

AGENDA
SPECIAL PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
April 12, 2010

Immediately following Planning, Building and Zoning

Members: Jacquelyn Green, Chairperson
Anna Newell, Vice Chairperson
Karen V. Mills, Trustee
Cary Collins, Trustee
Ray Kincaid, Trustee
Gary Pilafas, Trustee
William McLeod, Mayor

I. Roll Call

NEW BUSINESS

1. Request authorization to award contract for 2010 Landscape Maintenance, at referenced sites, to Classic Landscape LTD, West Chicago, IL, (low qualified bid) for the following: Police Department (Gannon Dr), \$500 per month; Police Department (Rt. 72) \$460 per month; Village Hall, \$1,200 per month; Fire Stations #21, #22, and #23, \$560 per month; Fire Station #24 (Pratum Ave), \$300 per month; Fire Station #24 (Beacon Pointe Dr), \$320 per month; and Sears Centre Arena, \$1,650 per month.

II. Adjournment

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for 2010 Landscape Maintenance, at referenced sites, to Classic Landscape LTD, West Chicago, IL, (low qualified bid) for the following: Police Department (Gannon Dr), \$500 per month; Police Department (Rt. 72) \$460 per month; Village Hall, \$1,200 per month; Fire Stations #21, #22, and #23, \$560 per month; Fire Station #24 (Pratum Ave), \$300 per month; Fire Station #24 (Beacon Pointe Dr), \$320 per month; and Sears Centre Arena, \$1,650 per month.

MEETING DATE: April 12, 2010

COMMITTEE: Special Public Works & Utilities

FROM: Kenneth Hari, Joseph Nebel

PURPOSE: To provide 2010 contracted services for turf and landscape maintenance at nine (9) Village buildings.

BACKGROUND: Annual budgeted seasonal landscape maintenance was bid during March 2010. Twelve (12) contractors were mailed bid documents. Buildings to receive services include Police Departments, Village Hall, five Fire Stations, and Sears Centre Arena.

In addition to requesting monthly bids for 2010 service delivery at each of nine (9) sites, as in the past, alternate bids were requested for contractor monthly sums for contract extensions into 2011 and 2012. The value of potential contract extension, based upon vendor contract performance has been proven. The Village has the sole option to extend vendor contracts. Contract extensions are only approved by the Village Board.

DISCUSSION: On March 25, 2010, six (6) bid proposals were opened by the Village Clerk. At this time, staff has completed a review and comparison of the proposals submitted by the five (5) bidders who met all the bid requirements. VIP Services Group submitted a bid but did not attend tour of the sites with a Department representative as required within the bid specifications. The purpose of the tour is to point out essential jobsite elements or components which can be easily overlooked. This is a

DISCUSSION, Continued

proven requirement that reduces the likelihood of vendor bid errors and bid inconsistencies. Alternate bids were requested from potential bidders for the installation of contractor supplied shredded mulch.

Bidder	Bid 2010 Season	Alternate 2011 Season	Alternate 2012 Season
Classic Landscape, Ltd. West Chicago, IL	\$4,990/month	\$5,010/month	\$5,050/month
Landscape Concepts Grayslake, IL	\$5,330/month	\$5,491/month	\$5,491/month
Sebert Landscaping Co. Bartlett, IL	\$6,308/month	\$6,483/month	\$6,483/month
Brickman Elgin, IL	\$6,654/month	\$7,124/month	\$7,321/month
Balanced Environments Lombard, IL	\$8,559/month	\$8,576.25/month	\$8,840.78/month
VIP Services Group Elgin, IL (Disqualified, did not tour sites with Village representative)	\$5,400/month	\$5,400/month	\$5,400/month

The low bidder, Classic Landscape Ltd., is known to Village and has been a successful bidder submitting proposals in the past for related contractual services. Classic Landscape Ltd. was our most current contractor for turf mowing maintenance performed for Village owned sites including the Village Hall, Police Department and all four (4) Fire Stations. The prices submitted for the primary season as well as alternate year 2011 and 2012 seasons are the same per month costs for the sites they maintained during the previous three years.

