

**AGENDA
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
JAMES MARTIN, CHAIRMAN**

**MONDAY, APRIL 27, 2015, 7:00 P.M
CITY COUNCIL CHAMBERS
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADMINISTRATIVE**
 - a. Electric Reliability Report – Information only.
 - b. Tree Commission Minutes – Information only.
- 4. FINANCE DEPARTMENT**
 - a. Recommendation to Approve Ordinances Authorizing Changes in Rate Structure for the Electric, Water and Wastewater Utilities for the City of St. Charles.
- 5. PUBLIC WORKS DEPARTMENT**
 - a. Presentation of 2014 Electric Reliability Report.
 - b. Recommendation to award Contract for Overhead Reconstruction to Three Phase Electric Company.
 - c. Recommendation to Waive the Formal Bid Procedure and approve the Purchase of Electric SCADA System Upgrade from Open Systems International, Inc.
 - d. Update on Solar Project – Information only.
 - e. Recommendation to Authorize the Sale of 1 Lot of (8) Vacuum Fault Interrupting Padmount Switchgears Owned by the City of St. Charles.
 - f. Recommendation to award Bid for Sanitary and Storm Sewer Lining to Hoerr Construction.
 - g. Recommendation to Waive the Formal Bid Procedure and Approve Proposal from Hawkins Inc. for Water Treatment Chemicals.

- h.** Recommendation to Waive the Formal Bid Procedure and award Storm Sewer Maintenance Contract with Visu-Sewer of Illinois, LLC.
- i.** Recommendation Waive the Formal Bid Procedure and award Landscape Maintenance Contract with Cornerstone Horticultural Services Company.
- j.** Recommendation to Waive the Formal Bid Procedure and award Contracts for Tree Pruning and Removal Services to DeMar Tree Service and Skyline Tree Service.
- k.** Recommendation to approve the Volunteer Plaza Dedication.
- l.** Recommendation to approve Memorandum of Understanding with the Kane County Paratransit Coordinating Council and a Resolution Authorizing the Mayor and City Clerk to execute on behalf of City of St. Charles.
- m.** Recommendation to approve Fiscal Commitment to the Ride in Kane Program for Fiscal Year 2015-2016.
- n.** Recommendation to approve the Purchase of Replacement Doors for Engine 101 and Engine 103.
- o.** Presentation of Sustainable Landscape Improvements at the St. Charles History Museum.
- p.** Recommendation to approve Traffic Signal Maintenance Contract with Meade Electric.
- q.** Recommendation to approve Night Work for the Illinois Route 38 Resurfacing Project between Peck Road to Bricher Street/S. 14th Street.
- r.** Update on 7th Avenue Creek Project – Information only.
- s.** Recommendation to award Purchase Order for Trencher to Ditch Witch Midwest.

6. POLICE DEPARTMENT

- a.** Recommendation to Approve Street Closure, Class E2 Liquor License, and Use of Amplification Equipment for the Heritage Center Pig Roast.
- b.** Recommendation to Approve Parking Lot, Street Closure, and Use of Amplification Equipment for St. Charles Cruise Nights.
- c.** Recommendation to Approve Street Closings, Amplification, and Class E-1 Liquor License for the Annual Pride of the Fox Riverfest.

7. ADDITIONAL BUSINESS

8. EXECUTIVE SESSION

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining

9. ADJOURNMENT



AGENDA ITEM EXECUTIVE SUMMARY

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

Executive Summary:

For information only.

Attachments: *(please list)*

March 2015 Outage Reports.

Recommendation / Suggested Action *(briefly explain):*

For information only.

For office use only: Agenda Item Number: 3.a

**City of St. Charles
March 2015 Outages**

OUTAGE No.	DATE	TIME OFF	TIME ON (Min)	AREA AFFECTED	CIRCUIT No.	CAUSE	NO. OF CUST.	OUTAGE MINUTES	MAJOR CATEGORY	SUB CATEGORY
1	3/7/2015	12:37 PM	120	900 Block Ash St.	331	Bad transformer	4	480	Equipment	Transformer
2	3/13/2015	10:30 AM	60	84 Dunham Pl.	732	Shut off power for service re-route.	1	60	Others	Customer
3	3/16/2015	8:24 PM	0	Parts of SE and SW quadrants	331/332	Failed Arrester caused three recloser operations	1348	0	Equipment	Arrester
4	3/25/2015	10:05 AM	55	214 N. 4th Ave.	315	Service Triplex burnt in tree.	1	55	Equipment	Service
						Total of Interrupted Minutes		595		
						Total SAIDI*	0.039			
						Total of ComEd Interrupted Minutes		0		
						Total SAIDI without ComEd	0.039			
						*System Average Interruption Duration Index (SAIDI)				



AGENDA ITEM EXECUTIVE SUMMARY

Title: Tree Commission Minutes – Information only

Presenter: Peter Suhr

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> X
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If NO, please explain how item will be funded:

Executive Summary:

A duty of the Tree Commission is to advise and consult with the Government Services Committee. March 2015 Tree Commission meeting minutes are attached.

Attachments: *(please list)*

Tree Commission Minutes – March 2015 meeting minutes.

Recommendation / Suggested Action *(briefly explain):*

For information only.

For office use only: Agenda Item Number: 3.b

**MINUTES
CITY OF ST. CHARLES
TREE COMMISSION MEETING
RON ZIEGLER, CHAIRMAN
MARCH 12, 2015**

Members Present: Valerie Blaine, Jon Duerr, Ralph Grathoff, Raymond Hauser, Suzi Myers, Pam Otto, Carol Riordan, Caroline Wilfong, Ron Ziegler

Members Absent: None

Others Present: Chris Adesso, Tony Bellafiore, AJ Reineking, Isabel Soderlind

Visitors Present: None

1. Call to Order & Pledge of Allegiance

The meeting was convened by Chair. Ziegler at 7:03 p.m.

2. Roll Call

3. Introductions of New Commissioner

Chair. Ziegler introduced Carol Riordan to the Tree Commission. Carol was appointed to the Committee at the March 2, 2015, City Council meeting. Chair Ziegler welcomed Carol to the committee.

Comm. Riordan mentioned that she attended last May's Tree Commission meeting last with her son Kevin. She had expressed an interest and a passion for trees at that meeting since her stepfather had been a forester and owned a tree farm. She recently moved to St. Charles and is pleased to that she can serve as a civic volunteer on this committee.

4. Minutes Review and Approval

A. Motion to accept and place on file the minutes of the January 22, 2015, Tree Commission meeting. Motion by Comm. Myers, second Comm. Blaine to accept and place the minutes on file.

Voice vote: unanimous; Nays – None; Absent: None

- Motion carried at 7:06 p.m.

5. Old Business

A. Urban Forest Management Plan Update

Mr. Bellafiore stated that the Urban Forest Management Plan (UFMP) draft is coming along. Phil Graf, the City's certified arborist consultant, was hired to write Phase I of the plan last fall and will present the draft at the April 9th Tree Commission meeting. Mr. Graf is making headway on the draft and has some great ideas for the commissioners to consider.

Mr. Adesso mentioned, as the UFMP develops, the Tree Commission may eventually need to be engaged in the review and modifications of the Tree and Shrub ordinances. Mr. Graf has found the current Tree and Shrub Ordinance may need to be updated and/or revised. The current ordinances has specific species restrictions and the Commission may want to consider revising the ordinance. For example, Mr. Graf has mentioned planting Black Locust on the south side of West Main Street was a great option for this highly salted and extensively shaded zone. Per Phil Graf, the Black Locust would make a great streetscape tree in this particular area since it is resistant to salt and shade.

Comm. Duerr mentioned that Black Locust are difficult to maintain and thorny, but a seedless cultivar maybe a good option. Mr. Adesso added that the City tries to plant as many native species as possible, but at times some species have their challenges; therefore some non-native species are being planted.

Comm. Riordan asked what initiatives the City was taking in regards to species diversification.
Mr. Adesso indicated Phil Graf, a certified arborist, was hired to work on a tree diversity plan. He typically inspects the proposed planting sites each season and considers the best spatial and species candidates with diversity in mind. Now that most of the affected ash trees have been removed, species specific requests from residents have been infrequent.

6. New Business

A. Tree Removals and Tree Planting

The Public Services division has received the species list for the Spring Planting season. Two-hundred and six (206) trees will be planted this spring. Pedersen will be supplying the trees, which are ordered from a 200 mile radius.

Mr. Graf will be monitoring the planting process. He will be checking the planting specifications during and after the planting is completed.

B. News and Concerns from Public Works

Mr. Adesso requested the Commissioners pass the word to residents regarding watering the newly planted trees. Last year the City lost quite a few trees due to the fact that they were not being watered. Gator bags will be provided for each newly planted tree; instructions on watering and caring for the tree will be left on the door of the homeowner that lives on the property adjacent to the tree. This year the City plans to utilize its resources to spot check watering and educating residents.

Comm. Ziegler also added that mulching the area around the tree also make a big difference.

Comm. Riordan also mentioned the effects of not watering are typically seen the following year.

C. Reorganization of the Tree Commission Discussion

As Mr. Adesso mentioned at the last meeting, other cities and towns are remodeling their commission to include a broader scope of natural resources, a Natural Resources Commission. The focus then would not only include forestry, but also invasive species issues, bio-swales, water conservation, and overall protecting the City's environment and natural resources.

Mr. Adesso added that he has introduced this idea to the Peter Suhr, Director of Public Works, but it has yet to be presented to the mayor or the city administrator. If the Commission is interested in moving forward with this new structure, it will need to be presented it in writing. This document will then be introduced to the mayor and the city administrator. Mr. Adesso recommended the commissioners take a look at the Village of Highland Park website and their Natural Resources Commission "work plan".

Comm. Blaine stated that bio-swales and water are other natural resources issues. She was aware infiltration swales and bio-swales in the right-of-way were being utilized in other communities. She mentioned that she was in favors the idea, but would prefer conducting some more research before making a final decision.

Comm. Duerr has noticed the bio-swales when he has been visiting out in Oregon. It appears to be functioning well, but he felt there may be some conflicts not only with the citizenry but also the City's engineering staff since they are not as keen on biological solutions to these issues. He also sees salting as an issue.

Mr. Adesso indicated that he has had conversations with the City's engineers and they are both open to the concept. In addition, salting could also be another area the commission can help develop through the Natural Resources Committee. He did mention that the City has already been focusing on a salting conservation plan and a "sensible salting" program, centering on liquid brine.

Comm. Wilfong asked if the commission would be allowed to broaden its members.

Mr. Adesso mentioned this concept has not been introduced to the mayor. The concept and plan will need to be put in writing by the commissioners and then the document and concept would be introduced to the mayor.

Comm. Wilfong also asked if this would impact our Tree City USA award in any way and if there would be any financial impacts on this committee?

This would not impact our Tree City USA award as long as forestry was still an emphasis of the committee. Per Chris Adesso, he did not see this impacting the committee in any way financially.

Comm. Myers recommended that if the committee was to broaden its scope to include other natural resources issues, the committee should meet at least once a month. She also recommended that the current commissioners conduct their own research in the next four weeks and discuss this again at the April meeting. She added if anyone had a great interest, to put a rough draft together and present it at the April meeting; it could then be discussed and reviewed at the next meeting and voted on in May.

Comm. Riordan also asked if the City utilized any community service or restitution groups to offset some of the cost incurred by "projects" that needed to be conducted around town.

Mr. Adesso indicated that we currently had two City employees that manage a community restitution group. The group has been instrumental and a tremendous asset in completing tasks for the City.

D. Langum Park Clean Up

Comm. Otto stated that she had approximately 35 volunteers attending the Langum Woods Clean Up on Saturday, March 14 from 9:00 to 11:00 a.m. There would be approximately 18 boy scouts from Troop #5, with approximately 1 adult per every 5 scouts. There were also 4 community volunteers that had signed up from the press release issued and 1 high school student.

Comm. Otto requested the commissioners oversee the children utilizing the loppers, hauling and stacking during the event. Comm. Otto utilizes this as an educational opportunity for the kids as well as the adults. She reviews safety which includes the appropriate PPE, how to utilize the loppers, what to remove, and the ecological advantages of maintaining the woods, not only for the trees but also the wildlife that live in them. Trailing and chipping will be conducted at another time.

7. Committee Reports

A. Education Committee:

Isabel Soderlind indicated that she has ordered 12 books, "Why Would Anyone Cut A Tree Down?" by Roberta Burzynski. The books however are back ordered and may not arrive for another 30 to 60 days. One book will be donated to each of the local schools when they arrive.

B. Publicity Committee:

Comm. Wilfong ordered 2000 free pamphlets on "How to Plant Trees", from the Arbor Day Foundation. She mentioned that these could be handed out at Arbor Day and placed in the school lobbies advertising Arbor Day. She will look into ordering a stamp stating, "City of St. Charles Tree Commission – Arbor Day", so all the brochures could be stamped.

C. Arbor Day

The Committee reviewed the 2015 Arbor Day Checklist:

Arbor Day is scheduled for 4:00 PM, Friday, April 24, 2015.

Lincoln Park has been reserved through the Park District from 2:00 to 6:00 PM.

Item To Accomplish	Delegated To	Completed	Comments/Notes
Renting of the Tent	Ms. Soderlind	2/25/15	PO# 83046 created
Presentation of Colors:	Comm. Otto	3/14/15	Confirmed Boy Scout Troop #5 will present the colors

Item To Accomplish	Delegated To	Completed	Comments/Notes
Contact Potential Speakers	N/A	No speaker	Determined no speaker was needed with the School District Program
Contact Ms. Tieche at Munhall School	Comm. Otto		Re: Type of presentation and speaker system needs
Order Speaker system	Bellafiore/Whittaker	Confirmed	Date reserved with RJ Recording
Tree Demonstration	Comm. Grathoff	Confirmed	Contact Chris Scott
Entertainment/Music	Comm. Myers	Confirmed	Contact Rick Weals & Russ Altersohn will provide musical entertainment
Tree Raffle	Tony Bellafiore		Order Tree to Raffle
Prepare Programs and Invitations	Ms. Soderlind		Have not started
Purchase Cookies	Ms. Soderlind		
Set up of Tables/Chairs/Podium	Tony Bellafiore		
Tribute to Trees – Update Website/Den Article	Ms. Soderlind	Completed	Press release sent out in March. Article was included in the March Den. Website Updated.
Interactive Children’s Activity	Comm. Otto Comm. Blaine Tony Bellafiore Comm. Myers		Leaf Rubbings/Leaf Stamps/Bark Rubbings Twigs Tree Cookie to count rings Need crayons Recycled paper
Planting of Tree on Arbor Day	Tony Bellafiore		Lincoln Park Parkway Determine space Order tree/Pedersen

8. Communications

A. Public Services and Electric Division Tree Activity Reports

Motion to accept and place on file the Electric Division/Public Services Tree Activity Reports for January 2015 and February 2015. Motion by Comm. Duerr, second by Comm. Myers to accept and place on file the reports as presented.

Voice vote: unanimous; Nays – None; Absent: None

- Motion carried at 8:20 pm.

9. Additional Items – Comments

A. Commissioners:

Comm. Blaine: Reminded everyone of the Maple Sugaring Days this coming weekend, March 14 and March 15 from 1 to 4 p.m. at LeRoy Oakes Forest Preserve on Dean Street.

Comm. Otto: Recommended that the committee consider a small “gift” to present to Mrs. Tieche for her participation in Arbor Day again this year. Last year the Tree Commission presented a tree to Munhall School as a gift.

Comm. Grathoff: Welcomed Carol Riordan to the commission.

Comm. Myers: Indicated that she was very excited about Arbor Day.

Comm. Hauser: Mentioned the great article in the local Tribune for Geneva’s fund raiser. The article was substantive, a great way to publicize their organization.

Comm. Wilfong: Indicated she would stamp all the “Plant Trees for America” brochures she ordered from the Arbor Day Foundation and drop them off by the Public Works Facility.

Chair. Ziegler: Comm. Ziegler thanked everyone for participating in tonight's meeting and he was looking forward to seeing everyone at the next meeting, April 9.

B. City Staff:

Tony Bellafiore: Stated the trees along Roosevelt Street are being trimmed. In addition, the trees starting from Route 31 going west and from Horne to Gray Street were also being trimmed.

Chris Adesso: Reminded the commissioners of Geneva's Natural Resources Committee fund raiser "Wine, Cheese and Trees" event on March 21, from 7:00 to 10:00 p.m. at Persinger Recreation Center on Peck Road. The proceeds from the event will go towards supporting trees for the City of Geneva.

11. Adjournment

Motion by Comm. Otto to adjourn meeting, second by Comm. Grathoff.

Voice vote: unanimous; Nays – None; Absent: None
- Motion carried at 8:34 p.m.

/ims



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Ordinances Authorizing Changes in Rate Structure for the Electric, Water and Wastewater Utilities for the City of St. Charles
Presenter:	Chris Minick, Finance Director

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

Executive Summary:

In conjunction with the implementation of the FY 15-16 budget, Staff is seeking approval of the attached Ordinances to enact changes in the utility rate structure. These ordinances reflect the rates utilized in the preparation of the FY 15/16 budget presented to and approved by the City Council on April 6. Please note that the non-resident surcharge provisions have been removed from all three of the rate ordinances.

The changes to the rate structures proposed continue the City Council's commitment to assure the long term financial viability and sustainability of the utilities in conjunction with the rate study passed in May of 2011.

If approved as proposed, these rate changes would be effective with bills sent in June.

Attachments: *(please list)*

Rate Ordinances (3)
 Electric
 Water
 Sewer

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Ordinances authorizing changes in the rate structure for the Electric, Water and Wastewater Utilities for the City of St Charles.

<i>For office use only:</i>	<i>Agenda Item Number: 4.a</i>
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City of St. Charles, Illinois
Ordinance No. 2015-M-_____

**An Ordinance Amending Title 13 “Public Utilities” Chapter 13.08
"Electricity" of the St. Charles Municipal Code**

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Title 13 “Public Utilities”, Chapter 13.08 "Electricity," Section 13.08.220 "Rates - Established" of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.220 — Rates — Established**~~

~~The rates for the purchase of electrical energy are established as set out in Sections 13.08.230 through 13.08.292. The rates established in Sections 13.08.230 through 13.08.292 shall be increased by an additional 5% if electrical service is provided to a service address outside the corporate limits of the City of St Charles unless the customer has an electric service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.”~~

13.08.220 Rates – Established

The rates for the purchase of electrical energy are established as set out in Sections 13.08.230 through 13.08.292.

2. That Title 13 “Public Utilities”, Chapter 13.08 "Electricity," Section 13.08.230 "Rate 1 – Residential – Rates, Charges and Service Requirements." Subsection B, Paragraph 1 and 2, of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.230 Rate 1 – Residential – Rates, Charges and Service Requirements.**~~

~~**B. — Charges for this rate shall be as follows:**~~

~~1. — Monthly Customer Charge. The net monthly customer charge shall be fifteen dollars and no cents (\$15.00) per meter.~~

~~2. — Energy Charge. The net energy charge shall be as follows:~~

~~Summer Months _____~~

~~\$0.1110 per kilowatt hour for monthly usage up to 1,200 kilowatt hours —~~

~~\$0.1220 per kilowatt hour for monthly usage over 1,200 kilowatt hours~~

~~Non-summer Months _____
\$0.1050 per kilowatt-hour for all kilowatt-hours~~

~~For purposes hereof, the "summer months" are defined as the electric usage that is billed to the user starting in the month of June and the next four succeeding months.~~

13.08.230 Rate 1 - Residential - Rates, Charges and Service Requirements.

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be sixteen dollars and seventy cents (\$16.70) per meter.

2. Energy Charge. The net energy charge shall be as follows:

Summer Months
\$0.1145 per kilowatt-hour for monthly usage up to 1,200 kilowatt-hours
\$0.1245 per kilowatt-hour for monthly usage over 1,200 kilowatt-hours

Non-summer Months
\$0.1120 per kilowatt-hour for all kilowatt-hours

For purposes hereof, the "summer months" are defined as the electric usage that is billed to the user starting in the month of June and the next four succeeding months.

