	842	728				5673
Emergency JULIE Locates												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
23	7	9	26	32	9	31	23	42				202
Utility Joint Meets												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
6	3	2	8	6	6	9	8	7				55

**Facilities**

1. Completed electrical project for Fire Station 21 kitchen remodel;
2. Installed air conditioning unit in Police Department electrical room;
3. Installed new heating pump at Public Works Center;
4. Made preparations for installation of new boilers at Vehicle Maintenance facility.

Facilities												
Preventative Maintenance Program - staff hours												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
97	94	110	109	108	88	87	93	108				895

**Fleet Services**

1. Began snow and ice preparations on plow vehicles;
2. Performed new vehicle services on PW Unit 11 and PD units P10, P14, P16, P18, P24, and P30;
3. Replaced submersible pump for unleaded fuel at the Vehicle Maintenance facility fuel island.

Fleet Services												
Preventative Maintenance Program - Number of Repairs:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
27	31	18	23	18	26	26	27	24				220
Vehicles Sent for Warranty Repair												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	3	24	3	4	4	3	4	2				51

## Forestry

1. Coordinated the fall brush pick-up and chipping program;
2. Performed tree trimming on Rohrsen Road, Moon Lake Boulevard, and Huntington Road;
3. Made preparations for contract restorations.

Forestry												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
19	10	27	44	72	71	55	80	64				442

## Maintenance & Construction

### Storm Sewer Team:

1. Reconstructed Grand Canyon retention pond outflow lead wall;
2. Repaired 48" storm pipe at Audubon Street and Route 72;
3. Performed mandatory IEPA monthly outflow checks.

Storm Sewer Team												
Feet of Storm Sewer Flushed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4,519	0	1,371	0	405	0	0	1,061	273				7,629
Catch Basin Rebuilds												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	0	7	5	4	6	5	0				27

### Construction/Maintenance Team:

- 1) Repaired water main leaks at 369 Cedar Tree Hill and 391 Pleasant;
- 2) Continued repairing various fire hydrants with minor issues found during the annual hydrant flushing program.

Construction/Maintenance Team												
B-box Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	0	1	7	4	7	9	8	7				43
Hydrant Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	0	0	1	0	2	2	4	2				12

Valve Repair/Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	1	0	0	0	1	0	2	0				4

Water Main/Service Line Leak Repairs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	2	1	2	2	1	1	1	2				14

## Traffic Operations

### Pavement Maintenance Team:

1. Coordinated monthly tailgate, JSA, and yard man training and sound level testing;
2. Assisted Road Reconstruction Program with driveway rehabilitation;
3. Continued in-house pavement marking program.

Pavement Maintenance Team												
Tons of Hot Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0.0	0.0	0.0	3.0	61.0	47.5	24.0	62.5	33.5				231.5

Tons of Cold Asphalt Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8.5	7.0	7.5	6.0	1.5	2.0	2.0	2.5	1.5				38.5

### Sign Team:

1. Performed type-I sign reposting on Abbeywood Drive, Hillside Court, Ashely Court, Winston Lane, Colony Court, Castaway Court, and Westhaven Court;
2. Fabricated and assembled Hydrant Out of Service signs for the Water Operations division;
3. Installed No U-Turn signs on Westbury Lane per Engineering Department request;
4. Installed 16 signs for Northwest Celtic Fest.

Sign Team												
Repaired/Replaced Signs												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
11	13	9	10	11	6	4	6	5				75

Signs Fabricated and Installed												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
24	36	20	35	147	41	129	215	118				765

### Street Light Team:

1. Performed cleanup and secured site for 2 street light knockdowns;
2. Repaired 2 street light cable ground faults;
3. Installed seasonal banners throughout Village.

Street Light Team												
Customer Service Requests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
7	9	5	3	11	9	6	5	6				61
Street Lights Repaired												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
51	23	10	45	18	67	23	44	21				302

## Water Operations

### Operations Team:

1. Coordinated sanitary sewer pipe lining at Higgins and Oakmont;
2. Provided generators for Platzkonzert;
3. Repaired discharge pipe at Chippendale lift station.