Classic Landscape LTD is also our current contractor performing turf mowing for a number of rights-of way sites. They have shown to be professional, prompt and cooperative and were recently approved by the Village Board for the second year of a three year contract for these sites.

A copy of the comparison/tabulation of the six (6) bid proposals is attached.

FINANCIAL IMPACT:

The following is an overall cost analysis that compares budgeted amounts to proposed costs from the low bidder. The Sears Centre Arena was not included in the Department's 2010 budget. The proposed costs for the new and old Police facilities and new and old Fire Stations 24, reflect a cost for maintenance for the entire season. The budgeted amounts for these two sites does not reflect funding for this maintenance as it was anticipated that the sale of these properties will/would occur thus eliminating the need to expend funds for this maintenance. The overall shortage in budgeted maintenance costs for these sites of \$265/month totaling \$2120/season could likely be absorbed by the Forestry & Grounds Professional Services account should their sale not be realized and the need for entire season maintenance be necessary.

Building	Budgeted	Proposed
Police Dept - 1200 Gannon Dr.	\$410/month*	\$500/month
Police Dept - 411 W. Higgins Rd.	\$400/month*	\$ 460/month
Village Hall	\$1,375/month	\$1,200/month
Fire Stations 21, 22, & 23	\$640/month	\$560/month
Fire Stations 24 - 2601 Pratum Ave.	\$0/month	\$300/month
Fire Station 24 - 5775 Beacon Pointe Dr.	\$250/month	\$320/month
	<i>\$3,075/month</i>	<i>\$3,340/month</i>
Sears Centre Arena		<i>\$1,650/month</i>

*Both properties combined as one line item in 2010 budget. Amounts, as shown, are estimated.

The proposed cost for the SCA location reflects weekly maintenance of the site that parallels that of other facility sites. Funding for this maintenance will be managed by way of the SCA Professional Services account. (41008021-4507) The 2010 annual cost for this maintenance will be in the range of approximately \$13,000 to \$15,000. The previous SCA contract for landscape maintenance was approximately \$29,000.

RECOMMENDATION:

Request authorization to award contract for 2010 Landscape Maintenance, at referenced sites, to Classic Landscape LTD, West Chicago, IL, (low qualified bid) for the following: Police Department (Gannon Dr), \$500 per month; Police Department (Rt. 72) \$460 per month; Village Hall, \$1,200 per month; Fire Stations #21, #22, and #23, \$560 per month; Fire Station #24 (Pratum Ave), \$300 per month; Fire Station #24 (Beacon Pointe Dr), \$320 per month; and Sears Centre Arena, \$1,650 per month.

Note: Bid documents are in the white Public Works & Utilities binder in the Trustee's ante room.

VILLAGE OF HOFFMAN ESTATES
 BID TABULATION FORM: LANDSCAPE MAINTENANCE SERVICES 2010
 BID OPENING: March 25, 2010, 10:00 AM