3. That Chapter 13.08 "Electricity," Section 13.08.240 "Rate 3 – Small General Service – Rates, Charges, and Service Requirements." Subsection B, Paragraph 1 and 2, of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~13.08.240 Rate 3 – Small General Service – Rates, Charges, and Service Requirements.~~

~~_____ B. Charges for this rate shall be as follows:~~

~~1. Monthly Customer Charge. The net monthly customer charge shall be fifty four dollars (\$54.00) per meter.~~

~~2. Energy Charge. The net energy charge shall be as follows:~~

~~\$0.0900 per kilowatt-hour for all kilowatt-hours _____~~

13.08.240 Rate 3 – Small General Service – Rates, Charges, and Service Requirements.

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be fifty five dollars (\$55.00) per meter.
2. Energy Charge. The net energy charge shall be as follows:
\$0.0925 per kilowatt-hour for all kilowatt-hours

4. That Chapter 13.08 "Electricity," Section 13.08.260 "Rate 5 – General service – Rates, Charges, and Service Requirements," Subsection B, Paragraph 1, 3, and 4, of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.260 Rate 5 – General Service – Rates, Charges, and Service Requirements.**~~

~~B. Charges for this rate shall be as follows:~~

- ~~1. Monthly Customer Charge. The net monthly customer charge shall be sixty dollars (\$60.00) per meter.~~
- ~~3. Demand Charge. The net demand charge shall be as follows:
\$18.25 per kilowatt—~~
- ~~4. Energy Charge. The energy charge shall be as follows:
\$0.0536 per kilowatt-hour for all kilowatt-hours~~

13.08.260 Rate 5 - General Service - Rates, Charges, and Service Requirements.

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be sixty five dollars (\$65.00) per meter.
3. Demand Charge. The net demand charge shall be as follows:
\$19.25 per kilowatt
4. Energy Charge. The energy charge shall be as follows:
\$0.0580 per kilowatt-hour for all kilowatt-hours

5. That Chapter 13.08 "Electricity," Section 13.08.265 "Rate 6 – Governmental Outdoor Lighting – Rates, Charges, and Service Requirements," Subsection B, Paragraph 1, and

3, of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.265 Rate 6 – Governmental Outdoor Sports Lighting – Rates, Charges, and Service Requirements.**~~

~~B. Charges for this rate shall be as follows:~~

~~1. Monthly Customer Charge. The net monthly customer charge shall be seventy dollars (\$70.00) per meter.~~

~~3. Energy Charge. The energy charge shall be as follows:~~

~~\$0.1690 per kilowatt-hour for all kilowatt-hours~~

13.08.265 Rate 6 – Governmental Outdoor Sports Lighting - Rates, Charges, and Service Requirements.

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be eighty dollars (\$80.00) per meter.

3. Energy Charge. The energy charge shall be as follows:

\$0.1730 per kilowatt-hour for all kilowatt-hours

6. That Chapter 13.08 "Electricity," Section 13.08.275 "Rate 7 – Large General Service – Rates," Subsection B, Paragraph 1, 3, 4, and 5 of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.275 Rate 7 – Large General Service – Rates, Charges and Service Requirements.**~~

~~B. Charges for this rate shall be as follows:~~

~~1. Monthly Customer Charge. The net monthly customer charge shall be two hundred dollars (\$200.00) per meter.~~

~~3. Demand Charge. The net demand charge shall be as follows:~~

~~\$18.25 per kilowatt—~~

~~4. Energy Charge. The net energy charge shall be as follows:~~

~~\$0.0550 per kilowatt-hour On-Peak~~

~~\$0.0450 per kilowatt-hour Off-Peak~~

~~5. The definition of On-Peak and Off-Peak Periods:~~

~~Energy On-Peak Periods, for purposes hereof, shall be the hours of 9:00 a.m. to 10:00 p.m. on Monday through Friday, except on days on which the following holidays are generally observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and, if one of~~

~~the foregoing holidays occurs on a Tuesday or Thursday, the immediately preceding Monday or immediately following Friday, respectively. Energy Off-Peak Periods shall be all other hours.~~

~~Demand Peak Periods, for purposes hereof, shall be the hours, 9:00 a.m. to 10:00 p.m. on Monday through Friday, except the holidays designated above. Demand Off-Peak Periods shall be all other hours.~~

13.08.275 Rate 7 - Large General Service - Rates, Charges and Service Requirements.

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be two hundred fifty dollars (\$250.00) per meter.

3. Demand Charge. The net demand charge shall be as follows:
\$19.25 per kilowatt

4. Energy Charge. The net energy charge shall be as follows:
\$0.0580 per kilowatt-hour On-Peak
\$0.0480 per kilowatt-hour Off-Peak

5. The definition of On-Peak and Off-Peak Periods:

Energy On-Peak Periods, for purposes hereof, shall be the hours of 9:00 a.m. to 10:00 p.m. on Monday through Friday, except on days on which the following holidays are generally observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Energy Off-Peak Periods shall be all other hours.

7. That Chapter 13.08 "Electricity," Section 13.08.290 "Rate 8 – Municipal Owned Street Lighting and Traffic Signals – Rates, " Subsection B, Paragraph 1 of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~**13.08.290 Rate 8 – Municipal Owned Street Lighting and Traffic Signals**~~

~~B. Charges for this rate shall be as follows:~~

~~1. Energy Charge.~~

~~— \$0.0630 per kilowatt-hour for all kilowatt-hours~~

13.08.290 Rate 8 – Municipal Owned Street Lighting and Traffic Signals

B. Charges for this rate shall be as follows:

1. Energy Charge.

\$0.0740 per kilowatt-hour for all kilowatt-hours

8. That Chapter 13.08 "Electricity," Section 13.08.292 "Rate 9 – Primary Metered Large General Service – Rates, Charges and Service Requirements. Subsection B, Paragraph 1, 3, 4, and 5 of the St. Charles Municipal Code be and is hereby amended by deleting the same and substituting the following:

~~13.08.292 Rate 9 – Primary Metered Large General Service – Rates, Charges and Service Requirements~~

~~B. Charges for this rate shall be as follows:~~

~~1. Monthly Customer Charge. The net monthly customer charge shall be two hundred dollars (\$200.00) per meter.~~

~~3. Demand Charge. The net demand charge shall be as follows:
\$18.07 per kilowatt~~

~~4. Energy Charge. The net energy charge shall be as follows:
\$0.0545 per kilowatt-hour On-Peak
\$0.0446 per kilowatt-hour Off-Peak~~

~~5. The definition of On-Peak and Off-Peak Periods:~~

~~Energy On-Peak Periods, for purposes hereof, shall be the hours of 9:00 a.m. to 10:00 p.m. on Monday through Friday, except on days on which the following holidays are generally observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and, if one of the foregoing holidays occurs on a Tuesday or Thursday, the immediately preceding Monday or immediately following Friday, respectively. Energy Off-Peak Periods shall be all other hours.~~

~~Demand Peak Periods, for purposes hereof, shall be the hours, 9:00 a.m. to 10:00 p.m. on Monday through Friday, except the holidays designated above. Demand Off-Peak Periods shall be all other hours.~~

13.08.292 Rate 9 – Primary Metered Large General Service – Rates, Charges and Service Requirements

B. Charges for this rate shall be as follows:

1. Monthly Customer Charge. The net monthly customer charge shall be two hundred fifty dollars (\$250.00) per meter.

3. Demand Charge. The net demand charge shall be as follows:
\$19.06 per kilowatt

4. Energy Charge. The net energy charge shall be as follows:
\$0.0574 per kilowatt-hour On-Peak
\$0.0475 per kilowatt-hour Off-Peak

5. The definition of On-Peak and Off-Peak Periods:

Energy On-Peak Periods, for purposes hereof, shall be the hours of 9:00 a.m. to 10:00 p.m. on Monday through Friday, except on days on which the following holidays are generally observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Energy Off-Peak Periods shall be all other hours.

9. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein shall be effective for the first billing subsequent to June 1, 2015.

10. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

Raymond P. Rogina, Mayor

ATTEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

APPROVED AS TO FORM:

Ordinance No. _____

Page 8

City Attorney

DATE: _____

City of St. Charles, Illinois
Ordinance No. 2015-M-_____

An Ordinance Authorizing Amendment of Title 13 “Public Utilities”, Chapter 13.16, “Water”, Section 13.16.190 “Net Charges for Property with Buildings Connected to System” of the St. Charles Municipal Code

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13 “Public Utilities”, Chapter 13.16 “Water”, Section 13.16.190 “Net Charges for Property with Buildings Connected to System”, of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

~~“13.16.190 Net Charges for Property with Buildings Connected to System~~

~~All property upon which any building has been or may be hereafter erected having a connection with the water system shall pay the following charges:~~

~~A. Customer Charge. The following customer charge is for all general service water customers:~~

~~Customer Charge~~

Meter Size	Per Month
3/4” and under	\$6.63
1”	\$8.54
1-1/4”	\$10.38
1-1/2”	\$11.95
2”	\$16.14
3”	\$25.64
4”	\$39.14
7-1/2”	\$105.50

~~B. Water Charge. The following water rates apply to all customers:~~

~~Base Water Rate—Two dollars and seventy eight cents (\$2.78) per 1000 gallons.~~

~~*Excess Seasonal Water Rate—Four dollars and seventy one cents (\$4.71) per 1000 gallons.~~

~~*Excess Seasonal Water Rate applies to water use that is billed to the customer starting in the month of June and the next four succeeding months.~~

~~The excess seasonal water rate applies to water used during the above period which is greater than 130 percent of the monthly average of water used during the winter quarter and which is greater than 6,500 gallons per month usage. All other water is billed at the base rate. New customers who have no history of water consumption during the winter quarter will be billed on the basis of actual consumption at the base rate until a winter average is determined.~~

~~C. Charge for Use Outside of City Limits. Any customer connected to the system receiving water service at a location outside the corporate limits of the City of St Charles shall pay an additional charge of 36% of all charges imposed for water service by this section 13.16.190 A. and B. above, unless the customer has a water service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge."~~

“13.16.190 Net Charges for Property with Buildings Connected to System

All property upon which any building has been or may be hereafter erected having a connection with the water system shall pay the following charges:

A. Customer Charge. The following customer charge is for all general service water customers:

Customer Charge

<u>Meter Size</u>	<u>Per Month</u>
3/4" and under	\$7.29
1"	\$9.40
1-1/4"	\$11.42
1-1/2"	\$13.15
2"	\$17.75
3"	\$28.21
4"	\$43.05
7-1/2"	\$116.05

B. Water Charge. The following water rates apply to all customers:

Base Water Rate – Three dollars and six cents (\$3.06) per 1000 gallons.

***Excess Seasonal Water Rate – Five dollars and eighteen cents (\$5.18) per 1000 gallons.**

***Excess Seasonal Water Rate applies to water use that is billed to the customer starting in the month of June and the next four succeeding months.**

The excess seasonal water rate applies to water used during the above period which is greater than 130 percent of the monthly average of water used during the winter quarter and which is greater than 6,500 gallons per month usage. All other water is billed at the base rate. New customers who have no history of water consumption during the winter quarter will be billed on the basis of actual consumption at the base rate until a winter average is determined.

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein shall be effective for the first billing period subsequent to June 1, 2015.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

Raymond P. Rogina, Mayor

ATTEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

APPROVED AS TO FORM:

Ordinance No. _____
Page 4

City Attorney

DATE: _____

City of St. Charles, Illinois
Ordinance No. 2015-M-_____

**An Ordinance Authorizing Amendment of Title 13 “Public Utilities”,
Chapter 13.12, “Sewers”, Section 13.12.830 “Charges for Residential
Users”, Section 13.12.840 “User Charges for Metered Water
Consumption and Nonresidential Use” and Section 13.12.810
“Surcharge to Industrial Users for Discharge of Compatible Pollutants”
of the St. Charles Municipal Code Of the St. Charles Municipal Code**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST.
CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13 “Public Utilities”, Section 13.12.830 “Charges for Residential Users”, Subsection A, Paragraph 1; Section 13.12.840 “User Charges for Metered Water Consumption and Nonresidential Use”, Subsection A, Paragraph 1 and 2; and Section 13.12.810 “Surcharge to Industrial Users for Discharge of Compatible Pollutants”, Subsection B of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

~~“13.12.830 Charges for Residential Users~~

~~A. The residential sewer user charge shall be as follows:~~

~~1. The following rate shall be charged for sewer service to all residential users of City sewers based upon metered water consumption: fourteen dollars and ten cents (\$14.10) demand charge per month plus four dollars and forty six cents (\$4.46) per one thousand gallons of water used with a maximum sewer charge not to exceed 130% of a residential user’s winter quarter water usage average. The residential user’s “winter quarter” water usage shall be defined as the water that is billed to the user in the months of January, February, and March. When the 130% calculation produces a fractional result, the customer maximum will be raised to the next whole number.”~~

~~5. Charge for Use Outside of City Limits: Any customer receiving sewer service at a location outside the corporate limits of the City of St Charles shall pay an additional charge of 20% of all user charges imposed for sewer service unless the customer has a sewer service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.”~~

~~“13.12.840 User Charges for Metered Water Consumption and Nonresidential Use~~

~~A. The non-residential sewer user charge shall be as follows:~~

~~1. The following rate shall be charged for sewer service to all non-residential users of City sewers based upon metered water consumption: fourteen dollars and ten cents (\$14.10) demand charge per month plus four dollars and forty six cents (\$4.46) per one thousand gallons of water used.~~

~~2. The following rate shall be charged for sewer service to all non-residential users of City sewers where water consumption does not reflect the actual quantity of wastewater tributary to the wastewater treatment works: fourteen dollars and ten cents (\$14.10) demand charge plus four dollars and forty six cents (\$4.46) per one thousand gallons of wastewater actually discharged into the sewer system.”~~

~~5. Charge for Use Outside of City Limits: Any customer receiving sewer service at a location outside the corporate limits of the City of St Charles shall pay an additional charge of 20% of all user charges imposed for sewer service unless the customer has a sewer service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.”~~

~~“13.12.810 Surcharge of Industrial Users for Discharge of Compatible Pollutants~~

~~B. Users permitted to discharge Compatible Pollutants in excess of the stated limits, either singly or collectively, shall pay a surcharge according to the following schedule:~~

~~— \$0.43 for every pound of BOD discharged above the stated limits~~

~~— \$0.32 for every pound of TSS discharged above the stated limits~~

~~— \$0.15 for every pound of FOG discharged above the stated limits~~

~~The following formula shall be used for calculating the pounds of excess in the User’s discharge:~~

~~(actual concentration {mg/L} - Code limit {mg/L})(8.34 lbs./gal.)(Volume of discharge)”~~

~~C. Charge for Use Outside of City Limits: Any customer discharging Compatible Pollutants into the sewer system at a service location outside the corporate limits of the City of St Charles shall pay an additional charge of 20% of all user surcharges imposed by Section 13.12.810 B. above unless the customer has a sewer service agreement with the City that was~~

~~in existence prior to May 6, 2013 that provides for a different additional charge.”~~

“13.12.830 Charges for Residential Users

A. The residential sewer user charge shall be as follows:

1. The following rate shall be charged for sewer service to all residential users of City sewers based upon metered water consumption: fifteen dollars and seventy nine cents (\$15.79) demand charge per month plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of water used with a maximum sewer charge not to exceed 130% of a residential user’s “winter quarter” water usage average. The residential user’s “winter quarter” water usage shall be defined as the water that is billed to the user in the months of January, February, and March. When the 130% calculation produces a fractional result, the customer maximum will be raised to the next whole number.”

“13.12.840 User Charges for Metered Water Consumption and Nonresidential Use

A. The non-residential sewer user charge shall be as follows:

1. The following rate shall be charged for sewer service to all non-residential users of City sewers based upon metered water consumption: fifteen dollars and seventy nine cents (\$15.79) demand charge per month plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of water used.
2. The following rate shall be charged for sewer service to all non-residential users of City sewers where water consumption does not reflect the actual quantity of wastewater tributary to the wastewater treatment works: fifteen dollars and seventy nine cents (\$15.79) demand charge plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of wastewater actually discharged into the sewer system.”

“13.12.810 Surcharge of Industrial Users for Discharge of Compatible Pollutants

B. Users permitted to discharge Compatible Pollutants in excess of the stated limits, either singly or collectively, shall pay a surcharge according to the following schedule:

\$0.49 for every pound of BOD discharged above the stated limits

\$0.37 for every pound of TSS discharged above the stated limits

\$0.17 for every pound of FOG discharged above the stated limits

The following formula shall be used for calculating the pounds of excess in the User's discharge:

(actual concentration {mg/L}-Code limit {mg/L})(8.34 lbs./gal.)(Volume of discharge)"

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein shall be effective for the first billing subsequent to June 1, 2015.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2015.

Raymond P. Rogina, Mayor

ATTEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

APPROVED AS TO FORM:

Ordinance No. _____

Page 5

City Attorney

DATE: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of 2014 Electric Reliability Report

Presenter: Tom Bruhl

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:

Executive Summary:

Presentation of the annual system reliability report.

Attachments: *(please list)*

None.

Recommendation / Suggested Action *(briefly explain):*

For information only.

For office use only: Agenda Item Number: 5.a



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to award contract for Overhead Reconstruction Work to Three Phase Electric Company
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Presenter:	Tom Bruhl
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Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$92,400	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Purchasing went out for bids for overhead contractors. Four bidders submitted pricing. The lowest hourly rate was submitted by Three Phase Electric. Three Phase Electric is a new vendor to St. Charles, but they provided an extensive list of work they have performed, and are currently working in the area for ComEd.

Rebuilding some of the old overhead systems is a big piece of our strategy to improving electric reliability. This Contractor will supplement our effort by being assigned projects to which they are better suited than City staff. Their proposal also satisfies our need to have set contractor pricing if their services were needed to restore electric service after a major storm event.

Attachments: *(please list)*

Bid Tabulation

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award contract for Overhead Reconstruction Work to Three Phase Electric in an amount not to exceed amount of \$92,400.

<i>For office use only:</i>	<i>Agenda Item Number: 5.b</i>
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Vendor	Straight Time Crew Rate	Straight Time Crew Rate w/Flaggers	1.5X Time Crew Rate	1.5X Time Crew Rate w/Flaggers	2X Time Crew Rate	2X Time Crew Rate w/Flaggers
MP Systems (Pieperline)	\$561.12	\$741.65	\$658.29	\$878.15	\$779.76	\$1,048.80
MP Systems (Pieperline) - Apprentice	\$552.72	\$733.25	\$650.16	\$870.05	\$771.93	\$1,041.00
MOhawk Electric	\$443.00	\$683.00	\$599.00	\$850.00	\$767.00	\$1,017.00
MJ	\$465.80	\$740.80	\$602.59	\$987.59	\$739.38	\$1,234.38
Three Phase Electric	\$383.80	\$533.80	\$509.80	\$709.80	\$637.72	\$862.72



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve the Purchase of Electric SCADA System Upgrade from Open Systems International, Inc.
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Presenter:	Tom Bruhl
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Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$144,520	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The Electric SCADA (Supervisory Control And Data Acquisition) system has enhanced electric operational efficiency since it was deployed in 2008. It is critical to monitoring our system and responding to problems. Unfortunately, Microsoft is stopping support functions on the Windows 2003 operating system on the servers. In the technology world, it is reasonable to expect to have to do a major upgrade after seven years. This is a turnkey project where OSI will procure and install the new servers and transfer our existing databases and configurations onto the new platform. The scope also includes complete testing to ensure smooth transition to the new system. The Electric Division has coordinated this work with Information Systems, and verified that the hardware pricing is competitive. Information Services further supports the turnkey approach for this project to make OSI 100% responsible for the successful testing, schedule, and implementation. Of the total, \$26,220 relates directly to server hardware, which is part of the Information Services Hardware replacement program which has been budgeted for.

Attachments: *(please list)*

Quotation, Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive the Formal Bid Procedure and approve a purchase order with Open Systems International, Inc. at a cost of \$144,520.