Operations Team												
Resident Water Quality Tests												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	0	1	3	4	2	0	0				12

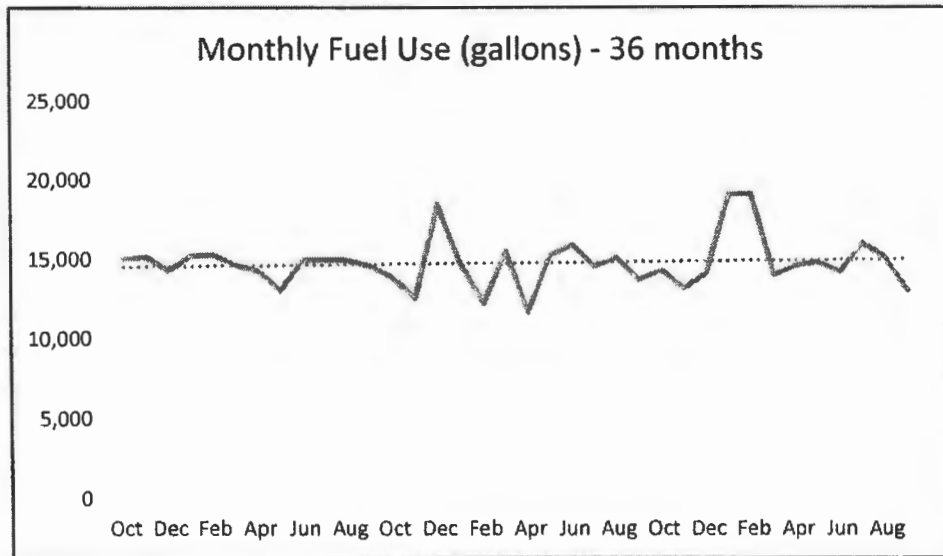
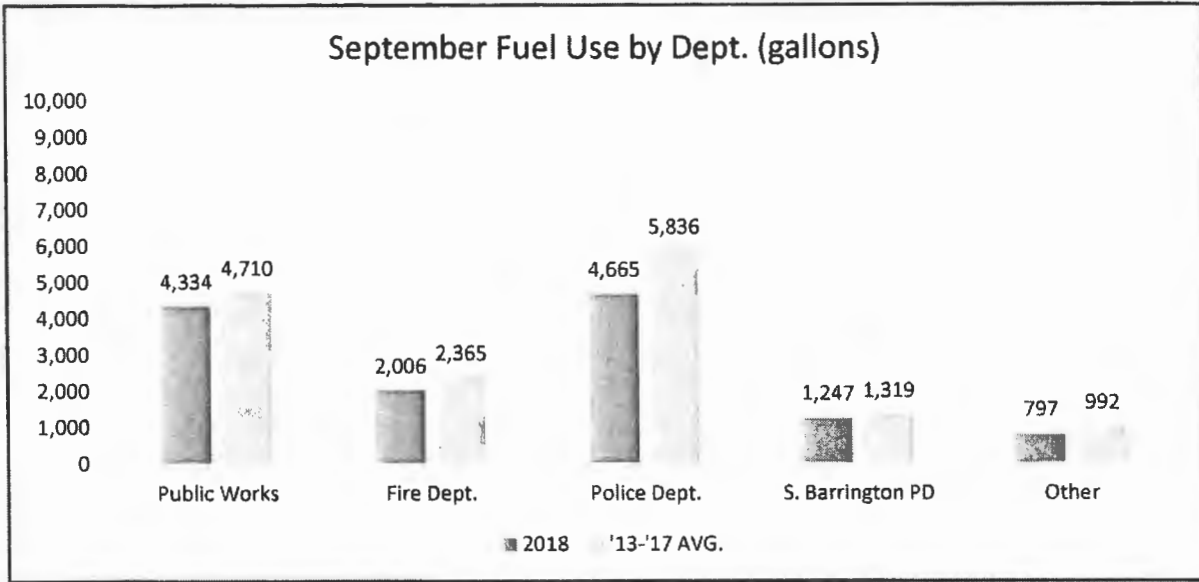
### Sanitary Sewer Flow Management Team:

1. Performed CCTV camera maintenance;
2. Completed 6-month trouble spot list;
3. Monitored and assisted with smoke testing and manhole inspections;
4. Televised main line on Hassell Court;
5. Televised storm sewer for water main break at Cedar Tree.