	Sebert	Bartlett IL	VIP Elgin, IL	Classic Chicago, IL	West Landscape Concepts Grayslake, IL	Brickman IL	Elgin,	Balanced Environment Lombard, IL
Site Tour/Check	Yes/Yes		No/Yes	Yes/Yes	Yes/Yes	Yes/Yes		Yes/Yes
I. Bid Locations/2010 Season:								
1) Police Dept., 1200 Gannon Dr.**	\$642.00		\$500.00	\$500.00	\$603.00	\$670.00		\$946.00
2) Police Dept., 411 W. Higgins Rd.	\$400.00		\$475.00	\$460.00	\$436.00	\$740.00		\$345.00
3) Village Hall, 1900 Hassell Rd.	\$1,800.00		\$1,150.00	\$1,200.00	\$1,555.00	\$1,685.00		\$2,375.00
4) Fire Station #21, 225 Flagstaff	\$266.00		\$140.00	\$140.00	\$164.00	\$157.00		\$125.00
5) Fire Station #22, 1700 Moon Lake	\$270.00		\$250.00	\$260.00	\$226.00	\$262.00		\$263.00
6) Fire Station #23, 1300 Westbury	\$275.00		\$160.00	\$160.00	\$233.00	\$218.00		\$287.00
7) Fire Station #24, 2601 Pratum**	\$325.00		\$275.00	\$300.00	\$334.00	\$355.00		\$437.00
8) Fire Station #24, 5775 Beacon Pointe Drive	\$325.00		\$325.00	\$320.00	\$464.00	\$477.00		\$486.00
9) Sears Centre Arena, 5333 Prairie Stone Pwky	\$2,005.00		\$2,125.00	\$1,650.00	\$1,315.00	\$2,090.00		\$3,295.00
2010 Monthly Maintenance Cost Total, All Sites	\$6,908.00		\$5,400.00	\$4,990.00	\$5,930.00	\$6,554.00		\$8,559.00
II. Bid Locations/Alternate Bid Prices for Contract Extensions								
A. 2011 Season								
1) Police Dept., 1200 Gannon Dr.**	\$642.00		\$500.00	\$500.00	\$621.00	\$670.00		\$946.00
2) Police Dept., 411 W. Higgins Rd.	\$575.00		\$475.00	\$480.00	\$449.00	\$1,210.00		\$362.25
3) Village Hall, 1900 Hassell Rd.	\$1,800.00		\$1,150.00	\$1,200.00	\$1,602.00	\$1,685.00		\$2,375.00
4) Fire Station #21, 225 Flagstaff	\$266.00		\$140.00	\$140.00	\$169.00	\$157.00		\$125.00
5) Fire Station #22, 1700 Moon Lake	\$270.00		\$250.00	\$260.00	\$233.00	\$262.00		\$263.00
6) Fire Station #23, 1300 Westbury	\$275.00		\$160.00	\$160.00	\$240.00	\$218.00		\$287.00
7) Fire Station #24, 2601 Pratum	\$325.00		\$275.00	\$300.00	\$344.00	\$355.00		\$437.00
8) Fire Station #24, 5775 Beacon Pointe Drive	\$325.00		\$325.00	\$320.00	\$478.00	\$477.00		\$486.00
9) Sears Centre Arena, 5333 Prairie Stone Pwky	\$2,005.00		\$2,125.00	\$1,650.00	\$1,355.00	\$2,090.00		\$3,295.00
Total Monthly Maintenance for 2011 Season Contract Extension	\$6,483.00		\$5,400.00	\$5,070.00	\$5,791.00	\$6,124.00		\$8,576.25
B. 2012 Season								
1) Police Dept., 1200 Gannon Dr.	\$642.00		\$500.00	\$500.00	\$621.00	\$690.00		\$974.38
2) Police Dept., 411 W. Higgins Rd.**	\$575.00		\$475.00	\$520.00	\$449.00	\$1,235.00		\$380.36
3) Village Hall, 1900 Hassell Rd.	\$1,800.00		\$1,150.00	\$1,200.00	\$1,602.00	\$1,735.00		\$2,446.25
4) Fire Station #21, 225 Flagstaff	\$266.00		\$140.00	\$140.00	\$169.00	\$161.00		\$128.75
5) Fire Station #22, 1700 Moon Lake	\$270.00		\$250.00	\$260.00	\$233.00	\$270.00		\$270.89
6) Fire Station #23, 1300 Westbury	\$275.00		\$160.00	\$160.00	\$240.00	\$225.00		\$295.61
7) Fire Station #24, 2601 Pratum	\$325.00		\$275.00	\$300.00	\$344.00	\$365.00		\$450.11
8) Fire Station #24, 5775 Beacon Pointe Drive	\$325.00		\$325.00	\$320.00	\$478.00	\$490.00		\$500.58
9) Sears Centre Arena, 5333 Prairie Stone Pwky	\$2,005.00		\$2,125.00	\$1,650.00	\$1,355.00	\$2,150.00		\$3,393.85
Total Monthly Maintenance for 2012 Season Contract Extension	\$6,483.00		\$5,400.00	\$5,720.00	\$5,910.00	\$7,240.00		\$9,640.73