<i>For office use only:</i>	<i>Agenda Item Number: 5.c</i>
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Quotation

Quote Number:
QT00004824

Date:
March 25, 2015

Bill To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL 60174
USA

Ship To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL, 60174
USA

Attn: Erika Drennan

Attn: Erika Drennan

Reference: SCMEU2015-Q01-Rev2

Terms: Net 30 Days

Contact: Nick Masters

Description	Qty	Unit Cost	Unit	Extended Cost
Hardware				
Hardware - To Be Provided By SCMEU		N/A	EA	
Hardware Subtotal:				
Software				
monarch™ Software Upgrade Free-of-Charge with Gold Support	1	0.00	EA	Free of Charge
Software Subtotal:				
Project Implementation				
System Upgrade Implementation At OSI: Project Management and Coordination Project Engineering and Design Software Patch Evaluation Hardware Staging and Configuration Software Installation and Configuration Database and Display Conversion and Integration Cyber Security Evaluation and Design NERC CIP System Hardening Factory Q/A Testing Hardware Packing and Shipping Post-Cutover Problem Resolution and Assistance System Documentation Updates At SCMEU: Hardware Staging and Wiring Site Installation and Configuration Networking Integration Site Testing Cutover Preparation Operator Training Cutover Assistance	1	79,400.00	EA	79,400.00
Project Implementation Subtotal:				79,400.00
Total:				79,400.00



Quotation

Quote Number:
QT00004824

Date:
March 25, 2015

Bill To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL 60174
USA

Ship To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL, 60174
USA

Attn: Erika Drennan

Attn: Erika Drennan

Reference: SCMEU2015-Q01-Rev2

Terms: Net 30 Days

Contact: Nick Masters

<u>Voyager Software, Implementation, and Support Adder</u>				
Software				
OSI Voyager License -- Non-Redundant 1 Server 10 Named Users 5 Concurrent Connections Includes 25% Early Adopter Discount	1	20,000.00	EA	20,000.00
				Discount:
				-5,000.00
				Software Subtotal:
				15,000.00
Project Implementation				
Voyager Implementation At OSI: Project Management and Coordination Software Installation and Configuration Follow-Up Support, Documentation At SCMEU: Hardware Staging and Wiring Implementation, Training, and Cutover	1	21,650.00	EA	21,650.00
				Project Implementation Subtotal:
				21,650.00
Support				
monarch™ Support Adder	1	2,250.00	EA	2,250.00
				Support Subtotal:
				2,250.00
				Voyager Software, Implementation, and Support Adder Total:
				38,900.00
<u>System and Voyager Servers</u>				
Hardware				
System Servers HP ProLiant DL380p (2) Intel Xeon E5-2630 2.3GHz 6Core 32GB RDIMM RAM 600GB (3x300GB) RAID5 Integrated Intel DualPort 1 GbE Card Redundant Power Supply Sliding Ready Rails with Cable Management Arm Front Bezel DVD-ROM, SATA, Internal Hyper-V, Windows Server 2012	2	7,260.00	EA	14,520.00



Quotation

Quote Number:
QT00004824

Date:
March 25, 2015

Bill To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL 60174
USA

Ship To:
St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL, 60174
USA

Attn: Erika Drennan

Attn: Erika Drennan

Reference: SCMEU2015-Q01-Rev2

Terms: Net 30 Days

Contact: Nick Masters

<p>3Yr Basic Hardware, 5x10 NBD Warranty OSI Voyager Server HP ProLiant DL380p (2) Intel Xeon E5-2630 2.3GHz 6Core 32GB RDIMM RAM 600GB (3x300GB) RAID5 Integrated Intel DualPort 1 GbE Card NVidia Quadro K6000 Redundant Power Supply Sliding Ready Rails with Cable Management Arm Front Bezel DVD-ROM, SATA, Internal Windows 7 Professional 64-Bit 3Yr Basic Hardware, 5x10 NBD Warranty</p>	1	11,700.00	EA	11,700.00
Hardware Subtotal:				26,220.00
System and Voyager Servers Total:				26,220.00
<u>Other</u>				
<p>Special Terms and Conditions 1) Quote is valid until May 8, 2015. 2) Quote assumes SCMEU is responsible for all setup and configuration of the network on which the Voyager hardware resides. SCMEU will be responsible for all external connectivity and its associated security, including any NERC CIP compliance. 3) OSI will provide the default browser layout to view existing substation one-lines within the OSI system. Additional browser layouts can be configured by SCMEU or OSI at a later date, as needed. 4) Quote assumes no more than (10) Roles will be configured for the User Groups. Note, an expansion of display views, Users, and/or Roles may require additional server hardware, depending on the scope of change. 5) Voyager option does not include off-line testing/development nodes. 6) Quote assumes standard Voyager software, which supports standard one-line and tabular displays. Not all full OpenView functionality is supported to-date, such as ViewPoint, Trending, etc. These items are in the product roadmap, and will be added eventually. Quote assumes, once a version supporting Trending is available, OSI will provide SCMEU a new release, and will provide 4 hours of remote support to install and configure the new release. If additional support is needed, it can be provided in a T&M basis. 7) Quote assumes SCMEU will be responsible for setup and configuration of the server and workstation Operating Systems and Hypervisors. OSI will assist, as needed.</p>				



Quotation

Quote Number:
QT00004824

Date:
March 25, 2015

Bill To:

St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL 60174
USA

Ship To:

St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL, 60174
USA

Attn: Erika Drennan

Attn: Erika Drennan

Reference: SCMEU2015-Q01-Rev2

Terms: Net 30 Days

Contact: Nick Masters

<p>8) Quote assumes SCMEU will provide all third-party hardware, software (such as backup/archival software), licensing, and configuration not specifically mentioned in this quote.</p> <p>9) Quote assumes SCMEU will have dedicated personnel assigned to assist in the installation and implementation effort.</p> <p>10) Quote assumes SCMEU will provide all relevant system information required for the work, as needed (e.g. databases, displays, networking information, etc.).</p> <p>11) If required, quote assumes SCMEU will handle any custom display and database work, and will test and verify all external links and interfaces.</p> <p>12) Quote assumes SCMEU will provide high-speed remote access to server and console hardware, if needed (VPN, Remote Desktop Connection, etc.). Dial-up modem connections are insufficient.</p> <p>13) All quoted hardware is provided with standard OEM warranties.</p> <p>14) Quote assumes SCMEU will provide sufficient cabinet space for new hardware. If SCMEU is not able to provide this, additional cabinets can be quoted separately.</p> <p>15) Quote assumes any hardware purchased by SCMEU is compliant with monarch.NET minimum requirements as follows:</p> <p>Server: Xeon CPU: Dual Six-Core HT, 2.3GHz and above RAM: 32GB OS: Windows Server 2008 and 2012, RedHat Enterprise Linux 5 and 6</p> <p>Workstation: CPU: Single Quad-Core 2.4GHz and above RAM: 8GB OS: Windows 7 64-Bit Video Card: AMD FirePro W5000, 2GB or better, OpenGL 4.0</p>				
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Comments:

Payment Milestones: 50% Upon Quote Acceptance
50% Upon Project Completion

See Totals Above



Quotation

Quote Number:
QT00004824

Date:
March 25, 2015

Bill To:

St. Charles Municipal Electric Utility
2 East Main Street
St. Charles, IL 60174
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Ship To:

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St. Charles, IL, 60174
USA

Attn: Erika Drennan

Attn: Erika Drennan

Reference: SCMEU2015-Q01-Rev2

Terms: Net 30 Days

Contact: Nick Masters

Terms and Conditions

1. This quotation is valid for 30 days, unless otherwise agreed.
2. Travel costs are not included in this quote. All travel and associated administrative costs will be billed as incurred.
3. All quoted prices are in US Dollars (\$), unless otherwise noted.
4. OSI will schedule all work upon receipt of the purchase order subject to OSI's resource availability.
5. Unless otherwise stated, Customer shall pay all applicable shipping.
6. Training, if applicable, will be provided at OSI's facility, unless otherwise agreed.
7. Quoted price does not include applicable taxes.
8. Customer shall provide all relevant system information required for the work as needed (i.e. databases, displays, reports, IP addresses, networking information, RTU channel information, etc.) and shall be responsible for all delays caused by Customer's failure to do so in a timely manner.
9. Unless otherwise stated, Customer will have dedicated personnel available to assist OSI in the work.
10. OSI does not guarantee that third-party goods will be available at time of quote acceptance. If third party goods are not available, upon Customer's authorization, OSI will provide suitable replacements and bill any resulting cost differences to the Customer. Failure to timely authorize replacements may result in delays and/or need to re-quote.
11. When applicable, Customers subscribing to Gold or above Support Plans may be entitled to new software version updates without charge. With the exception of Diamond Plan subscribers, the Customer will be responsible to pay for any engineering services required to implement the software upgrades.
12. Unless otherwise agreed and quoted, Customer is responsible for all preparations for OSI's installation of software, hardware or services and any post-installation compatibility testing and compliance issues.
13. Customer will provide adequate environmental and power conditions onsite, unless otherwise stated.
14. Cutover is defined as the quoted functionality being operational with no outstanding critical incidents.
15. Any Quote(s) for system upgrade services require(s) that at the time of actual implementation Customer has a valid premium monarch™ Support plan which includes software upgrade privileges and that the system size or scope does not change dramatically between the issuance of the quote and implementation of the service.
16. OSI is unable to guarantee the availability of various third party goods including software, hardware, etc. This quote is based upon the assumption that if third party goods are unavailable at the time of ordering, OSI and Customer will work together to reach a reasonable alternative, with the customer being liable for any significant price increase and OSI providing a credit for any price decreases.
17. Export Controls:
 - a. Customer represents: It is not a citizen, national, or resident of, and is not under control of, the government of Cuba, Iran, Sudan, Libya, North Korea, Syria, nor any country to which the United States has prohibited export and that it is not listed on the United States Department of Treasury lists of Specially Designated Nationals, Specially Designated Terrorists, and Specially Designated Narcotic Traffickers, nor are you listed on the United States Department of Commerce Table of Denial Orders.
 - b. Customer agrees that it will not export or re-export the Product(s), directly or indirectly, to the above mentioned countries nor to citizens, nationals or residents of those countries nor to any entity so listed on any of the above mentioned lists.
 - c. Customer agrees that it will not use the Product(s) for, and will not allow the Product(s) to be used for the development, design, manufacture or production of nuclear, chemical or biological weapons of mass destruction.
 - d. The requirements of (b) and (c) above apply to all Product(s) purchased or licensed to Customer from OSI whether included in this quote or purchased or licensed previously.

Notice: OSI's quote is based upon Customer's acceptance of all applicable Terms and Conditions. Requests for additions to, deletions of, or different Terms and Conditions, may require a revised quote and/or additional costs or schedule delays.

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Open Systems International, Inc.
4101 Arrowhead Drive
Medina, MN 55340-9649

For the purchase of: Electric SCADA System Upgrade and Hardware

At a cost not to exceed: \$144,520

Reason for the request to waive the bid procedure: OSI is our current SCADA vendor. There is no other vendor capable of upgrading OSI Software.

Other Quotations Received: None

Date: 4/27/15

Requested by: T. Bruhl

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.



AGENDA ITEM EXECUTIVE SUMMARY

Title: Update on Solar Project – Information Only

Presenter: Tom Bruhl

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

Executive Summary:

IMEA staff is proposing to build a solar plant, somewhere in the 32 member communities. St. Charles offered a very detailed proposal to use half of the Legacy Substation Site. IMEA staff, and the IMEA Executive Board found St. Charles proposal to be superior to other proposals, and selected St. Charles as the preliminary site to continue the possible development.

The next step is the IMEA staff is preparing an RFP to go out to solar builders and obtain proposals to build the site. This is expected to happen over the next two months.

If a viable proposal is offered, the City would then be engaged in negotiations regarding the lease of the property and potentially the opportunity to have the plant be a St. Charles Community Solar project, from which we could market the power from the plant directly to our customers. We would expect the next presentation on the solar to be in July or August.

The hope is to be under construction in calendar 2015.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

Information Only

For office use only: Agenda Item Number: 5.d



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Authorize the Sale of 1 Lot of (8) Vacuum Fault Interrupting Padmount Switchgears Owned by the City of St. Charles
Presenter:	Tom Bruhl

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	-	Budgeted:	YES	-	NO	-
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If NO, please explain how item will be funded:

Executive Summary:

We are asking for approval to sell (8) – vacuum fault interrupting pad mounted switchgear to the highest respective bidder. The switchgears are obsolete. The City Purchasing Division will process the sale using their normal procedures.

Attachments: *(please list)*

Resolution

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Execute a Resolution Authorizing the Sale of (8) Vacuum Fault Interrupting Padmount Switchgears Owned by the City of St. Charles.

<i>For office use only:</i>	<i>Agenda Item Number: 5.e</i>
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City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing the Sale of 1 Lot of (8) Vacuum Fault Interrupting
Pad Mounted Switchgears Owned by the City of St. Charles**

**Presented & Passed by the
City Council on _____**

WHEREAS, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain certain scrap property now owned by the City of St. Charles and hereinafter;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following scrap property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

1 lot of (8) – Vacuum Fault Interrupting Pad Mounted Switchgears.

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing and Inventory Control Division Manager be, and he is hereby authorized and directed to sell the foregoing described scrap property now owned by the City of St. Charles to the highest respective bidders.

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Raymond P. Rogina, Mayor

Attest:

Nancy Garrison, City Clerk

Resolution 2015-_____

Page_____

Council Vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Award Bid for Sanitary and Storm Sewer Lining to Hoerr Construction

Presenter: John Lamb

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$711,000	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

City staff maintains the sanitary sewer system on an ongoing basis to decrease amount of inflow and infiltration and repair points of service in the sanitary system. The storm sewer lining program is to maintain the structural integrity and ensure maximum flow of the system.

The sanitary sewer budget is a combination of the current and upcoming year budget amounts. The original bids were rejected in October of 2014 due to being significantly over budget.

Three companies bid on the project. The low bidder was Hoerr Construction in the amounts below.

	<u>Budget Amount</u>	<u>Low Bid Amount</u>
Sanitary sewer:	\$625,000	\$652,295
Storm sewer:	<u>\$ 86,000</u>	<u>\$ 86,998</u>
Total:	\$711,000	\$739,293

The bid amounts are above the budgeted amount, however, staff can reduce amount of lining to come within budget. Therefore staff is requesting approval of the budgeted amounts.

Attachments: *(please list)*

Bid Summary

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award bid to Hoerr Construction for sanitary and storm sewer lining in an amount not to exceed \$711,000 and a Resolution authorizing the Mayor and City Clerk to execute same.

For office use only:

Agenda Item Number: 5.f

**City of St. Charles Sanitary and Storm Sewer Lining Project
Bid Summary – April 2015**

	Hoerr Construction	Michels Pipe Service	Insituform Technologies	Visu-Sewer	
Sanitary Sewer Amount	\$652,295.00	\$682,291.00	\$660,142.00	\$ No Bid	
Storm Sewer Amount	\$86,998.00	\$111,778.00	\$109,164.00	\$ No Bid	
Total Amount	\$739,293.00	\$794,069.00	\$769,306.00	\$	

Apparent Low Bidder for Sanitary Sewer: Hoerr Construction at \$652,295.00

Apparent Low Bidder for Storm Sewer: Hoerr Construction at \$86,998.00



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Formal Bid Procedure and Approve Proposal from Hawkins Inc. for Water Treatment Chemicals

Presenter: John Lamb

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$73,740.00	Budgeted:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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If NO, please explain how item will be funded:

Executive Summary:

Water Division staff sent out requests for proposals for competitive pricing for water treatment chemicals for fiscal year 2015-16. This is a budgeted item. These chemicals are used at all the well houses and treatment facilities. The list includes chlorine, fluoride, sodium hypochlorite, sodium permanganate and manganese sulfate.

Requests for multi-year proposals were sent to two companies who both responded. The pricing is summarized in the attached table. Hawkins Inc. is the lowest proposal at a cost of \$73,740, which is slightly higher than this year's cost. Hawkins Inc. also included optional pricing for year two.

Staff requests waiving the formal bid process since proposals and competitive pricing was requested in lieu of.

Attachments: *(please list)*

Proposal Summary
Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive formal bid procedure and approve multi-year proposal from Hawkins Inc. in the amounts of \$73,740.00 for FY15/16 and \$76,038.00 for FY16/17 pending approval of respective Fiscal Year budgets and a resolution authorizing the Mayor and Clerk to execute same.

For office use only:

Agenda Item Number: 5.g

FY 2015/16 Water Treatment Chemical Costs Proposal Summary

Chemical Information		Chemical Vendors			
Chemical	Estimated lbs/yr	Viking		Hawkins	
		Year 1	Year 2	Year 1	Year 2
Chlorine Gas	28,000	\$10,080	No	\$10,080	\$10,360
Price per lb		0.36	Pricing	0.36	0.37
Fluoride	46,000	\$16,100		\$16,100	\$17,020
Price per lb		0.35		0.35	0.37
Sodium Hypochlorite	124,000	\$15,500		\$14,260	\$14,508
Price per lb		0.125		0.12	0.117
Sodium Permanganate	30,000	\$24,000		\$24,300	\$24,750
Price per lb		0.80		0.81	0.825
Manganese Sulfate	20,000	\$8,600		\$9,000	\$9,400
Price per lb		0.43		0.45	0.47
Total		\$74,280	-----	\$73,740	\$76,038

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Hawkins, Inc.
32040 South Route 45
Peotone, IL 60468

For the purchase of: Water treatment chemical costs for FY15/16

At a cost not to exceed: \$73,740.00

Reason for the request to waive the bid procedure: Staff used request for proposals, competitive pricing process to obtain pricing. Sent proposals to two companies, two submitted.

Other Quotations Received: Viking Chemical Company

Date: April 9, 2015

Requested by: John Lamb_____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Award Storm Sewer Maintenance Contract with Visu-Sewer of Illinois, LLC
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$165,310.20	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

In March, the Public Services Division issued a Request for Proposal (RFP) to eight (8) qualified sewer contractors to provide storm sewer cleaning and televising services within specific zones of the City. Three (3) contractors responded with qualified proposals and pricing. Visu-Sewer of Illinois, LLC of Bridgeview, submitted the lowest responsive and responsible pricing, and it has been determined that Visu-Sewer has the experience, equipment and expertise to perform the work within guidelines of the RFP.

Unit pricing was submitted for a one (1) year contract, beginning in FY15/16, with the option to extend the contract for an additional year at the City's discretion. Work in the first year of the contract will be limited to Zone 5 which is bordered by Prairie Street to the North, the Fox River to the East, Gray Street to the South and 14th Street to the West.

Attachments: *(please list)*

Summary of Price Proposal Results
Storm Sewer Maintenance RFP/Contract with Visu-Sewer of Illinois, LLC

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and award a one (1) year Storm Sewer Maintenance Contract with Visu-Sewer of Illinois, LLC in the amount of \$165,310.20.

<i>For office use only:</i>	<i>Agenda Item Number: 5.h</i>
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REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Visu-Sewer of Illinois, LLC
9014 South Thomas Ave.
Bridgeview, IL 60455

For the purchase of: Storm Sewer and Catch Basin Maintenance Services

At a combined total cost not to exceed: \$ 165,310.20

Reason for the request to waive the bid procedure: The Public Services Division issued a Request for Proposal (RFP) to eight (8) qualified sewer contractors to provide storm sewer cleaning and televising services within specific zones of the City. Three (3) contractors responded with qualified proposals and pricing. Visu-Sewer of Illinois, LLC of Bridgeview, submitted the lowest responsive and responsible pricing, and it has been determined that Visu-Sewer has the experience, equipment and expertise to perform the work within guidelines of the RFP.

The RFP process was utilized to procure these services to ensure that the successful contractor had sufficient experience and proper equipment to perform work in the City's storm sewer system.