Sanitary Sewer Flow Management Team												
Sewer Lines Flushed (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	478	5,375	6,688	7,801	27,576	24,930	33,334	7,892				114,074
Sanitary Main Inspections (feet)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3,019	974	3,382	7,792	0	1,797	330	367	464				18,125



## Fuel Use Report



**ENGINEERING REPORT OF THE  
TRANSPORTATION AND ENGINEERING DIVISION  
DEPARTMENT OF DEVELOPMENT SERVICES  
OCTOBER MONTHLY REPORT**

Attached is the Monthly Engineering Report of the Transportation and Engineering Division in the Department of Development Services for the period ending October 19, 2018.



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Alan Wenderski, P.E.  
Village Engineer

**MISCELLANEOUS**

Summary of miscellaneous items:

- 34 permit inspections
- 7 residential drainage investigations
- Processed 3 FOIA requests
- 1 Floodplain inquiry
- Engineering plan review for:
  - 75/85 Golf Road
  - 2 East Higgins Road
  - 2352 W Higgins Road
- Reviewed permits for:
  - 3 – Drainage
  - 1 – Patio
  - 3 – Detached Garage/Addition
  - 1 – Retaining Wall
  - 1 – Water Service
- Plan/permit review related to residential development:
  - 12 – Permit Plats
  - 5 – Top of Foundations
  - 5 – Final Grading
  - 7 – Certificate of Occupancies

**PROJECT STATUS**

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>2018 Drainage Improvements Project</b>	Construction ongoing. Six of seven locations complete. Village Project Manager: Oscar Gomez
<b>2018 Street Revitalization Project</b>	See attached for current project status. Project approximately 95% complete. Minor striping, landscaping, and punch list work remains only. Village Project Manager: Marty Salerno
<b>2018 Surface Patching Project</b>	Work started on October 18 <sup>th</sup> . Work scheduled to be completed by end of the week of October 22 <sup>nd</sup> . Village Project Manager: Greg Burkey
<b>Oakmont Road Storm Sewer Replacement</b>	Nicor utility relocation completed. Underground work started week of October 15 <sup>th</sup> . Work scheduled to be completed by end of November Village Project Manager: Andy LoBosco / Oscar Gomez

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Prairie Stone Stormwater Management Plan</b>	Contract with V-3 to revise/update the 2004 Prairie Stone Stormwater Management Plan. Survey work scheduled to begin in December. Village Project Manager: Alan Wenderski
<b>Sears Centre Parking Lot Patch, Seal, and Striping Project</b>	Patching, concrete repairs, seal coat, and striping work complete. Minor restoration and punch list work remains. Village Project Manager: Oscar Gomez
<b>Stonegate Pond Basin</b>	Design work ongoing. Bid opening scheduled for October 22 <sup>nd</sup> . Target construction in late fall/early winter 2018. W-T Group contracted for completion of design engineering and construction observation services. Village Project Manager: Alan Wenderski

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Adesa Auto Auction</b> 5407 Trillium Boulevard	Revised as-built drawings received and under review. Village Project Manager: Terry White
<b>Aldi</b> 375 West Higgins Road	Village board approval for building expansion received on August 6 <sup>th</sup> . Awaiting receipt of engineering plan review and inspection fee and project guarantee. Village Project Manager: Alan Wenderski
<b>Burger King Restaurant</b> 2599 West Higgins Road	Temporary CO issued. Awaiting as-built drawings, sign-off of ROW permit from IDOT. Village Project Manager: Terry White
<b>Bystronic/Eagle Way Extension</b> 2200 Central Road	Mass grading underway. Awaiting cost estimate submittals for preparation of project guarantee for Bystronic site work and Eagle Way. Village Project Manager: Alan Wenderski
<b>Culvers</b> Prairie Stone 4665 Hoffman Boulevard	Awaiting as-built drawing revisions. Village Project Manager: Terry White
<b>Enclave Apartments Clubhouse</b> 750 Salem Drive	Water service pressure test and chlorination completed. Building work ongoing. Village Project Manager: Terry White
<b>Hoffman Plaza</b> Higgins and Roselle	As-built plans reviewed for Phase 1. Plan review comments sent for 75/85 Golf Road and 2 East Higgins (Phase 2). Village Project Manager: Alan Wenderski/ Terry White