Other Quotations Received: Two

Date: 04/27/2015

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



PROPOSAL CERTIFICATION

TO: City of St Charles
200 Devereaux Way
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Visu-Sewer of Illinois, LLC
Address: 9014 S. Thomas Ave
City, State, Zip Code: Bridgerview, IL 60455
Contact Person: Tom Woods
Telephone Number: 708-237-0340
Facsimile Number: 708-237-0360

AUTHORIZED NEGOTIATORS:

Name: Tom Woods Phone #: 708-237-0340
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. 1, Dated March 5, 2015
Addendum No. _____, Dated _____

In submitting this proposal, it is understood that the City of St Charles reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

In addition to this document, Offerors shall furnish, with the proposal, all submittals as required herein.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
* _____ Corporation: State of Incorporation: Illinois

Please provide your Federal Employer Identification Number (F.E.I.N.):

02-0694906

Seal (affix seal below if applicable)

	(List Name of Officers)
President	<u>Keith M. Alexander</u>
Vice-President	
Secretary	<u>James S. Serketicich</u>
Treasurer	<u>Keith M. Alexander</u>

Attest:

 Signature of Secretary



DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of proposal rigging or attempting to rig proposals as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of proposal rigging or attempting to rig proposals under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, proposal rigging, proposal rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Visu-Sewer of Illinois, LLC (proposer) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Visu-Sewer of Illinois, LLC
Name of Proposer

By: Thomas W. Woods
Thomas W. Woods

State of Illinois

SS

County of Cook



Subscribed and sworn to before me
this 19 day
of March 2015

Mary Cummings
Notary Public

NOTE TO PROPOSER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

Visu-Sewer of Illinois, LLC

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Thomas W. Woods

Type or Print Name

Thomas W. Woods

Title

Division Manager

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: Thomas W. Woods Signature: *Thomas W. Woods*

TO: City of St Charles, Public Works Facility
200 Devereaux Way
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Visu-Sewer of Illinois, LLC
Address: 9014 S. Thomas Ave.
City, State, Zip Code: Bridgview, IL 60455
Contact Person: Tom Woods
Telephone Number: 708-237-0340
Facsimile Number: 708-237-0360

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

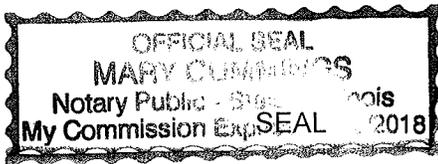
Thomas W. Woods, being first duly sworn,
deposes and says: that he is Division Manager
(Partner, Officer, Owner, Etc.)
of Visu-Sewer of Illinois, LLC
(Consultant)

The individual or entity making the foregoing proposal certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Thomas W. Woods
(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 19 day of March, 2015



Mary Cummings

Failure to complete and return this form may be considered sufficient reason for rejection of the Proposal

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that VISU-SEWER OF ILLINOIS, LLC, (hereinafter referred to as Corporation), by KEITH M. ALEXANDER, its President, of W230 N4855 Betker Drive, Pewaukee, County of Waukesha, State of Wisconsin, have made, constituted and appointed and by these presents do make, constitute and appoint THOMAS W. WOODS, an employee and agent of VISU-SEWER OF ILLINOIS, LLC., the Corporation's true and lawful attorney, for it and in its name, place and stead:

1. To exercise or perform any act, power, duty, right or obligation whatsoever that the Corporation now has, or may hereafter acquire the legal right, power, or capacity to exercise or perform, in connection with, arising from, or relating to any person, item, transaction, thing, business property, real or personal, tangible or intangible, or matter whatsoever;
2. To request, ask, demand, sue for, recover, collect, receive, to hold and possess all such sums of money, debts, dues, commercial papers, checks, drafts, accounts, deposits, legacies, bequests, devises, notes, interests, stock certificates, bonds, dividends, certificates of deposit, annuities, pension and retirement benefits, insurance benefits and proceeds, any and all documents of title, choses in action, personal and real property, intangible and tangible property and property rights, and demands whatsoever, liquidated or unliquidated as now are, or shall hereafter become, owned by, or due, owing, payable or belonging to, the Corporation or in which the Corporation has or may hereafter acquire interest, to have, use, and take all lawful means and equitable and legal remedies, procedures, and writs in its name for the collection and recovery thereof, and to adjust, sell, compromise, and agree for the same, and to make, execute, and deliver to it, on its behalf, and in its name, all endorsements, acquittances, releases, receipts, or other sufficient discharges for the same;
3. To lease, purchase, exchange, and acquire, and to agree, bargain, and contract for the lease, purchase, exchange, and acquisition of, and to accept, take, receive, and possess any real or personal property whatsoever, tangible or intangible, or interest thereon, on such terms and conditions, and under such covenants, as said attorney in fact shall deem proper;
4. To maintain, repair, improve, manage, insure, rent, lease, sell, convey, subject to liens, mortgage, subject to deeds of trust and hypothecate, and in any way or manner deal with all or any part of any real or personal property whatsoever, tangible or intangible, or any interest therein, that it now owns or may hereafter acquire, for it, in its behalf, and in its name and under such terms and conditions, and under such covenants, as said attorney in fact shall deem proper;
5. To conduct, engage in, and transact any and all lawful business of whatever nature or kind for the Corporation, on its behalf, and in its name;
6. To make, receive, sign, endorse, execute, acknowledge, deliver, and possess such applications, contracts, agreements, options, covenants, conveyances, deeds, trust deeds, security



REFERENCES

CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: Village of Lombard
Address: 1051 S. Hammerschmidt Ave
City, State, Zip Code: Lombard, IL 60148
Telephone Number: 630-705-4258
Contact Person: David Trais, P.E.
Dates of Service: Fall 2014

Facility: Fox Metro Water Reclamations
Address: 682 State Rt. 31
City, State, Zip Code: Oswego, IL 60543
Telephone Number: 630-301-6810
Contact Person: Keith Zollers, Sewer Maintenance Foreman
Dates of Service: 2013 to 2015- 3yr Contract

Facility: Village of Flossmoor
Address: 1700 Central Park
City, State, Zip Code: Flossmoor, IL 60422
Telephone Number: 708-957-4100
Contact Person: John Brunke, DPW
Dates of Service: Spring 2014

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane

and DuPage Counties, Illinois, that Visu-Sewer of Illinois, LLC (proposer)

shall comply with all local, state and federal safety standards.

Visu-Sewer of Illinois, LLC

Name of Proposer

By: Thomas W. Woods
Thomas W. Woods

State of Illinois

SS

County of Cook

Subscribed and sworn to before me
this 19 day
of March 2015



Mary Cummings
Notary Public

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles,
Kane

and DuPage Counties, Illinois, that Visu-Sewer of Illinois, LLC (proposer)

complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act
87-1257

in relation to employment and human rights.

Visu-Sewer of Illinois, LLC

Name of Proposer

By: Thomas W. Woods
Thomas W. Woods

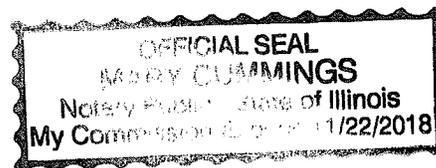
State of Illinois

SS

County of Cook

Subscribed and sworn to before me
this 19 day
of March 2015

May Camp
Notary Public





COMPLIANCE WITH CONFINED SPACE ENTRY POLICY AND PROCEDURE FORM

Visu-Sewer of Illinois, LLC (Contractor) hereby certifies that it will comply with all requirements of 29 CFR Part 1910 Permit Required Confined Spaces for General Industry. Special attention is drawn to Section 1910.146(c) (9) which provides as follows:

"In addition to complying with the permit space requirements that apply to all employers, each Contractor who is retained to perform permit space entry operations shall:

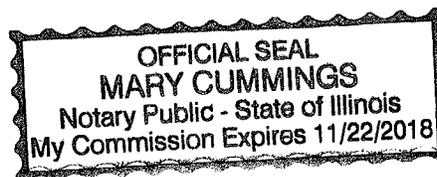
1. Obtain any available information regarding permit space hazards and entry operations from the host employer;
2. Coordinate entry operations with the host employer, when both host employer personnel and Contractor personnel will be working in or near permit spaces, as required by paragraph (d)(11) of this section; and
3. Inform the host employer of the permit space program that the Contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation."

Signed: *Thomas W. Woods*
Thomas W. Woods

Title/Position: Division Manager

Subscribed and sworn to before me
this 19 day
of March 2015

Mary Cummings
Notary Public



City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

Ray Rogina, Mayor

Attest:

City Clerk

CONTRACTOR: _____

By:

Print Name and Title: _____
(If Corporate: Chairman, President or Vice
President)

Attest

Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer or Assistant Treasurer)



Appendix I - Insurance Requirements

City of St. Charles Certificate of Insurance Requirements

Contractor shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- (b) General Liability Insurance:
 - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 3) Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
- (c) Automotive Liability Insurance:
 - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- (d) Umbrella or excess liability coverage of \$5,000,000.

City of St. Charles, Illinois
Public Works Department
Storm Sewer Maintenance Services
For Public Services Division



-
- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.

 - (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation.

2015 Storm Sewer Maintenance Program

RFP Pricing Breakdown

Zone 5 Totals			
	Visu-Sewer	United Septic	National Power Rodding
Pipe Cleaning/TV	\$ 109,349.20	\$ 168,772.65	\$ 198,478.00
Catch Basin Cleaning & Inspection	\$ 30,923.00	\$ 20,519.00	\$ 65,025.00
Inlet Cleaning & Inspection	\$ 25,038.00	\$ 5,850.00	\$ 35,100.00
TOTAL	\$ 165,310.20	\$ 195,141.65	\$ 298,603.00

Unit Price Breakdown			
<i>Unit (Pipe Diameter)</i>	Visu-Sewer	United Septic	National Power Rodding
<i>Price per Linear Foot</i>			
6"	\$ 2.00	\$ 2.20	\$ 2.50
8"	\$ 2.00	\$ 2.50	\$ 2.50
10"	\$ 1.70	\$ 2.55	\$ 2.50
12"	\$ 1.70	\$ 2.55	\$ 2.75
15"	\$ 1.80	\$ 2.65	\$ 2.75
18"	\$ 1.80	\$ 2.65	\$ 3.00
19" x 30" *	N/A	\$ 3.00	N/A
21"	\$ 1.90	\$ 3.25	\$ 3.00
24"	\$ 1.90	\$ 3.25	\$ 3.00
24" x 28"	\$ 1.90	\$ 3.50	\$ 4.00
27"	\$ 1.90	\$ 3.50	\$ 4.50
30"	\$ 2.15	\$ 3.75	\$ 10.00
36" *	N/A	\$ 4.00	N/A
42"	\$ 2.15	\$ 4.50	\$ 10.00
60"	\$ 2.15	\$ 5.50	\$ 10.00
CB Cleaning & Inspect	\$ 107.00	\$ 71.00	\$ 225.00
CB Inspect Only	\$ 20.00	\$ 25.00	\$ 50.00
Inlet Cleaning & Inspect	\$ 107.00	\$ 25.00	\$ 150.00
Inlet Inspect Only	\$ 20.00	\$ 25.00	\$ 50.00

**Zone 5 contains no 19"x30" or 36" pipe*

Cam-Vac Inc. submitted a "No Bid" for this project



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Award Landscape Maintenance Contract with Cornerstone Horticultural Services Company
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$29,821.00	Budgeted:	YES	X	NO	
-----------------	-------------	-----------	-----	---	----	--

If NO, please explain how item will be funded:

Executive Summary:

In March, the Public Services Division issued a Request for Proposal (RFP) to twenty (20) qualified landscape contractors to provide landscape maintenance services to the City at 24 different sites throughout the community. Nine contractors responded with qualified proposals and pricing. Cornerstone Partners Horticultural Services Company of St. Charles, submitted the lowest responsive and responsible pricing and it has been determined that Cornerstone Partners has the experience, equipment and expertise to perform the work within guidelines of the RFP.

Pricing was submitted for a one (1) year contract, beginning in FY15/16, with the option to extend the contract for an additional three years at the City’s discretion. Cornerstone is also the City’s lawn mowing contractor.

Attachments: *(please list)*

Summary of Price Proposal Results
Landscape Maintenance RFP/Contract with Cornerstone Partners Horticultural Services Company.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and award a one (1) year Landscape Maintenance Contract with Cornerstone Horticultural Services Company in the amount of \$29,821.00 annually.

<i>For office use only:</i>	<i>Agenda Item Number: 5.i</i>
-----------------------------	--------------------------------

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Cornerstone Horticultural Company
P.O. Box 745
St. Charles, IL 60174

For the purchase of: Landscape Maintenance Services

At a combined total cost not to exceed: \$ 29,821

Reason for the request to waive the bid procedure: In March, the Public Services Division issued a Request for Proposal (RFP) to twenty (20) qualified landscape contractors to provide landscape maintenance services to the City at 24 different sites throughout the community. Nine contractors responded with qualified proposals and pricing. Cornerstone Partners Horticultural Services Company of St. Charles, submitted the lowest responsive and responsible pricing and it has been determined that Cornerstone Partners has the experience, equipment and expertise to perform the work within guidelines of the RFP.

The RFP process was utilized as a measure to gain insight into the methods and nuances of this program, being the first year that it has undergone a formal procurement process. In addition, consideration was given to the workload and availability of the contractor to ensure that proper attention was given to the weekly requirements within the specification language.

Other Quotations Received: Eight

Date: 04/27/2015

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

2015-2016 Price Proposal Results

Company	Weekly Rate	Extended Rate	Cu Yd Mulch Rate	Extended Mulch Rate (100 yards)	Total Annual Extended Price
Corner Stone Partners St. Charles, IL	\$ 845.00	\$ 23,660.00	\$ 61.61	\$ 6,161.00	\$ 29,821.00
County Wide Landscaping Elburn, IL	\$ 1,500.00	\$ 42,000.00	\$ 55.00	\$ 5,500.00	\$ 47,500.00
Classic Landscape LTD West Chicago, IL	\$ 1,890.00	\$ 52,920.00	\$ 55.00	\$ 5,500.00	\$ 58,420.00
Acres Group Plainfield, IL	\$ 2,025.50	\$ 56,714.00	\$ 48.00	\$ 4,800.00	\$ 61,514.00
D. Reithel Co, Landscaping Inc Hampshire, IL	\$ 2,142.00	\$ 59,976.00	\$ 70.00	\$ 7,000.00	\$ 66,976.00
Green Scene St. Charles, IL	\$ 2,304.00	\$ 64,512.00	\$ 65.00	\$ 6,500.00	\$ 71,012.00
Pedersen Company St. Charles, IL	\$ 3,050.00	\$ 85,400.00	\$ 40.00	\$ 4,000.00	\$ 89,400.00
Countryside Industries Wauconda, IL	\$ 3,095.00	\$ 86,660.00	\$ 60.00	\$ 6,000.00	\$ 92,660.00
Skyline Tree Service & Landscaping St. Charles, IL	\$ 7,350.00	\$ 205,800.00	\$ 50.00	\$ 5,000.00	\$ 210,800.00

City of St. Charles, Illinois
Public Works Department
Landscape Maintenance Services Request for Proposal
For Public Services Division



BUSINESS ORGANIZATION:

____ Sole Proprietor: An individual whose signature is affixed.
____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
____ ✓ Corporation: State of Incorporation: ILLINOIS

Please provide your Federal Employer Identification Number (F.E.I.N.):

06-1775632

Seal (affix seal below if applicable)

	(List Name of Officers)
President	<u>JIM TURCAN</u>
Vice-President	
Secretary	<u>JEFF RANDALL</u>
Treasurer	

Attest:

Jeff Randall Signature of Secretary



DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig proposals as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, proposal rigging, proposal rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.



**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornerstone Partners Hort. Services (proposer) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Cornerstone Partners Hort. Services
Name of Proposer

By: J. M. Randall
Jeff Randall

State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 11 day
of March 2015

Connie Billups
Notary Public



NOTE TO PROPOSER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).



CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

Cornerstone Partners Horticultural Services
Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Jeff Randall

Type or Print Name

Jeff Randall

Title

Secretary

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

City of St. Charles, Illinois
Public Works Department
Landscape Maintenance Services Request for Proposal
For Public Services Division



COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: Jeff Randall Signature: Jeff Randall

TO: City of St Charles, Public Works Facility
200 Devereaux Way
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Cornerstone Partners Horticultural Services
Address: PO Box 745
City, State, Zip Code: St. Charles, IL 60174
Contact Person: Jeff Randall
Telephone Number: 630 482-9950
Facsimile Number: _____

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.



CITY OF ST CHARLES, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

Jeff Randall, being first duly sworn,
deposes and says: that he is Officer
(Partner, Officer, Owner, Etc.)
of Cornerstone Partners Hosp. Services.
(Consultant)

The individual or entity making the foregoing proposal or proposal certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Jeff Randall
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 11 day of March, 2015



SEAL

Connie Billups

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal



CITY OF ST CHARLES, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

Jeff Randall, being first duly sworn,
deposes and says: that he is Officer
(Partner, Officer, Owner, Etc.)
of Cornerstone Pathways Hotel Services
(Consultant)

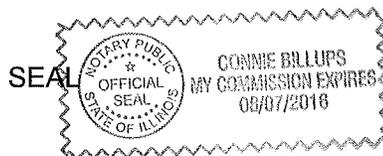
The party making the foregoing proposal or bid, certifies that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantage against any other proposer or any person interested in the proposed contract.

The undersigned certifies that he is not barred from proposing on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Jeff Randall
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 11 day of March, 2015



Connie Billups
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid



REFERENCES

CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: City of ST. Charles
Address: 200 Devereaux Way
City, State, Zip Code: St. Charles, IL 60174
Telephone Number: 630 377-4420
Contact Person: John Lochbaum
Dates of Service: May 1, 2014 - Present

Facility: Mill Creek SSA - County of Kane
Address: 719 S. Patawica Ave. BLD A
City, State, Zip Code: Geneva, IL 60134
Telephone Number: 630 485-0835
Contact Person: Mr Don Biggs
Dates of Service: 4/1/2013 - Present

Facility: Interstate Partners of IL.
Address: 90 Prairie Parkway
City, State, Zip Code: Gilberts, IL 60136
Telephone Number: 847 428-5303
Contact Person: Pete Thomas
Dates of Service: 4/1/2011 - Present

City of St. Charles, Illinois
Public Works Department
Landscape Maintenance Services Request for Proposal
For Public Services Division



CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornerstone Partners Hort. Services (proposer) shall comply with all local, state and federal safety standards.

Cornerstone Partners Hort. Services

Name of Proposer

By: Jeff Randall
Jeff Randall

State of Illinois

ss

County of Kane

Subscribed and sworn to before me
this 11 day
of March 2015

Connie Billups
Notary Public





**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornerstone Partners Hort. Services (proposer) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

Cornerstone Partners Hort. Services

Name of Proposer

By: Jeff Randall
Jeff Randall

State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 11 day
of March 2015

Connie Billups
Notary Public



City of St. Charles, Illinois
Public Works Department
Landscape Maintenance Services Request for Proposal
For Public Services Division



AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

Ray Rogina, Mayor

Attest:

City Clerk

CONTRACTOR: Cornerstone Partners Horticultural Services

By:

James F. Turcan, President
Print Name and Title: _____
(If Corporate: Chairman, President or Vice President)

Attest

Jeff Randall, Secretary
Print Name and Title
(If Corporate: Secretary, Assistant Secretary, Chief Financial Officer or Assistant Treasurer)



B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is
3

List of equipment: _____

1- F350 Ford Truck

1- 12' Wells Cargo Trailer

Echo Blower

Echo Hedge Shear

Brown Bed Redefiner

Hand Tools (Spades Shovels, Cultivators, Rakes

Hand Pruners, + Safety Equipment)

Safety Arrow Board

C. If applicable, attach copies of Certified Landscape Technician certificates



January 20, 2015

James Turcan
Cornerstone Partners Horticultural Services
P.O. Box 745
Saint Charles, IL 60174

ID: 248739

Dear James,

Thank you for your recent recertification. We commend you for your commitment to maintaining your PLANET certification every two years through the recertification process. Please find your updated wallet card that reflects the new good-through date below.

Continuing education and industry service are critical to maintaining the active status of your PLANET certification. As you know, these activities are measured in Continuing Education Units (CEUs), and you are required to report 24 CEUs earned during your two-year cycle to maintain the active status of your certification. Your next recertification is due on or before December 31 at the end of your two-year certification renewal cycle as indicated by your good-through date.

Details on the recertification process including a recertification requirements list and frequently asked questions are available on PLANET's Web site in the Recertification Center at <http://www.landcarenetwork.org/certification/recertification.cfm>. Please visit often for updates and information. A CEU submission form is located online. This completed form and your recertification fee are all that you need to send to PLANET on or before your good-through date – you do not need to send in documentation unless requested per a random recertification audit. Please keep your attendance documentation on file.

If you have questions on the recertification process or would like information on other PLANET certification programs, please do not hesitate to contact PLANET at (800) 395-2522.

Again, congratulations!

Sincerely,

David Hupman
Landscape Industry Certified Manager & Technician
Chair, International Certification Council



James Turcan
Ornamental & Turf Maintenance

Recertify by 12/31/2016

***P.S. Promote that you are Landscape Industry Certified!
Here's the link to your marketing toolkit:***

www.landcarenetwork.org/PLANET/Certification/Certificant-Toolkit.aspx

QUALIFIED • CONFIDENT • RECOGNIZED



James Turcan
Ornamental & Turf Maintenance

Recertify by 12/31/2016

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS –
AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION CONTRACT OR
AGREEMENT INCLUDING COMPLETED OPERATIONS – PRIMARY AND
NONCONTRIBUTORY**

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

A. Section II – Who Is An Insured is amended to include as an additional insured:

1. Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and
2. Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of:

- a. your ongoing operations for the additional insured; or
- b. "Your work" for the additional insured and included in the "products – completed operations hazard".

However, the insurance afforded to such additional insured described above:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury," "property damage" and "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services including:

- a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports,

surveys, field orders, change orders or drawings and specifications; or

- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by the insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement described in Paragraph A.1.; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

D. The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary and Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

E. All other terms and conditions of this policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL AUTO AMENDMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

The BUSINESS AUTO COVERAGE FORM is amended to include the following clarifications and extensions of coverage. With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. BLANKET ADDITIONAL INSURED

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- d. Any person or organization who is a party to a written agreement or contract with you in which you agree to provide the type of insurance afforded under this Business Auto Coverage Form.

This provision applies to claims for “bodily injury” or “property damage” which occur after the execution of any written agreement or contract.

B. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- e. Any organization which you acquire or form after the effective date of this policy in which you maintain ownership or majority interest. However:
 - (1) Coverage under this provision is afforded only up to 180 days after you acquire or form the organization, or to the end of the policy period, whichever is earlier.
 - (2) Any organization you acquire or form will not be considered an “insured” if:
 - A. The organization is a partnership or a joint venture; or
 - B. That organization is covered under other similar insurance.
 - (3) Coverage under this provision does not apply to any claim for “bodily injury” or “property damage” resulting from an “accident” that occurred before you formed or acquired the organization.

C. SUBSIDIARIES AS INSURED

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, “insured” does not include any subsidiary that is an “insured” under any other automobile liability policy or was an “insured” under such a policy but for termination of that policy or the exhaustion of the policy’s limits of liability.

D. COVERAGE EXTENSIONS – SUPPLEMENTARY PAYMENTS

SECTION II – LIABILITY COVERAGE, A.2.a. Coverage Extensions, Supplementary Payments (2) and (4) are replaced by the following:

- (2) Up to \$3,000 for the cost of bail bonds (including bonds for related traffic law violations) required because of an “accident” we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the “insured” at our request, including actual loss of earnings up to \$350 a day because of time off from work.

E. PHYSICAL DAMAGE – TOWING

SECTION III – PHYSICAL DAMAGE COVERAGE, A.2. Towing is replaced with the following:

We will pay for towing and labor costs incurred, subject to the following:

- a. Up to \$100 each time a covered “auto” of the private passenger type is disabled; or
- b. Up to \$500 each time a covered “auto” other than the private passenger type is disabled.

However, the labor must be performed at the place of disablement.

F. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES

SECTION III – PHYSICAL DAMAGE COVERAGE, A.4. Coverage Extensions subparagraph a. Transportation Expenses is replaced by the following:

- (1) We will pay up to \$75 per day to a maximum of \$1,000 for temporary transportation expense incurred by you because of the total theft of a covered “auto” of the private passenger type. We will pay only for those covered “autos” for which you carry either Comprehensive or Specified Cause of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy’s expirations, when the covered “auto” is returned to use or we pay for its “loss.”

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL AUTO AMENDMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

The BUSINESS AUTO COVERAGE FORM is amended to include the following clarifications and extensions of coverage. With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. BLANKET ADDITIONAL INSURED

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- d. Any person or organization who is a party to a written agreement or contract with you in which you agree to provide the type of insurance afforded under this Business Auto Coverage Form.

This provision applies to claims for “bodily injury” or “property damage” which occur after the execution of any written agreement or contract.

B. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- e. Any organization which you acquire or form after the effective date of this policy in which you maintain ownership or majority interest. However:
 - (1) Coverage under this provision is afforded only up to 180 days after you acquire or form the organization, or to the end of the policy period, whichever is earlier.
 - (2) Any organization you acquire or form will not be considered an “insured” if:
 - A. The organization is a partnership or a joint venture; or
 - B. That organization is covered under other similar insurance.
 - (3) Coverage under this provision does not apply to any claim for “bodily injury” or “property damage” resulting from an “accident” that occurred before you formed or acquired the organization.

C. SUBSIDIARIES AS INSURED

SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured is amended by adding the following:

- f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, “insured” does not include any subsidiary that is an “insured” under any other automobile liability policy or was an “insured” under such a policy but for termination of that policy or the exhaustion of the policy’s limits of liability.

D. COVERAGE EXTENSIONS – SUPPLEMENTARY PAYMENTS

SECTION II – LIABILITY COVERAGE, A.2.a. Coverage Extensions, Supplementary Payments (2) and (4) are replaced by the following:

- (2) Up to \$3,000 for the cost of bail bonds (including bonds for related traffic law violations) required because of an “accident” we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the “insured” at our request, including actual loss of earnings up to \$350 a day because of time off from work.

E. PHYSICAL DAMAGE – TOWING

SECTION III – PHYSICAL DAMAGE COVERAGE, A.2. Towing is replaced with the following:

We will pay for towing and labor costs incurred, subject to the following:

- a. Up to \$100 each time a covered “auto” of the private passenger type is disabled; or
- b. Up to \$500 each time a covered “auto” other than the private passenger type is disabled.

However, the labor must be performed at the place of disablement.

F. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES

SECTION III – PHYSICAL DAMAGE COVERAGE, A.4. Coverage Extensions subparagraph a. Transportation Expenses is replaced by the following:

- (1) We will pay up to \$75 per day to a maximum of \$1,000 for temporary transportation expense incurred by you because of the total theft of a covered “auto” of the private passenger type. We will pay only for those covered “autos” for which you carry either Comprehensive or Specified Cause of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy’s expirations, when the covered “auto” is returned to use or we pay for its “loss.”

IV. PROPOSAL/CONTRACT FORM

The undersigned Contractor offers to provide to the City of St. Charles, **Landscape Maintenance Services** conforming to the specifications, terms and conditions set forth herein.

A. Unit Prices and Extensions

Cornerstone Partners Horticultural Services

YEAR	ESTIMATED CYCLES	UNIT (WEEKLY) PRICE	EXTENSION
Base: May 1, 2015 to April 30, 2016	28	\$ 845.00	\$ 23,660 ⁰⁰
Optional: May 1, 2016 to April 30, 2017	28	\$ 845.00	\$ 23,660 ⁰⁰
Optional: May 1, 2017 to April 30, 2018	28	\$ 890.00	\$ 24,920 ⁰⁰
Optional: May 1, 2018 to April 30, 2019	28	\$ 890.00	\$ 24,920 ⁰⁰
Additional Landscape Maintenance	Hourly	\$ 31.74 per hr.	2015 --- 2016 only

Price per cubic yard of mulch: \$ 61⁶¹ installed (Cornerstone Blended Hardwood mulch)

Price per cubic yard of mulch: \$ 42.00 hr (City of St Charles supplied mulch)

Actual award will be based on unit prices of the base bid term. The actual quantity will be determined by the need and budgetary funds available.

* Above fee's include spraying a post emergent herbicide on turf where trees have no existing tree ring, once turf is dead weed whipping downs dead turf. Excludes installation of mulch as it may differ from City mulch to contractors mulch, depending on location.

* Excludes installing mulch in newly mulched North City Park/King Lot as it has new mulch now.



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation Waive the Formal Bid Procedure and Award Contracts for Tree Pruning and Removal Services to DeMar Tree Service and Skyline Tree Service
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$245,000.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Tree trimming is a very important component to proper management of the City’s urban forest as well as to the City’s electric reliability efforts. The City solicited proposals for tree pruning and removal services and received six acceptable competitive bids from local vendors. Given the volume and scope of work to be completed, as well as the need for sufficient on-call emergency responders with specialized equipment, we recommend awarding the contract to the two most responsive and responsible proposers.

The City has used DeMar and Skyline in previous forestry programs with excellent results. The proposed prices that the two companies submitted were very close, and having two contractors will create a diverse operational advantage for the Electric Utility and Public Services operations.

Attachments: *(please list)*

- Price Proposal Tabulation
- Tree Pruning & Removal RFP/Contract with DeMar Tree Service
- Tree Pruning & Removal RFP/Contract with Skyline Tree Service

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and award contracts to DeMar Tree Service for an amount not to exceed \$145,000 and Skyline Tree Service for an amount not to exceed \$100,000 for Urban Forestry Maintenance and Electric Line Tree Trimming Services.

<i>For office use only:</i>	<i>Agenda Item Number: 5.j</i>
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REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

DeMar Tree & Landscaping Service
6N112 N. Rt. 31
St. Charles, IL 60175

Skyline Tree Service
P.O. Box 3058
St. Charles, IL 60174

For the purchase of: Pruning and Removal of Parkway Trees and Trees Encroaching on Power Lines

At a combined total cost not to exceed: \$ 245,000

Reason for the request to waive the bid procedure: Tree trimming is a very important component to proper management of the City's urban forest as well as to the City's electric reliability efforts. The City solicited proposals for tree pruning and removal services to ensure that proper equipment was available and that all staff was certified to work around live power lines. Given the volume and scope of work to be completed, as well as the need for sufficient on-call emergency responders with specialized equipment, we recommend awarding the contract to the two most responsive and responsible proposers.

The City has used DeMar and Skyline in previous forestry programs with excellent results. The proposed prices that the two companies submitted were very close, and having two contractors will create a diverse operational advantage for the Electric Utility and Public Services operations.

Other Quotations Received: Four

Date: 04/27/2015

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

**Forestry (Trimming, Removal, Stump Grinding) Proposals
2-Apr-15**

FY15/16 Rates

	3-Man Crew	Bucket Truck	Chipper/Truck	Pickup	Stump Grinder	Total / Hour (Trimming)	Total / Hour (Removal)
DeMar Tree Service St. Charles, IL	\$ 93.60	\$ 7.00	\$ 6.00	\$ -	\$ 4.35	\$ 106.60	\$ 110.95
Skyline Tree Service St. Charles, IL	\$ 120.00	\$ 10.00	\$ 10.00	\$ -	\$ 15.00	\$ 140.00	\$ 155.00
Asplund Tree Expert Co. Streamwood, IL	\$ 122.73	\$ 20.75	\$ 14.00	No Bid	No Bid	\$ 157.48	No Bid
Davey Tree Expert Co. West Chicago, IL	\$ 180.00	\$ 20.75	\$ 27.50	\$ 8.50	\$ 18.50	\$ 228.25	\$ 255.25
Kramer Tree Specialists West Chicago, IL	\$ 232.00	\$ 38.00	\$ 36.00	\$ 15.00	\$ 50.00	\$ 306.00	\$ 371.00
Savatree Warrenville, IL	\$ 150.00	\$ 50.00	\$ 80.00	\$ 25.00	\$ 150.00	\$ 280.00	\$ 455.00

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



BID CERTIFICATION

TO: City of St Charles
2 E. Main St.
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: DeMar Tree & Landscape Service INC
Address: 6 N 11A IL Rt. 31
City, State, Zip Code: ST CHARLES IL 60175
Contact Person: RICHARD DEMAR
Telephone Number: 630-377-7400 Cell 630 742-7400
Facsimile Number: 630 584-7400

AUTHORIZED NEGOTIATORS:

Name: Richard DeMar Phone #: 630-377-7400
Name: _____ Phone #: 630-742-7400

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting this proposal, it is understood that the City of St Charles reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

In addition to this document, Offerors shall furnish, with the proposal, all submittals as required herein.

BUSINESS ORGANIZATION:

____ Sole Proprietor: An individual whose signature is affixed.
____ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.
X Corporation: State of Incorporation: ILLINOIS

F E I N # 36-2614422

Please provide your Federal Employer Identification Number (F.E.I.N.):

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



Seal (affix seal below if applicable)

(List Name of Officers)
President Richard Dellar
Vice-President
Secretary LANCE UNDERHILL
Treasurer

Attest:

X Lance Underhill Signature of Secretary
Lance Underhill



DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et seq.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.



CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

DeMar Tree & Landscape Service Inc
Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Richard A DeMar

Type or Print Name

Richard A DeMar

Title

President

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.



CITY OF ST CHARLES, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

Richard A. DeMay, being first duly sworn,
deposes and says: that he is President
(Partner, Officer, Owner, Etc.)

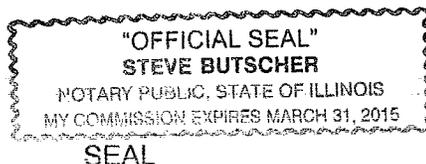
of Richard DeMay Dorman Tree & Landscape Service, Inc.
(Consultant)

The individual or entity making the foregoing proposal or bid certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Richard DeMay
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 20th day of March, 2015



Steve Butscher

Failure to complete and return this form may be considered sufficient reason for rejection of the bid

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

Richard DeMay, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of Richard DeMay
(Consultant)

The party making the foregoing proposal or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Richard DeMay
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 25th day of March, 2015



Steve Butscher
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid



REFERENCES

CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: City of Geneva - Electric Dept
Address: _____
City, State, Zip Code: Geneva IL 60134
Telephone Number: _____
Contact Person: ED RUDY 630 742-2307
Dates of Service: CURRENT

Facility: Fermi Lab
Address: _____
City, State, Zip Code: Geneva IL 60134
Telephone Number: _____
Contact Person: BILL NEWCOMB 630 840 2437
Dates of Service: 2018

Facility: City St Charles Electric Dept
Address: _____
City, State, Zip Code: St Charles IL 60174
Telephone Number: 630 377-4474
Contact Person: GARY SITTER
Dates of Service: CURRENT

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: Nelson Tree & Landscape Service INC Signature: Richard A Nelson

TO: City of St Charles
2 E. Main St.
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Nelson Tree & Landscape Service INC
Address: 6N112 RA 31
City, State, Zip Code: St. Charles IL 60175
Contact Person: Richard A Nelson
Telephone Number: 630 377-7400 630 742-7400
Facsimile Number: 630 584 7400

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Richard A DeMan (bidder) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Name of Bidder

By: Richard A DeMan

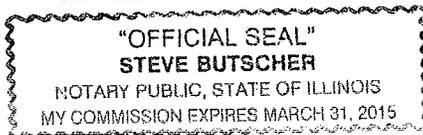
State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 20th day
of March 2015

Steve Butscher
Notary Public



NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane

and DuPage Counties, Illinois, that Richard A DeMer (bidder)

shall comply with all local, state and federal safety standards.

DeMer Tree & Landscape Services INC

Name of Bidder

By: Richard A DeMer

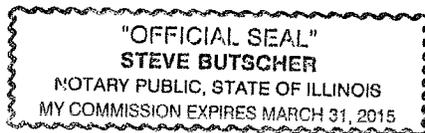
State of Illinois

ss

County of Kane

Subscribed and sworn to before me
this 20th day
of March 2015

Steve Butscher
Notary Public



City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles,
Kane

and DuPage Counties, Illinois, that Richard A. Miller (bidder)

complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act
87-1257

in relation to employment and human rights.

Dollar Tree & Landscape Service Inc

Name of Bidder

By: Richard A. Miller

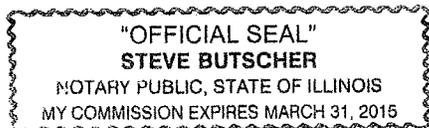
State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 20th day
of March 2015

Steve Butscher
Notary Public



City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

Ray Rogina, Mayor

Attest:

City Clerk

CONTRACTOR: _____

By:

Print Name and Title: _____
(If Corporate: Chairman, President or Vice
President)

Attest

Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer or Assistant Treasurer)

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



BID CERTIFICATION

TO: City of St Charles
2 E. Main St.
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Skyline Tree Service & Landscaping, Inc.
Address: P.O. Box 3058
City, State, Zip Code: St. Charles, IL 60174
Contact Person: Ted Ranney - USA Lotus
Telephone Number: 630.584-2221
Facsimile Number: 630.584-2902

AUTHORIZED NEGOTIATORS:

Name: Ted Ranney Phone #: 630.584.2221
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting this proposal, it is understood that the City of St Charles reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

In addition to this document, Offerors shall furnish, with the proposal, all submittals as required herein.

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.
 Corporation: State of Incorporation: Illinois

Please provide your Federal Employer Identification Number (F.E.I.N.):

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



Seal (affix seal below if applicable)

	(List Name of Officers)
President	<u>Ted Ranney</u>
Vice-President	<u>"</u>
Secretary	<u>"</u>
Treasurer	<u>"</u>

Attest:

Ted Ranney Signature of Secretary



DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.



CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

Skyline Tree Service & Landscaping, Inc.
Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Ted Ranney

Type or Print Name

Ted Ranney

Title

President

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

Theodore Ranney, being first duly sworn,
deposes and says: that he is Theodore Ranney
(Partner, Officer, Owner, Etc.)
of Skyline Tree Service
(Consultant)

The individual or entity making the foregoing proposal or bid certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Skyline Tree Service & Landscaping, Inc
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 2nd day of April, 2015



Eric M. Franck

Failure to complete and return this form may be considered sufficient reason for rejection of the bid

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

Theodore Ranney, being first duly sworn,
deposes and says: that he is Theo Ranney
(Partner, Officer, Owner, Etc.)
of Skyline Tree Service
(Consultant)

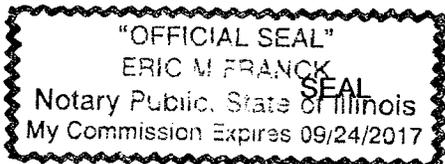
The party making the foregoing proposal or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Skyline Tree Service # Landscaping, Inc.
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 2nd day of April, 2015



[Signature]
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid



REFERENCES

CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: City of Saint Charles - Public Works
Address: 2 East Main St.
City, State, Zip Code: St. Charles, IL 60174
Telephone Number: 630.584-4462
Contact Person: Tony Bellafiore
Dates of Service: 20 - 2015

Facility: City of Geneva - Public Works
Address: 1800 South St.
City, State, Zip Code: Geneva, IL 60134
Telephone Number: 630.232.1501
Contact Person: Tim Kohorst
Dates of Service: 20 - 2015

Facility: City of Batavia - Public Works
Address: 100 N. Island Ave.
City, State, Zip Code: Batavia, IL 60510
Telephone Number: 630.454.2000
Contact Person: Scott Haines
Dates of Service: 20

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: Ted Ranney Signature: Ted Ranney

TO: City of St Charles
2 E. Main St.
St Charles, IL 60174
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: Skyline Tree Service & Landscaping, Inc
Address: P.O. Box 3058
City, State, Zip Code: Saint Charles, IL 60174
Contact Person: Ted Ranney
Telephone Number: 630. 584. 2221
Facsimile Number: 630 584. 2902

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

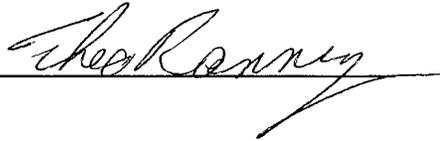
City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Skylime Tree Service (bidder) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Skylime Tree Service
Name of Bidder

By: 

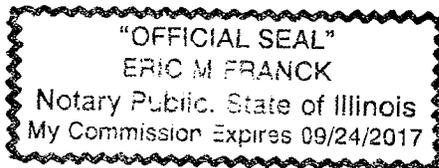
State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 2nd day
of April, 2015


Notary Public



NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles,
Kane

and DuPage Counties, Illinois, that Skyline Tree Service (bidder)

shall comply with all local, state and federal safety standards.

Skyline Tree Service

Name of Bidder

By: *Shea Ranney*

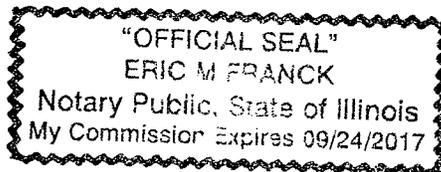
State of Illinois

County of Kane

SS

Subscribed and sworn to before me
this 7th day
of April 2015

[Signature]
Notary Public



City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles,
Kane

and DuPage Counties, Illinois, that Skyline Tree Service (bidder)

complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act
87-1257

in relation to employment and human rights.