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Holiday Inn Express</b> 5235 Prairie Stone Parkway	Underground utility installation mostly complete. Village Project Manager: Terry White
<b>Petro Auto</b> 1300 West Higgins Road	Site work ongoing. Village Project Manager: Terry White
<b>Shell – Ricky Rocket’s</b> 2590 Golf Road	Water service installation complete, pressure tested, and chlorinated. Building work ongoing. Village Project Manager: Terry White
<b>Silesia</b> Prairie Stone 5250 Prairie Stone Parkway	Site work complete. Awaiting scheduling of final inspection with MWRD. Internal building work ongoing. Village Project Manager: Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Airdrie Estates</b> NE Corner of McDonough Road and Rohrssen Road	Staff has reviewed and approved permit plat submittal for Lot 2. Village Project Manager: Terry White / Oscar Gomez
<b>Amber Meadows</b> NE Corner of Essex Drive and Beacon Pointe Drive	Multiple lots under construction. Water/sewer service, sidewalk/driveway, and final grading inspections ongoing. All streets completed to binder level. Village Project Manager: Terry White / Oscar Gomez
<b>Bergman Pointe</b> NW Corner of Ela Road and Algonquin Road	Home building ongoing. Water/sewer service, sidewalk/driveway, and final grading inspections ongoing. Remained of paving completed for Ela Road path. Grading and restoration adjacent to path to be ongoing. Signal modifications at Ela/Algonquin substantially complete. Village Project Manager: Terry White
<b>Devonshire Woods</b> SW Corner of Shoe Factory Road and Essex Drive	Home building ongoing. Sidewalk/driveway, and final grading inspections ongoing. Village Project Manager: Terry White / Oscar Gomez

**2018 Street Revitalization Project Schedule Update: (Week of October 15, 2018)**

RECONSTRUCTION STREETS	Start Date <sup>1</sup>	Pre-Construction			Construction												Landscaping		Percent Complete
		Layout	Tree Root Pruning	Sawcutting	Concrete Removal	Asphalt Removal	Earth Excavation	Sub base Backfill	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Fine Grading	Asphalt Binder	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed	
1. ABBEYWOOD DRIVE - PHASE I Governors Ln to Queensbury Cir (N)	7/18/2018																		100%
2. ABBEYWOOD DRIVE - PHASE II Queensbury Cir (N) to Jamestown Cir (S)	6/25/2018																		100%
3. ABBEYWOOD DRIVE - PHASE III Jamestown Cir (S) to Kensington Ln	6/4/2018		n/a					n/a		n/a									100%
4. ASHLEY COURT Ashley Rd to End of Street	7/25/2018																n/a		100%
5. BARDWICK COURT Essington Ln to End of Street	8/15/2018																n/a		100%
6. CALDWELL LANE Oakmont Rd to Kingsdale Rd	5/22/2018																		100%
7. CASTAWAY COURT Castaway Ln to End of Street	8/6/2018																		93%
8. CHATSWORTH LANE Dexter Ln (N) to Dovington Dr	5/30/2018																		100%
9. CLAREMONT ROAD Heather Ln to Hillcrest Blvd	5/31/2018		n/a																93%
10. COLONY COURT Colony Ln to End of Street	6/27/2018																n/a		100%
11. ESSINGTON COURT Essington Ln to End of Street	8/15/2018																n/a		100%
12. HARTFORD COURT Highland Blvd to End of Street	7/26/2018																		93%
13. HILLSIDE COURT Norman Dr to End of Street	6/28/2018																n/a		100%
14. NORRIDGE LANE Payson St to Illinois Blvd	5/14/2018																		100%
15. WESTHAVEN COURT Dukesberry Ln to End of Street	8/7/2018																n/a		100%
16. WINSTON LANE Winston Dr to End of Street	6/27/2018																		100%
													Completed		In Progress				