Skyline Tree Service

Name of Bidder

By: Wesley Renney

State of Illinois

SS

County of Kane

Subscribed and sworn to before me

this 7th day

of April

[Signature]
Notary Public



City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

Ray Rogina, Mayor

Attest:

City Clerk

CONTRACTOR: _____

By:

Print Name and Title: _____
(If Corporate: Chairman, President or Vice
President)

Attest

Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer or Assistant Treasurer)



Appendix I - Insurance Requirements

City of St. Charles Certificate of Insurance Requirements

Contractor shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- (b) General Liability Insurance:
 - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 3) Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
- (c) Automotive Liability Insurance:
 - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;
 - 2) Proper damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- (d) Umbrella or excess liability coverage of \$5,000,000.
- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.

- (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation.



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve the Volunteer Plaza Dedication

Presenter: Peter Suhr

Please check appropriate box:

	Government Operations	X	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

Executive Summary:

On behalf of the River Corridor of St. Charles, City staff is requesting formal approval to designate the plaza area north of the Municipal Building as “Volunteer Plaza”.

At the February 24, 2014 Government Services Committee Meeting, Staff proposed the Memorial Dedication layout. There was unanimous support to proceed with the location and the memorials themselves.

At the March 24, 2014 Government Services Committee Meeting, Staff presented the final design and location of the Memorial Dedication Garden, again with unanimous support.

In September of 2014, construction of the Municipal Parking Lot and associated plaza was completed.

In January, 2015, the River Corridor Committee agreed to name the proposed area the “Volunteer Plaza”.

Please find attached a map depicting the location of the proposed Volunteer Plaza. Also please find attached a Purpose & Concept overview prepared by the River Corridor.

Attachments: *(please list)*

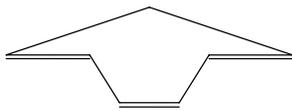
- Map depicting the location of the Volunteer Plaza.
- Purpose & Concept Overview (Prepared by River Corridor of St. Charles).

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve the location of and the Dedication of the Volunteer Plaza.

For office use only: Agenda Item Number: 5.k

VOLUNTEER PLAZA



NORTH

Date: April 27, 2015



Volunteer Plaza

Purpose and Concept

(Prepared by the River Corridor Foundation of St. Charles)

St. Charles is a community of people and businesses bound by a geographic area. The viability and vitality of the community, though, depends on the involvement of residents. In this regard, St. Charles has a long history of residents contributing their time and talent for the betterment of the community. This is the essence of volunteerism.

The cumulative contributions of volunteers since St. Charles was settled in 1834 are immeasurable. Social service, community events, public art, education, conservation, and public improvements are some of the areas that have benefitted by the work of volunteers. It is obvious from even limited observation that these benefits have greatly enhanced the quality of life in our community.

Many agencies formally recognize the efforts of volunteers. The most prominent is the Charlemagne Award given by the Chamber of Commerce for lifetime achievement of service to St. Charles. There are, however, literally hundreds of volunteers who happily give to the community with little, if any, recognition.

With the above thoughts in mind, the River Corridor Foundation of St. Charles is recommending that the plaza currently being developed in the parking lot behind the Municipal Building be designated as Volunteer Plaza. The focus of the plaza will be a sculpture titled Reflections, designed by St. Charles resident Guy Bellaver. It is meant to memorialize and honor Max and Doris Hunt, who, over time have embodied the ideal of volunteerism. Most notably, Max and Doris were able to involve others in their volunteer efforts. Symbolically, the sculpture is constructed of polished stainless steel to reflect the image of the onlooker, as a reminder of his or her responsibility to the community.

The plan is to carry the volunteer theme throughout the plaza. As part of that theme, it is proposed that all the Charlemagne Award winners will be prominently displayed around Reflections. The plaza will also have a rain garden to honor Jim Spear for his long tenure on the city's plan commission. Future art work and landscaping may be placed in the plaza to honor other volunteers.

The plaza space is not large enough to display the names of all the volunteers who have contributed to the community. It is important, though, that all volunteers have the opportunity to be recognized in some way. To this end, it is planned that a digital database will be developed where people can enter volunteer names and related information. The plaza will display instructions for accessing the database. When completed, the plaza will encourage people to contemplate the important role of volunteerism to St. Charles, as well as demonstrate the appreciation the community has for them.



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Memorandum of Understanding with the Kane County Paratransit Coordinating Council and a Resolution Authorizing the Mayor and Clerk to execute on behalf of City of St. Charles
Presenter:	Chris Adesso

Please check appropriate box:

	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$0	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

The City of St Charles is a sponsor of the Ride In Kane program and the coordinating council requests that each participating sponsor designate authorized representatives for participation in the Ride in Kane coordinating council. Most communities have designated either the Mayor or City Administrator as the “authorized signer” (defined as the designated person to sign on matters associated with program commitments and budget) for the program. In addition, each respondent has named two “alternate member representatives” (defined as the person(s) to attend routine meetings and represent the City’s interest on routine operational matters) which has commonly been a program representative and an administrative support staff. Due to the recent changes in the Public Works Department, St. Charles staff would continue to name Mayor Raymond P. Rogina as the authorized signer and recommend adding alternate representative members Chris Adesso, Assistant Director of Public Works-Operations, and Isabel Soderlind, Sr. Admin Assistant, to the memorandum.

Attachments: *(please list)*

Ride in Kane Paratransit Coordinating Council Memorandum of Understanding

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Memorandum of Understanding Agreement and a Resolution authorizing the Mayor and Clerk to execute on behalf of City of St. Charles.

For office use only:

Agenda Item Number: 5.1

Memorandum of Understanding Kane County Paratransit Coordinating Council

WHEREAS, there is a substantial unmet need for paratransit services within Kane County, where "Ride in Kane paratransit" is defined as demand-responsive, curb-to-curb transportation services, and where paratransit rider eligibility, limited to seniors, persons with disabilities, and low-income populations for some programs, is determined by the funding sources;

WHEREAS, Ride in Kane was established in 2008 providing paratransit services, yet there is still a significant unmet travel need among seniors, persons with disabilities, and low-income populations, an unmet need that will also increase substantially during the next 20 years; and

WHEREAS, there is interest in enhancement and coordination of these programs to accommodate unmet service need;

The City of St. Charles
(Organization)

_____ agrees to become a member of the Kane County Paratransit Coordinating Council (the Council). This Memorandum of Understanding documents this agreement but does not signify a commitment of funding at this time. As a Council member, the organization agrees to designate, in writing, an individual to serve as member and an alternate member who shall have the same privileges as members in the member's absence.

The mission of the Council is to help provide guidance for a coordinated paratransit system that will better accommodate the unmet travel needs among seniors, persons with disabilities, and low-income populations of Kane County and cities, towns and townships that are partially within Kane County, and to provide paratransit access for these persons to locations throughout Kane County and within the northeastern Illinois region. Thus, the goal of the Council will be to enhance and improve the existing paratransit system.

The on-going functions of the Council will be to help develop policy, establish guidelines for paratransit services, implement the strategies and recommendations of the *Kane County Paratransit Coordination Study*, as adopted by the Kane County Board in February 2003, examine further strategies, and ensure that there is consumer participation in the planning activities.

IN WITNESS WHEREOF, indicates its support and agreement:

Name: _____
Raymond P. Rogina
(Authorized Signer)

Agency: _____
City of St. Charles

Signature: _____

Title: _____
Mayor

Date: _____

Alternate Member Representative #1 Name/Title: Chris Adesso, Assistant Director of Public Works-Operations

Alternate Member Representative #2 Name/Title: Isabel Soderlind, Sr. Administrative Assistant



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Fiscal Commitment to the Ride in Kane Program for Fiscal Year 2015-2016

Presenter: Chris Adesso

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$82,750	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Each year the Ride in Kane program requires a letter of commitment from each of the program participants in order to secure Federal grant funding for the program. Last year the City pledged a yearly amount of \$82,750 through June of 2016. The commitment letter was submitted and approved by Council on May 2014 and is still in effect until June of 2016. The request authorizes the Mayor to commit funds but does not define the contractual relationship the City would enter in for fiscal year 2015-2016. The agreement that will define the continued contractual relationship with PACE was presented in April 2011 and is still in effect.

Attachments: (please list)

Ride in Kane Commitment Letter
Ride in Kane Service Agreement for Phases 9-12

Recommendation / Suggested Action (briefly explain):

Recommendation to approve Fiscal Commitment to the Ride in Kane Program for Fiscal Year 2015-2016.

For office use only: Agenda Item Number: 5.m



ST. CHARLES
SINCE 1834

#1 City for Families
by FamilyCircle® 2011

May 5, 2014

Mrs. Lynn O'Shea, President
Association for Individual Development
309 W. New Indian Trail Court
Aurora, IL 60506

Dear Lynn:

The City of St. Charles is pledging their sponsorship for the Job Access Reverse Commute (JARC) and New Freedom (NF) programs to continue the *Ride in Kane Program*. We will be partnering with the Association for Individual Development, Pace, Kane County DOT, and other *Ride in Kane* sponsors to implement the program, which will provide coordinated paratransit services to eligible riders (seniors, individuals with disabilities, and income eligible individuals traveling to work or work training programs) residing in Kane County and selected adjacent communities.

As a partner, City of St. Charles pledges 82,750 and an additional PACE subsidy of \$21,749 which will be subject to available appropriations for use as a local match for the potential Job Access Reverse Commute (JARC) and New Freedom (NF) funding. If awarded the JARC and NF grant funds for the *2015-2016 Ride in Kane Program: Phases 11 and 12*, the Kane County Paratransit Coordinating Council (KCPCC) will establish a contractual relationship with the Association for Individual Development to administer the implementation and management of the *Ride in Kane Program*. We anticipate that this program will provide our organization with 10,000 annually, which is unmet by existing transportation resources and services.

Again, the City of St. Charles affirms its program participation and local match support to the KCPCC and Association for Individual Development for their JARC and NF funding proposal for the *2015-2016 Ride in Kane Program: Phase 11 and 12*.
Thank you for your consideration.

Sincerely,

Raymond P. Rogina
City of St. Charles

RAYMOND P. ROGINA *Mayor*

MARK KOENEN, P.E. *City Administrator*

**RIDE IN KANE
NEW FREEDOM/JARC SERVICE AGREEMENT
Phase 9, 10, 11 and 12**

Projected Service dates: May 2014 through June 2016 (Phase 9 through Phase 12 grant cycle)

THIS AGREEMENT is made this 5 day of May, 2014, by and in between the Association for Individual Development (hereinafter referred to as "AID") and City of St. Charles (hereinafter referred to as "City of St. Charles").

"WHEREAS, the Regional Transportation Authority, as designated recipient of federal New Freedom and JARC funds has agreed to allow AID, as grantee, to apply for certain federal funds for the Ride in Kane Program, in accordance with the New Freedom and JARC Program; the Technical Services Agreement between RTA and AID; and the application made to RTA by AID;"

WHEREAS, Ride in Kane Sponsors are Aurora Township, City of Elgin, Elgin Township, Association for Individual Development, Senior Services Association, Dundee Township, City of Geneva, City of St. Charles, St. Charles Township, City of Batavia, Batavia Township, Village of Gilberts, INC Board, Marklund, Village of South Elgin, Blackberry Township, Campton Township, Village of Campton Hills, Kaneville Township, Two Rivers Head Start, and Hesed House (collectively referred to as "Ride in Kane Sponsors").

WHEREAS, Ride in Kane Sponsors requested and AID has agreed to make application to the Federal Transit Administration for a Federal Fiscal Years 2014-2016 New Freedom Grant and a Federal Fiscal Year 2014-2016 JARC grants in the amount of **\$1.4 million each year** which will fund the federal portion of Ride in Kane Service;

WHEREAS, under the New Freedom and JARC the federal share of eligible capital/mobility management and planning costs may not exceed 80 percent of the net cost of the project and the federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the project;

WHEREAS, Ride in Kane Sponsors agree to fund the local share/non federal portion of the New Freedom and JARC grants in the amount of \$1.4.

WHEREAS, City of St. Charles agrees to satisfy a portion of the local share of the eligible mobility management costs of the project for its registered riders and a portion of the local share for the eligible operating costs of the project at no less than 50 percent of the net cost for its registered riders by committing funds in the amount of \$82,750 each fiscal year;

WHEREAS, AID as Grantee of New Freedom and JARC Funding has agreed to enter into an Agreement with PACE in order for PACE to provide the services more specifically set forth herein;

WHEREAS, the Ride in Kane Sponsors agree to comply and cooperate with all applicable provisions of the New Freedom and JARC Program Guidance and Application Instructions as set forth in Federal Transit Administration Circular C 9045.1 and Circular C 9050.1 which is incorporated by reference and made a part of this Agreement as though fully set forth thereto;

NOW THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Description of Service: The Ride in Kane services are described in Exhibit A attached

hereto and made a part hereof. PACE shall be responsible for providing all transportation services in connection with the Ride in Kane Program.

2. Service Parameters: City of St. Charles agrees to ensure that the service parameters for their eligible riders in Ride in Kane shall be in compliance with the goals and objectives of the New Freedom and JARC grants and FTA C 9045.1 and FTA C 9050.1 which is incorporated by reference and made a part of this Agreement as though fully set forth herein. Any change in the service parameters must be in compliance with the FTA New Freedom and JARC regulations. In addition, City of St. Charles agrees to comply and cooperate with all applicable provisions of the New Freedom and JARC Program Federal Transit Administration (FTA) Statutory References 49 U.S.C. Section 5317 and 49 U.S.C. Section 5316 that is incorporated by reference and made a part of this Agreement as though fully set forth herein.
3. Term: This Agreement shall remain in effect for as long as there are sufficient funds to support the service unless either party terminates the agreement pursuant to paragraph 7.
4. Billing: Pace shall bill monthly, City of St. Charles a portion of the local share of the eligible mobility management costs of the project for its registered riders and a portion of the local share for the eligible operating costs of the project at no less than 50 percent of the net cost for its registered riders; City of St. Charles agrees to make payment to Pace due within thirty days of receipt of billing. Payment shall be sent to:
 5. Reporting City of St. Charles agrees to provide AID a copy of the monthly invoice for services received from Pace along with a copy of proof of payment.
 6. Service Provision: Neither Pace nor AID shall be responsible for any failure to provide the Service due to circumstances beyond the control of Pace. It shall be the sole responsibility of Pace to make every reasonable effort to restore Service as soon as practical under the circumstances. Pace shall have the right to make minor revisions to the Service during the term of this Agreement upon written notification to and concurrence by AID. AID shall not be held responsible for any failure of PACE to provide service due to circumstances beyond the control of AID.
 7. Termination: Either party may terminate this agreement with forty-five (45) days written notice. However, outstanding payments due and owing shall survive termination of the agreement.
 8. Complete Agreement: This Agreement constitutes the entire agreement between the parties hereto. Any proposed change to this Agreement shall be submitted to AID for its prior approval. No modification, addition or deletion to this Agreement shall be effective unless and until such changes are reduced to writing and executed by the authorized officers of each party.
 9. Notices: All notices due to the other party shall be delivered as follows unless and until otherwise directed

If to: Association for Individual Development:

Association for Individual Development
309 West New Indian Trail Court
Aurora, IL 60506-2494
Attn: Lynn O'Shea, President

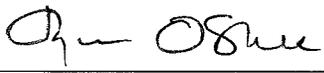
If to

City of St. Charles
2 E. Main Street
St. Charles, IL 60174
Attn. Peter Suhr

10. Governing Law: This Agreement shall be construed in accordance with the laws of the State of Illinois.
11. The parties agree that the preamble and whereas clauses are terms of this Agreement as though fully set forth hereunder.
12. This Agreement has been duly authorized by the proper authorities of AID and City of St. Charles.
13. Compliance with Policies and Procedures. City of St. Charles hereby agrees to adhere to all Ride in Kane Program policies and procedures as determined by AID, PACE, and the Regional Transportation Authority (the "RTA").
14. Miscellaneous.
 - A. City of St. Charles acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the United States or to the State of Illinois in connection with the Ride in Kane Program, they reserve the right to impose on the Sponsor the penalties of 18 USC 1001, 49 USC 5307, 31 USC 3801, and 49 CFR 31, as they may deem appropriate.
 - B. City of St. Charles acknowledges that federal and state governmental requirements may change and the changed requirements will apply to the Project as required. City of St. Charles acknowledges that a reference to a specific law in this Agreement is considered to be a reference to 1) such law as it may be amended, modified, or supplemented from time to time, 2) all regulations and rules pertaining to or promulgated pursuant to such law, 3) the successor to the law resulting from recodification or similar reorganizing of laws and 4) all future laws pertaining to the same or similar subject matter.

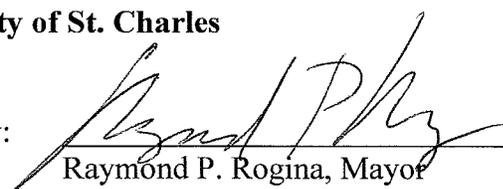
IN WITNESS WHEREOF: the parties hereto have caused the Agreement to be made effective as the date set forth above and executed by their duly authorized officials.

**ASSOCIATION FOR
INDIVIDUAL DEVELOPMENT**

By: 
Lynn O'Shea, President

Date: 5-19-14

City of St. Charles

By: 
Raymond P. Rogina, Mayor

Date: 5/5/14

**Exhibit A – Ride in Kane
TRANSPORTATION SERVICES**

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT

TYPE OF SERVICE:	Demand Response service. Service levels will not exceed limits dictated by funding levels stipulated in this agreement.
SERVICE OPERATED BY:	Contractors including: Private Paratransit providers, Taxi Cab Companies, Other Qualified Providers of Transportation services.
MOBILITY MANAGEMENT:	Private Contractor will provide a mobility management service. This includes operations of a central call center for service access by consumers, data management and trip management. Mobility management may include passenger assessments for the purpose of travel planning and passenger training.
TRIP RESERVATION METHOD:	<p>Reservations shall be accepted at the Pace central call center a maximum of seven (7) days in advance of the day service for an eligible trip request or as directed by Pace.</p> <p>Trips, which previously were provided as subscriptions, will continue to be provided as subscriptions, as defined and approved by Pace.</p> <p>Trips requested with less than one (1) day but more than four (4) hours advance notice from the desired pick up time may be honored to the extent that the request can be accommodated within the framework of the day's schedule. Trip requests having over one (1) day notice from the desired pick up time shall be accommodated.</p>
SERVICE MODE:	A transit vehicle, either a paratransit bus or taxi, will be deployed that is identified to be the most cost effective, efficient and appropriate to provide service.
SERVICE AREA:	Trips shall be provided within the Kane County area and surrounding counties as authorized by the AID.
SERVICE HOURS:	Twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.
FARE STRUCTURE:	\$ <u>4.00</u> per one-way trip up to ten (10) miles; \$ <u>1.50</u> per 1 mile thereafter; Airport fares at the established discount fare, or as determined by the Sponsors.
RIDER ELIGIBILITY:	The Sponsor shall be responsible for determining and retaining records of rider eligibility in accordance with JARC and NEW FREEDOM funding eligibility requirements and provide the information on eligible riders to AID upon request.

Exhibit B – Ride in Kane REPORT(S) DESCRIPTION

The following is a list and brief description of each category of reports which have been designed and are being produced to generate data for the Ride in Kane project.

1. **Detailed Funding Source (Sponsor) Report**

The intent of this report is to produce a detailed listing of one-way trips delivered for each Ride in Kane funding sources (sponsor) for a user specified period of time. The normal report period would be monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

The report is intended to match the design and content, as closely as possible, of the Detailed Provider Report. Data provided for each trip will include associated trip data such as rider name, scheduled pick-up time, actual pick-up time, point of origin address, destination address, funding sources (sponsors), total cost of the trip, fare for the trip, distance of the trip, revenue hours (if applicable). The exact content of the report in its final form may vary depending on the feasibility of including the large amount of data specified in one report. It is possible that the report may be broken into one or more additional reports to make the data more manageable for the user.

Plans call for the report to be sorted by provider, funding source, rider, and fare type.

2. **Monthly Source (Sponsor) Invoice Report**

The intent of this report is to produce one or more summary reports of trips delivered for each funding sources (sponsor) for the purposes of generating an invoice type report which may be used to bill funding sources for transportation provided. The normal report period would be monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods specified by the user.

Data provided for each trip will include associated trip data necessary to provide an accounting of the amount owed by each funding source for the specified period, such as the number of one-way trips by Fare Type, total cost of the trips, total expected fare, liquidated damages deducted, the total net reimbursement. The exact content of the report in its final form may vary depending on Pace and provider needs. The report may be broken into one or more additional reports if that design is more useful.

Plans call for the report to be sorted by provider, funding source, fare type, and rider.

3. **Missed Trip Report**

The Missed Trip Report is intended to produce a list of all trips picked up 61 or more minutes after the scheduled time; the Ride in Kane service guideline defining a missed trip. Sufficient detail will be provided to identify the trip within Trapeze and to give the report user the necessary information for review.

4. **On-Time Performance Report**

The On-Time Performance Report (late pickups) is intended to produce a list of all trips picked up 16 or more minutes late, the Ride in Kane service guideline defining a late trip. Sufficient detail will be provided to identify the trip within Trapeze and to give the report user the necessary information for review.

5. **Other Reports**

In addition to the reports described above, reports currently generated can also be made available. Reports currently available include:

Ridership by Category Report – A summary report by funding source indicating trips by fare type, late trips, missed trips, revenue hours, denials, and miles.

Client Trip List Report - A detailed listing alphabetically by rider last name of all trips provided during the specified period. Data included for each trip is rider name, pick-up address, drop-off address, fare type, and funding sources.

Customer Feedback Report – A summary of issues reported by consumers including sponsor, provider, issue, status.

Ride in Kane Comparison - A summary comparing prior two years data including trip count, registrations, gross cost per trip average, sponsor cost per trip average, trip mileage, and ADA trips.

Future Needs – Additionally reports may be designed as needed by Pace, Ride in Kane Sponsors, and with the input of the Kane County Paratransit Coordinating Council.



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve the Purchase of Replacement Doors for Fire Engines 101 and 103
Presenter:	Chris Adesso

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	\$46,722.19	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

Two of the front line Fire Department apparatus', Engine 101 and Engine 103 have corrosion related deterioration issues on the doors to the passenger compartment that are allowing outside elements to enter the cabin area and further deteriorate the apparatus. This damage has begun to accelerate and could lead to significant and costly repairs in the future. Given each of these vehicles is expected to remain in emergency response for a 20 year service life, and planned budget year replacements are FY 22/23 & FY 21/22 respectively, we are recommending that the doors to the cab(s) be replaced in order to achieve the service life of the vehicles and maximize the long term investment in this equipment.

Attachments: *(please list)*

Repair Quotes for the apparatus doors.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Approve the Purchase of Replacement Doors for Fire Engines 101 and 103.

<i>For office use only:</i>	<i>Agenda Item Number: 5.n</i>
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Engine 101 Cab Door Replacement

FWD Seagrave	Cab Door Left Front	\$ 5,457.50
FWD Seagrave	Cab Door Left Rear	\$ 4,919.93
FWD Seagrave	Cab Door Right Rear	\$ 4,991.53
FWD Seagrave	Trim, Cab Black w/Chrome 30'	\$ 111.00
		\$ 15,479.96
Van Eck Fleet Services		\$ 3,461.50
Stripes Plus		\$ 700.00
Total Budget		\$ 19,641.46

Engine 103 Cab Door Replacement

FWD Seagrave	Cab Door Left Front	\$ 5,457.50
FWD Seagrave	Cab Door Right Front	\$ 5,750.27
FWD Seagrave	Cab Door Left Rear	\$ 4,919.93
FWD Seagrave	Cab Door Right Rear	\$ 4,991.53
FWD Seagrave	Trim, Cab Black w/Chrome 40'	\$ 148.00
		\$ 21,267.23
Van Eck Fleet Services		\$ 5,113.50
Stripes Plus		\$ 700.00
Total Budget		\$ 27,080.73



FWD Seagrave



PARTS ORDER FORM

Seagrave Fire Apparatus, LLC

105 E. 12th Street
Clintonville, Wisconsin 54929
Phone (715) 823-2141
Fax (715) 823-5767

Purchase Order:

Quote No.

Date: 10/14/14

Dealer Code 065095

Customer PO #

Order Received

FWD Order No.

Please Note the Following

- 1) Price Effective for 30 Days from Date of Quote
2) Prices quoted FOB Clintonville, WI
3) Minimum billing \$50.00
4) Parts do not include body, prime or paint
5) Non stock parts may be non-cancellable or subject to charges

Ship Via:

- UPS
UPS 2nd Day
Truck
Best way
UPS NEXT DAY AIR
UPS 3 DAY SELECT
AIR FREIGHT

Sold to: St Charles Fire Dept
Address: C/O Account Payable
2 east Main Street
St Charles, IL 60174
Chassis: 78A43 / 78A67
Ship to:
Address:
Attention:
Unit Ship Yes No

Table with 7 columns: Item No, Qty, Part Number, Description, Lead Time, List Price, Net Price. Rows include door kits (unpainted and painted) and trim.

Quoted By: [Signature]
Approved By:

Date: 10-15-14
Date:

Quote must be signed and returned with your order before your order will be entered

Emergency Vehicle Repair Estimate

xxx

Van Eck Fleet Services

400 C Airport Road

Elgin, IL 60123

Phone: (888) 799-6330 / Fax: (847) 931-0110

Repairer License #UDL9740 / Rebuilder License #UDL9741

Written by:

Date Written: 1/0/1900

D e p t	Department Name: ST CHARLES FD Street Address: 112 N RIVERSIDE AVE City /State / Zip: ST CHARLES IL Email: cvoelsch@stcharlesil.gov	Contact Name: CHIP VOELSCH Contact Cell #: (630) 217-5677 Dept Phone: Dept Fax:
------------------	--	--

V e h	Vehicle Description: SEAGRAVE ENGINE 1962 Vehicle Build #: 1F9E028T01CST2097 Truck #: 103	Production Date: Color Code: Mileage:
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We are pleased to submit the following cost estimate:

Line	Description of work to be performed	Body Time	Paint Time	Materials	Parts
1	NOTE: ESTIMATE WRITTEN 10/2014				
2					
3	REMOVE & REPLACE LEFT FRONT CAB DOOR	1.5			
4	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
5	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
6	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
7	FIT DOOR AND REDRILL HINGES	1.0			
8					
9	REMOVE & REPLACE LEFT REAR CAB DOOR	1.5			
10	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
11	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
12	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
13	FIT DOOR AND REDRILL HINGES	1.0			
14					
15	REMOVE & REPLACE RIGHT FRONT CAB DOOR	1.5			
16	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
17	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
18	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
19	FIT DOOR AND REDRILL HINGES	1.0			
20					
21	REMOVE & REPLACE RIGHT REAR CAB DOOR	1.5			
22	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
23	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
24	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
25	FIT DOOR AND REDRILL HINGES	1.0			
26					
27	Acid Etch Prime		1.0	\$45.00	
28	Clear Coat		4.0	\$180.00	

V e h	Vehicle Description: SEAGRAVE ENGINE 1962	Production Date:
	Vehicle Build #: 1F9E028T01CST2097	Color Code:
	Truck #: 103	Mileage:

We are pleased to submit the following cost estimate:

Line	Description of work to be performed	Body Time	Paint Time	Materials	Parts
29	Color Sand & Buff	2.0			
30	Stainless Hardware				\$20.00
31	"ECK" Corrosion Protection	0.5			\$18.00
32	Hazardous Waste Removal				\$8.00
33	0				
34					
35					
36	Estimated Line Item Totals	16.5	25.0	\$1,125.00	\$46.00
37					
38	Estimated Line Totals	\$1,567.50	\$2,375.00	\$1,125.00	\$46.00
39					
40	Job Total	\$5,113.50			

Emergency Vehicle Repair Estimate

xxx

Van Eck Fleet Services

400 C Airport Road
Elgin, IL 60123

Phone: (888) 799-6330 / Fax: (847) 931-0110
Repairer License #UDL9740 / Rebuilder License #UDL9741

Written by:

Date Written: 1/0/1900

D e p t	Department Name: ST CHARLES FD Street Address: 112 N RIVERSIDE AVE City /State / Zip: ST CHARLES IL Email: cvoelsch@stcharlesil.gov	Contact Name: CHIP VOELSCH Contact Cell #: (630) 217-5677 Dept Phone: Dept Fax:
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V e h	Vehicle Description: SEAGRAVE ENGINE 1891 Vehicle Build #: 1F9E028T02CST2067 Truck #: 101	Production Date: Color Code: Mileage:
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We are pleased to submit the following cost estimate:

Line	Description of work to be performed	Body Time	Paint Time	Materials	Parts
1	NOTE: ESTIMATE WRITTEN 10/2014				
2					
3	REMOVE & REPLACE LEFT FRONT CAB DOOR	1.5			
4	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
5	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
6	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
7	FIT DOOR AND REDRILL HINGES	1.0			
8					
9	REMOVE & REPLACE LEFT REAR CAB DOOR	1.5			
10	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
11	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
12	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
13	FIT DOOR AND REDRILL HINGES	1.0			
14					
15	REMOVE & REPLACE RIGHT REAR CAB DOOR	1.5			
16	NOTE: REPLACEING DOOR WITH NEW DOORS SUPPLIED BY CUSTOMER		1.0	\$45.00	
17	REMOVE & REINSTALL INNER TRIM TO REFINISH DOOR JAM ON DOOR	1.0	1.0	\$45.00	
18	REFINISH OUTER DOOR TWO COLORS		3.0	\$135.00	
19	FIT DOOR AND REDRILL HINGES	1.0			
20					
21	Acid Etch Prime		0.7	\$31.50	
22	Clear Coat		3.0	\$135.00	
23	Color Sand & Buff	1.5			
24	Stainless Hardware				\$20.00
25	"ECK" Corrosion Protection	0.5			\$18.00
26	Hazardous Waste Removal				\$8.00
27	0				
28					
29					
30	Estimated Line Item Totals	12.5	18.7	\$841.50	\$46.00

v e h	Vehicle Description: SEAGRAVE ENGINE 1891	Production Date:
	Vehicle Build #: 1F9E028T02CST2067	Color Code:
	Truck #: 101	Mileage:

We are pleased to submit the following cost estimate:

Line	Description of work to be performed	Body Time	Paint Time	Materials	Parts
31					
32	Estimated Line Totals	\$1,031.25	\$1,542.75	\$841.50	\$46.00
33					
34	Job Total	\$3,461.50			



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Presentation of Sustainable Landscape Improvements at the St. Charles History Museum
Presenter:	Chris Adesso/Alison Costanzo

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development		City Council

Estimated Cost:	\$0	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:
 No funding required for this project

Executive Summary:

Presentation of a sustainable landscape/programming project at the St. Charles History Museum. The projected improvements are focused on creating a new opportunity to engage the community through programming not previously available at the museum and consist of the following highlights:

- Repurposing the existing landscaping on the east side of the building to include native plants
- Incorporation of a rain barrel
- Installation of small raised bed for herbs and vegetables
- Placement of small interpretive signs
- Integration of a sustainable piece of art

This project is being fully supported through donations from the Park District, St. Charles Arts Council, Pizzo Native Plant Nursery, Fermi Lab, Primrose Farm and students from St. Charles East H.S.

Attachments: *(please list)*

Sustainability Project Summary from Alison Costanzo
 Location Map of Project Improvements

Recommendation / Suggested Action *(briefly explain):*

For information only.

For office use only: *Agenda Item Number: 5.o*

Sustainability Project
St. Charles History Museum
Alison Costanzo
Executive Director

Why sustainability? For many museums including ours, preservation, education and sustainability go hand and hand. By repurposing the east garden bed of the museum to a native landscape, installing a rain barrel and raised bed for vegetables in our patio area we will be creating a new opportunity to engage our community in a different way. As part of this project we are also developing a temporary exhibit, small interpretive signs, and hands on educational programming. These programs will focus on history, nature, art and sustainability.

This project has also helped us strengthen and develop new community partnerships. The project is being supported by St. Charles Public Works, all of the new native plants are being donated to the Museum by Primrose Farm, Fermi Lab and Pizzo Native Plant Nursery. We are working closely with Hickory Knolls who is donating a rain barrel to the museum and Primrose Farm will be loaning the museum an old plow. We are also working with Erika Young the designer from the St. Charles Park District (see attached) to develop the interpretive signs that will be placed in conjunction with the native landscape, vegetables and rain barrel.

We would also like to integrate a sustainable art piece that would be on loan to the museum for the summer from the St. Charles Arts Council (see attached). The piece would be anchored with stakes in a grassed area to secure the art work. The piece is made from recycled metal and has a solar powered light.

We plan to have this project completed by late spring and ready for the American in Bloom judging. We are hoping to work with a number of groups to help with this project, from the naturalist group that is involved with Hickory Knolls, the National Honors club from St. Charles East as well as our staff, Board, interns and volunteers.

The Rocket

St. Charles Arts Council



Exhibit Title

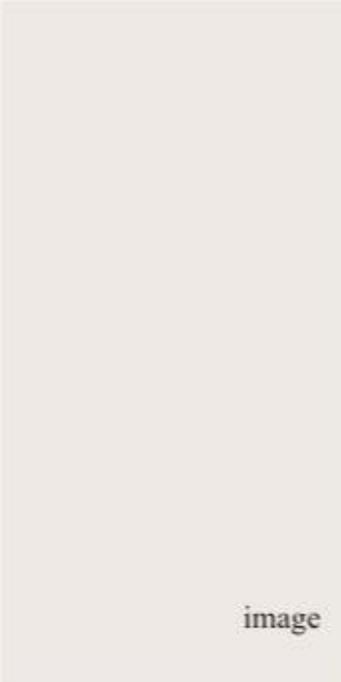
Subtitle

A destination unlike

Explore scenic woodland, wetland & prairie habitats. Leisurely stroll or hike 4+ miles of natural area trails. Leisurely stroll or hike 4+ miles of natural area trails Explore scenic woodland, wetland & prairie habitats

A destination unlike

Explore scenic woodland, wetland & prairie habitats
Explore scenic woodland, wetland & prairie habitats. Leisurely stroll or hike 4+ miles of natural area trails. Leisurely stroll or hike 4+ miles of natural area trails Explore scenic woodland, wetland & prairie habitats

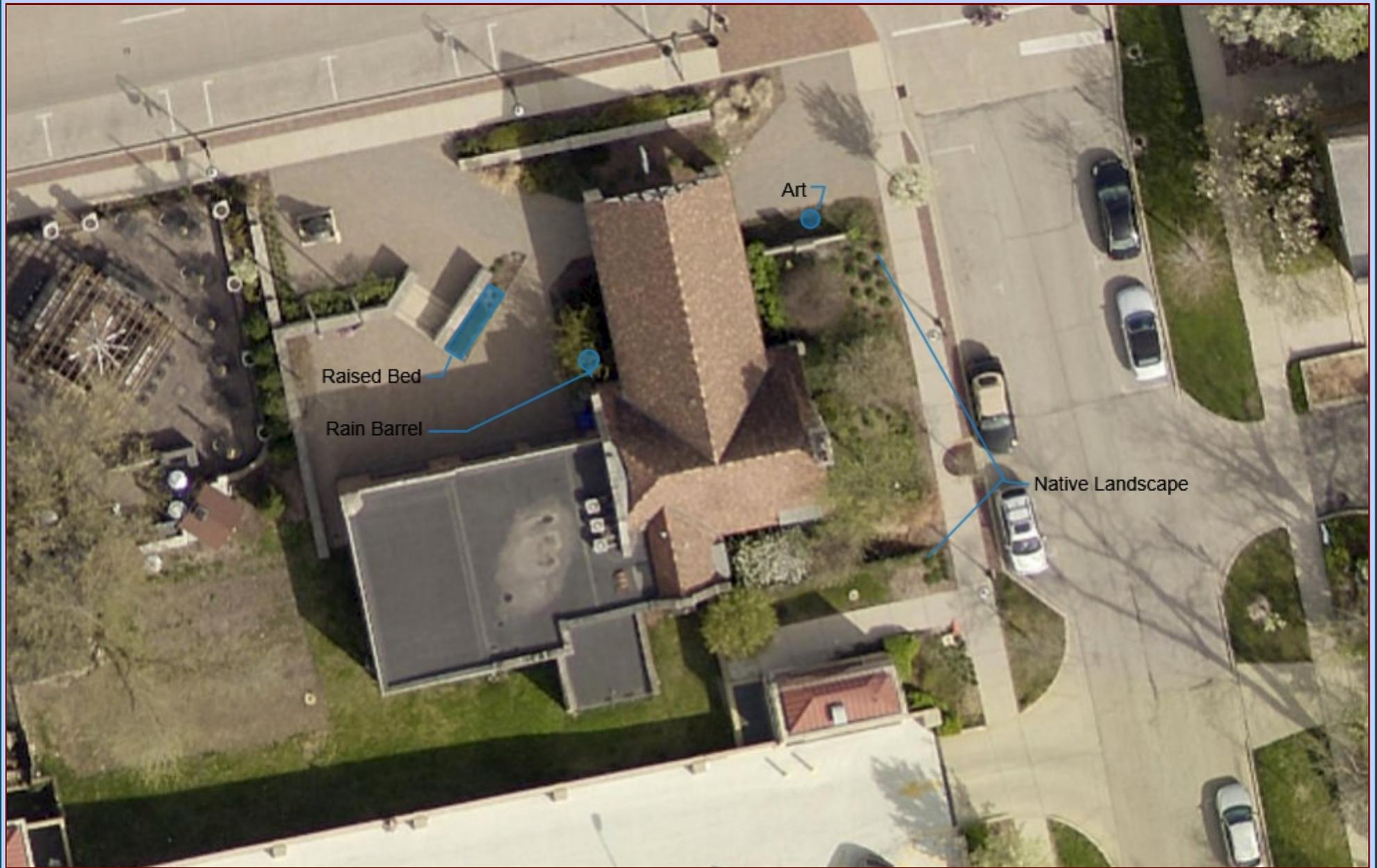


Explore More at



A facility of the St. Charles Park District
3795 Campton Hills Road, St. Charles
630-513-4399 • stcnature.org

Tuesday-Saturday..... 10am-4pm
Sunday..... 12-4pm



Raised Bed

Rain Barrel

Art

Native Landscape



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: April 13, 2015 07:55 AM



0 10 21 Feet

St. Charles History Museum - Sustainable Landscape Project

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Powered by Precision GIS



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Traffic Signal Maintenance Contract with Meade Electric

Presenter: Karen Young

Please check appropriate box:

	Government Operations	X	Government Services – 04.27.15		
Estimated Cost:	\$18,144	Budgeted:	YES	X	NO

Executive Summary:

As part of the annual traffic signal maintenance obligations the City will need to enter into a contract to maintain the following locations:

- Prairie Street & Riverside Avenue
- Illinois Street & First Street
- Illinois Avenue & Riverside Avenue
- Dunham Road & Fox Chase Boulevard
- Peck Road & Campton Hills Road
- Bricher Road & Geneva Commons
- Smith Road & Wal-Mart/Charlestown Mall
- Red Gate Road & River Edge Drive
- Prairie Street & First Street (Flashing Beacon Light Only)

The work performed under this contract generally includes continuous maintenance of the traffic signal system and appurtenances, 24/7 emergency repairs and JULIE locates for traffic signal equipment.

The Traffic Signal Maintenance Contract bids were opened on April 7th. The only bidder was Meade Electric of McCook, IL in the amount of \$18,144 per year. Meade Electric has been the City’s traffic signal maintenance contractor for a number of years and staff has been pleased with the services provided. The bid price received is less than the previous year’s costs. Staff recommends awarding the contract to Meade Electric for Traffic Signal Maintenance in the amount of \$18,144 for Fiscal Year 15/16 with the option to extend the contract for Fiscal Year 16/17.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Traffic Signal Maintenance Contract with Meade Electric in the amount of \$18,144.