<sup>1</sup>Tentative / Actual

**2018 Street Revitalization Project Schedule Update: (Week of October 15, 2018)**

RESURFACING STREETS	Start Date <sup>1</sup>	Pre-Construction		Construction										Landscaping		Percent Complete
		Layout	Sawcutting	Concrete Removal	Asphalt Removal	Storm Sewer	Curb & Gutter	Driveway Aprons	Sidewalks	Asphalt Binder	Asphalt Patching	Asphalt Surface	Striping	Backfill Topsoil	Sod & Seed	
1. ALDER COURT Alder Dr (N) to End of Street	9/21/2018												n/a			91%
2. BAYSIDE COURT ( E ) Bayside Cir to End of Street	5/17/2018					n/a							n/a			100%
3. BICEK DRIVE Sapphire Dr to Burnham Dr	5/16/2018							n/a					n/a			100%
4. COLGATE COURT Highland Blvd to End of Street	10/4/2018					n/a										45%
5. DRESDEN DRIVE Freeman Rd to Haman Ave	9/19/2018															83%
6. DRIFTWOOD COURT Shorewood Dr to End of Street	9/17/2018												n/a			100%
7. GARNET CIRCLE Sapphire Dr to Sapphire Dr	9/4/2018												n/a			91%
8. LAFAYETTE LANE Hampton Rd to End of Street	9/28/2018												n/a			50%
9. LARCHMONT ROAD Newport Rd to Lafayette Ln	10/1/2018															50%
10. McDONOUGH ROAD Rührssen Rd to Nicholson Dr	6/14/2018															100%
11. NICHOLSON DRIVE McDonough Rd to End of Street	6/15/2018												n/a			100%
12. OPAL DRIVE Olmstead Dr to Topaz Dr	8/27/2018												n/a			91%
13. TURNBERRY DRIVE Chambers Dr to Chambers Dr	5/16/2018												n/a			100%
14. WESTBRIDGE COURT Westbury Dr to End of Street	9/5/2018															92%
										Completed		In Progress				

<sup>1</sup>Tentative / Actual

All resurfacing streets to be completed within 30 days of start date

**Definition of Construction Steps:**

- Layout: Village engineers evaluate existing conditions, determine removals, and complete construction staking.
- Tree Root Pruning: A circular saw machine cuts tree roots to reduce damage to the tree during construction.
- Saw Cutting: A circular saw machine cuts the concrete and asphalt at construction joints.
- Concrete Removal: The contractor removes existing sidewalk, curb and gutter, and driveway aprons that will be replaced.
- Asphalt Removal: The contractor either uses a backhoe or milling machine to remove existing asphalt layers.
- Earth Excavation: Removal of the all materials located below the existing road to a stabilized subgrade.
- Sub base Backfill: The installation of stone to a depth of 8"-12" with a layer of geotextile fabric.
- Storm Sewer: Repair and replacement of existing storm sewer structures and pipes.
- Curb & Gutter: The installation of concrete curb & gutter utilizing mechanical equipment or hand tools.
- Driveway Aprons: The replacement of asphalt and concrete driveway aprons.
- Sidewalks: The replacement of concrete public sidewalks.
- Fine Grading: The shaping of the stone sub base to ensure drainage, compaction, and elevation.
- Asphalt Binder: The first layer of asphalt.
- Asphalt Patching: Repair of localized pavement failures on resurfacing streets.
- Asphalt Surface: The final layer of asphalt.
- Striping: Completion of permanent pavement striping.
- Backfill Topsoil: Placement of topsoil to areas that have been disturbed during construction.
- Sod & Seed: Placement of sod and seed to areas that have been disturbed during construction.