For office use only:

Agenda Item Number: 5.p



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Night Work for the Illinois Route 38 Resurfacing Project between Peck Road to Bricher Street/S. 14 th Street
Presenter:	Karen Young

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services – 04.27.15				
Estimated Cost: N/A	Budgeted:	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; padding: 5px;"><input type="checkbox"/> YES</td> <td style="width: 20%; text-align: center; padding: 5px;"><input type="checkbox"/> N/A</td> <td style="width: 20%; text-align: center; padding: 5px;"><input type="checkbox"/> NO</td> <td style="width: 40%;"></td> </tr> </table>	<input type="checkbox"/> YES	<input type="checkbox"/> N/A	<input type="checkbox"/> NO	
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	<input type="checkbox"/> NO				

Executive Summary:

The Illinois Department of Transportation has begun the resurfacing of IL Route 38, from western Kane County to IL Route 31 in Geneva. The work is beginning in western Kane County and heading east to IL Route 31.

The first stage of the work will include repairing curbs and sidewalks, adjusting manhole cover frames and pavement patching. This work will take place during the daytime hours and is expected to be completed in four to six weeks.

The second stage of the work includes the paving operations. Staff from the Illinois Department of Transportation, City of St. Charles, City of Geneva, Kane County Department of Transportation and Plote Construction met to discuss the limits and timing of the paving operations. The paving operations were broken down into four segments. Two of these segments are proposed to be completed during nighttime hours to help with traffic congestion during rush hour and daytime business hours. The proposed segments and timing for each are noted below:

- **IL Route 47 to Peck Road** – Daytime Paving Work Proposed
- **Peck Road to Bricher Road/S 14th Street** – Nighttime Paving Work Proposed
- **Bricher Road/S 14th Street to Anderson Boulevard** – Daytime Paving Work Proposed
- **Anderson Boulevard to IL Route 31** – Nighttime Paving Work Proposed.

Staff feels the nighttime work as proposed in St. Charles will be a positive benefit to traffic flow and disruption to the businesses and the Kane County Court House. Hours of night work are 8pm-6am. It is anticipated that the night work will start in St. Charles around the first week of May.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Night Work for the Illinois Route 38 Resurfacing Project between Peck Road and Bricher Road/S 14th Street.

For office use only:

Agenda Item Number: 5.g



AGENDA ITEM EXECUTIVE SUMMARY

Title: Update on 7th Avenue Creek Project – Information only

Presenter: Karen Young

Please check appropriate box:

Government Operations	X	Government Services – 04.27.15
Estimated Cost: N/A	Budgeted:	YES N/A NO

Executive Summary:

As the 7th Avenue Creek Project continues to move forward, there are a few key updates that we would like to discuss tonight as it relates to the FEMA Mapping Update Process and the City of St. Charles Study Process.

FEMA Mapping Update Process

It was originally anticipated that FEMA would be presenting the City with the proposed draft floodplain maps for review and holding public meeting in April/May 2015. We were recently notified by FEMA that there is a delay on their end due to new design and review regulations. They are not anticipating the release of the draft maps and public meeting sometime in July 2015.

City of St. Charles Study Process

The City’s consultant HR Green continues to move forward with the evaluation of potential design options to develop a long term master plan to relieve flooding along the 7th Avenue Creek watershed. In addition, HR Green received the hydraulic modeling information from FEMA and they are working to identify any areas of concern so we can provide comments back to FEMA for their evaluation.

In an effort to keep everyone informed of the change in the project schedule we are working to provide additional information to the property owners, residents and businesses in the area by the following means:

- **Project Website** - Updating the project website with the anticipated FEMA dates.
- **Email Blast** - Sending out an email blast to those who have signed up through the City’s website.
- **Letters** – Sending out letters notifying every one of the updates to the project schedule.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

For Information Only

For office use only: *Agenda Item Number: 5.r*



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to award Purchase Order for Trencher to Ditch Witch Midwest and Resolution to Sell City Trencher #1915
Presenter:	Tom Bruhl

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$79,685.71	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

Purchasing went out for bids to replace the trencher that the Electric Utility uses for installing services. Two bidders submitted pricing. The lowest bid was Ditch Witch Midwest, and they included a very favorable trade in for our existing unit. Ditch Witch provided a demonstration unit for the City to use, and the proposed model meets specifications and City needs.

In addition to the base price of \$77,733, we are recommending purchasing two options. The first is a boring attachment for \$652.71 that will let us auger under a sidewalk when needed. The second is a 12" frost bucket for digging in the winter for \$1,300.

Attachments: *(please list)*

Bid Tabulation, Resolution for the Sale of Existing Trencher 1915

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award Purchase Order to Ditch Witch Midwest for a new trencher amount of \$79,685.71, and a Resolution to Sell Existing Trencher 1915.

<i>For office use only:</i>	<i>Agenda Item Number: 5.s</i>
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BID: 1-RIDE-ON TRACTOR/TRENCHER

#150327

DEALER			BID PRICE w/trade in		DELIVERY
Currie Motors Fleet 9423 W. Lincoln Hwy. Frankfort, IL 60423			No bid		
Ditch Witch Midwest 124 N. Schmale Rd. Carol Stream, IL 60188			\$77,733 (low w/ & w/out trade in)		2 Weeks
Fox Valley Ford 208 Hansen Blvd. North Aurora, IL 60542			No bid		
Ron Hopkins Ford 1045 E. Chicago Ave. Elgin, IL 60120			No bid		
Rush Truck Centers P. O. Box 2208 Decatur, AL 35609-2208			No bid		
Springhill Ford 800 E. Dundee Ave. East Dundee, IL 60118			No bid		
Vermeer Midwest, Vermeer IL, 2801 Beverly Dr., Aurora, IL 60504			93,999		8 Weeks
Zimmerman Ford 2525 E. Main St. St. Charles, IL 60174			No bid		

MWS:cjb

1-Ride-OnTractor-Trencher 3-102715

City of St. Charles, Illinois
Resolution No. _____

A Resolution Authorizing the Sale of Trencher #1915 Owned by the City of St. Charles

**Presented & Passed by the
City Council on _____**

WHEREAS, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain certain scrap property now owned by the City of St. Charles and hereinafter;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following scrap property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

City Trencher #1915

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing and Inventory Control Division Manager be, and he is hereby authorized and directed to sell the foregoing described scrap property now owned by the City of St. Charles to the highest respective bidders.

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2015.

Raymond P. Rogina, Mayor

Attest:

Nancy Garrison, City Clerk

Resolution 2015-_____

Page_____

Council Vote:

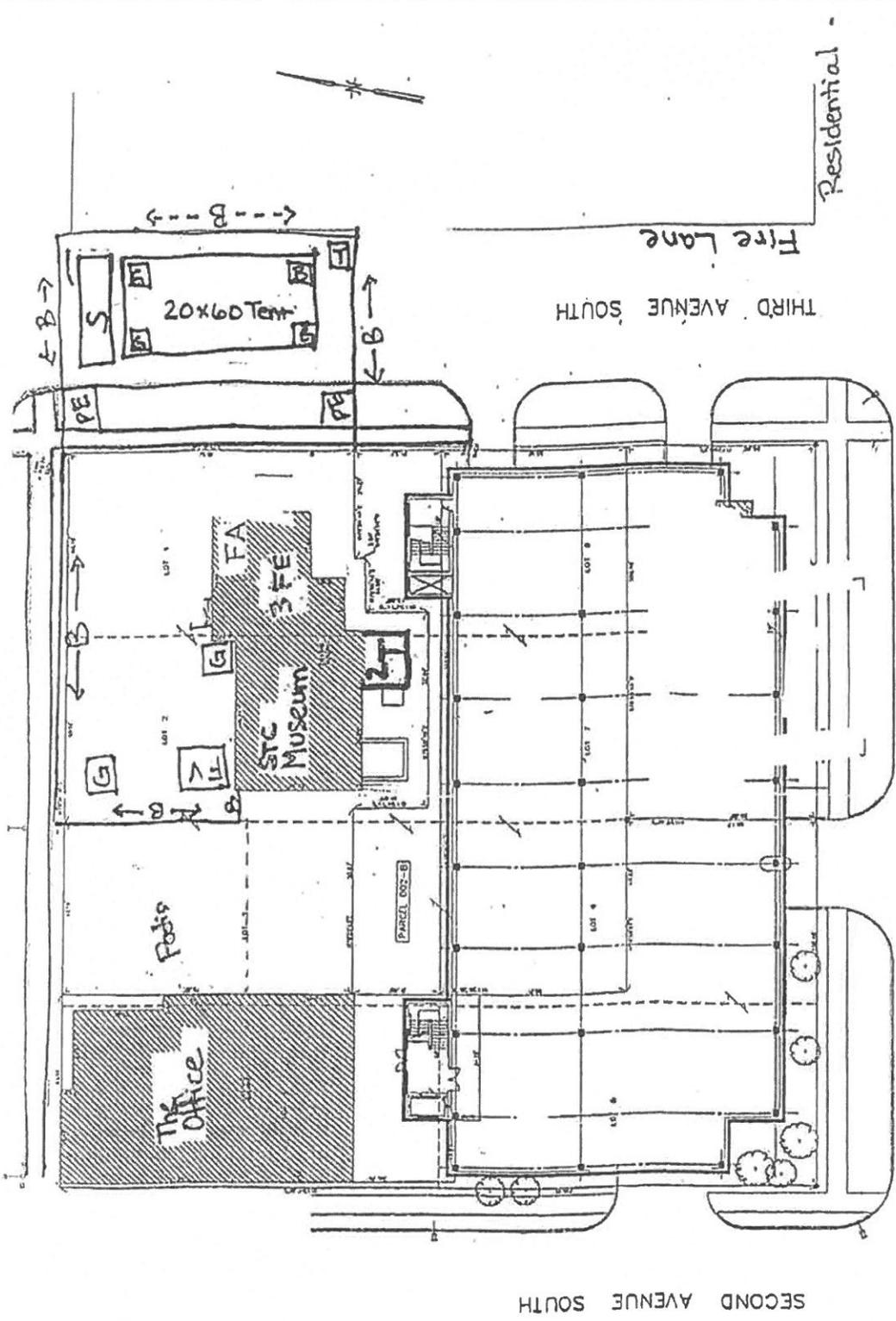
Ayes: _____

Nays: _____

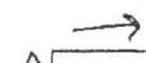
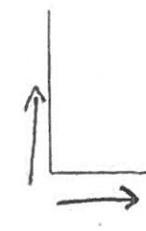
Absent: _____

Abstain: _____

	AGENDA ITEM EXECUTIVE SUMMARY					
	Title:	Recommendation to Approve Street Closure, Class E2 Liquor License, and Use of Amplification Equipment for the Heritage Center Pig Roast				
Presenter:	Chief Keegan					
<i>Please check appropriate box:</i>						
	Government Operations	X	Government Services 04.27.15			
	Planning & Development		City Council			
	Public Hearing					
Estimated Cost:	\$1,467.95 (PW)	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
Executive Summary:						
<p>This is the fifth annual event for this organization and the third time they are requesting for the event to take place at this location – the St. Charles Heritage Center, 215 E. Main St.</p> <p>Event coordinators are requesting that the S. 3rd Avenue closure (from the parking deck north to Route 64) from 8 a.m. on Saturday until noon on Sunday. Tent set-up begins Saturday morning at approximately 9 a.m. the day of the event, June 20, 2015.</p> <p>The Office has submitted an E2 Liquor License for approval and will be responsible for the liquor (beer and wine) portion of this event. The entire area will be fenced off with volunteers working the two entrances. Liquor sales will start at 5:00 p.m. and end at 8:30 p.m.</p> <p>An amplification permit has been requested and will only be used for announcements. A local acoustic band will be playing on the front patio of the Center throughout the duration of this event – no amplification will be utilized for the band.</p> <p>Following is the estimated total cost for the city in which event coordinators are responsible for reimbursing in full: Public Works: \$1,467.95. Due to the fact there were no incidents last year and the low volume of attendees (200 – 250), the Police Department does not need to post any extra duty officers for this event.</p>						
Attachments: <i>(please list)</i>						
Map of event layout						
Recommendation / Suggested Action <i>(briefly explain):</i>						
Recommendation to approve street closure, Class E2 Liquor License, and use of amplification equipment for the Heritage Center Pig Roast.						
<i>For office use only:</i>		<i>Agenda Item Number: 6.a</i>				



WALNUT AVENUE



PROPOSED PROJECT SITE



	AGENDA ITEM EXECUTIVE SUMMARY					
	Title:	Recommendation to Approve Parking Lot, Street Closure, and Use of Amplification Equipment for St. Charles Cruise Nights				
	Presenter:	Deputy Chief Kintz				
<i>Please check appropriate box:</i>						
	Government Operations		X	Government Services 04.27.15		
	Planning & Development			City Council		
	Public Hearing					
Estimated Cost:	\$875.09 (PW)	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
Executive Summary:						
<p>The St. Charles Chamber of Commerce is requesting to host Cruise Nights for the fifth year on July 7, 14, 21, 28 and August 4, 11, 18, and 25, 2015; these are all Tuesday evenings. These cruise nights have been held the past four years without incident.</p> <p>Due to the upcoming construction on 1st Street, event coordinators have requested this event to move back to its original location on Riverside and Walnut Avenues. Riverside Avenue will be closed from Main St. to Illinois St. and Walnut Avenue will be closed from Riverside Ave. to Second Ave. from approximately 4:30 to 8:30 p.m. on each of the dates.</p> <p>In addition to the street closure and use of barricades, they will need an electric hook-up and a loudspeaker permit during the time of the event on each date. The event sponsor will be responsible to move the barricades on each evening to reopen the street.</p> <p>Any prep work, such as dropping barricades, will be handled by Public Works personnel as part of their regular work. Similarly, any need for Police assistance will be handled by on-duty personnel. There will be minimal cost to the City, if any, since no overtime will be expended nor any rental fees associated with barricades.</p> <p>The sponsor has been in contact with all the affected businesses in the immediate area; they support the events and may participate in some manner. The Fire Department requires a 12-foot lane for access of any apparatus that may be needed.</p>						
Attachments: <i>(please list)</i>						
Diagram of event layout						
Recommendation / Suggested Action <i>(briefly explain):</i>						
Recommendation to approve parking lot, street closure, and use of amplification equipment for St. Charles Cruise Nights.						
<i>For office use only:</i>		<i>Agenda Item Number: 6.b</i>				



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: April 10, 2015 09:36 AM



0 59 118 Feet

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Powered by Precision GIS



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Street Closings, Use of Amplification Equipment and Class E-1 Liquor License for the Annual Pride of the Fox Riverfest
Presenter:	Deputy Chief Kintz

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$30,644.28 (see breakdown below)	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:

Executive Summary:

The Pride of the Fox, Inc., sponsors of the 2015 River Fest event, are requesting a different layout for the main part of event this year. Noted from their complete detail are these items:

- 1st Street from W. Main St. to Illinois St. from Friday, June 12th at 4:00 a.m. until Sunday, June 14th at 10:00 p.m., or until everything is cleared, whichever is sooner.
- Pending construction, the north quadrant of “Plaza Green” from Thursday, June 11th at 4:00 a.m. until Monday, June 15th at 7:00 a.m., or until everything is cleared, whichever is sooner.
- Use of the 1st Street Plaza from Thursday, June 11th at 5:00 a.m. until Monday, June 15th at 7:00 a.m.
- Closure of the parking Lot "B" behind the River Rock House from Wednesday, June 10th at 5:00 p.m. until Monday, June 15th at 5:00 p.m., or until everything is cleared, whichever is sooner.
- Additional closure requests include: closure of Riverside Ave. from E. Main St. to Illinois Ave.; closure of Walnut Ave. from Riverside Ave. to S. 2nd Ave.; Checkerboard Lot; Back Parking Lot of Municipal Lot; City Hall municipal lot; back circle behind Police Dept.; Heritage Square lot for (carnival); 3rd St. closure from Cedar St. to State St.; no parking on Cedar St. from 2nd to 3rd St.
- A Class E-1 temporary liquor license. The alcohol service/main stage will be located on Riverside Avenue between Walnut Avenue and Illinois Avenue. This will be the licensed premises and will be laid out in a manner similar to the past. (Diagram attached).
- Alcohol service times requested are:
 - Friday, June 12, 2015 starting at 6:00 p.m., last call 10:30 p.m., area cleared by 11:00 p.m.
 - Saturday, June 13, 2015 starting at noon, last call 10:30 p.m., cleared by 11:00 p.m.
 - Sunday, June 14, 2015 starting at noon and ending by 9:00 p.m.
- Amplified music will end no later than 10:30 p.m. on Friday and Saturday, and 9:00 p.m. Sunday.
- Use of parkways along roadways for directional signs to the event.

Following are the estimated costs from each department:

Police Department	\$15,019.17
Public Works	\$14,785.11
EMA	\$ 840.00
TOTAL:	\$30,644.28

Attachments: *(please list)*

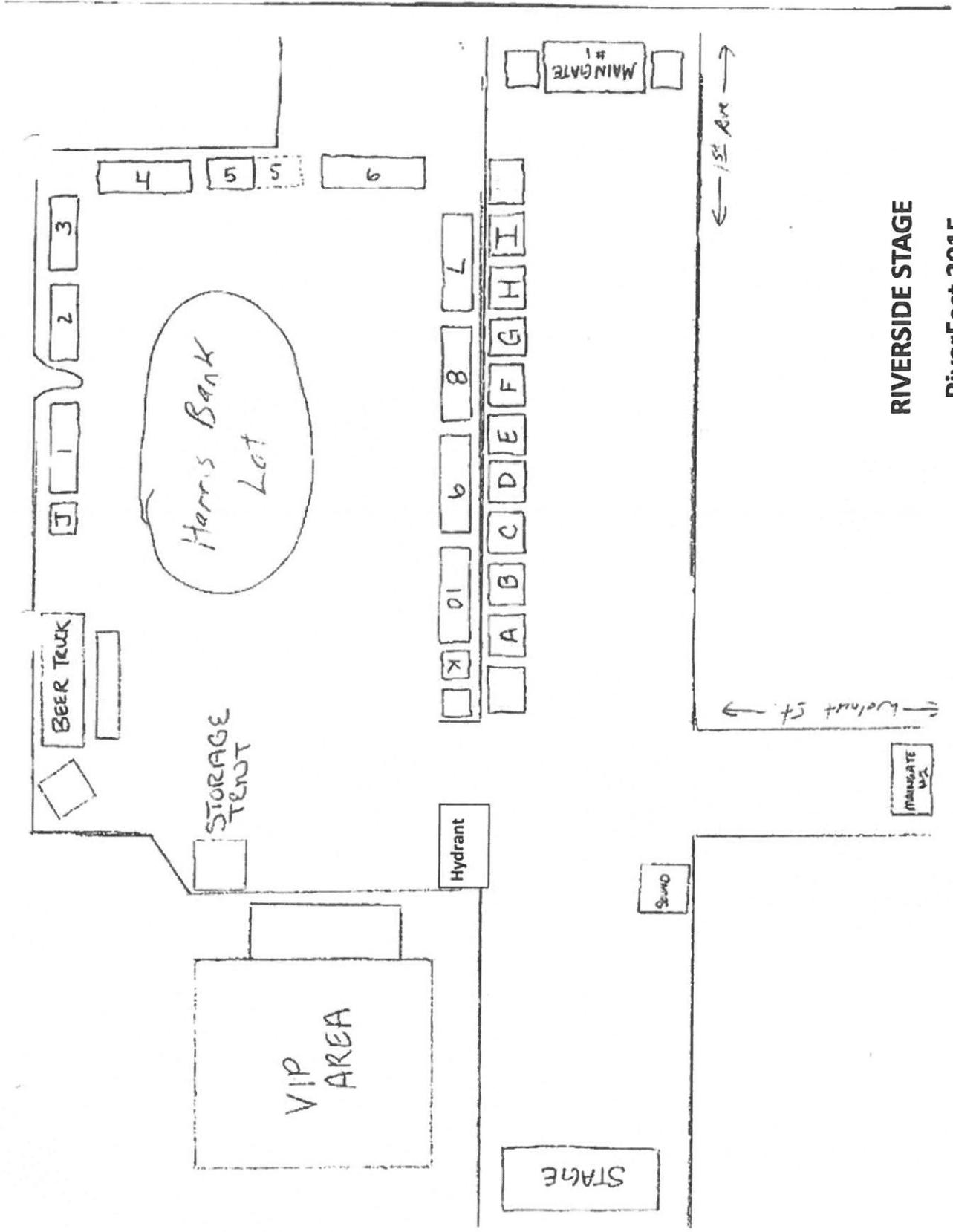
Event coordinator diagrams

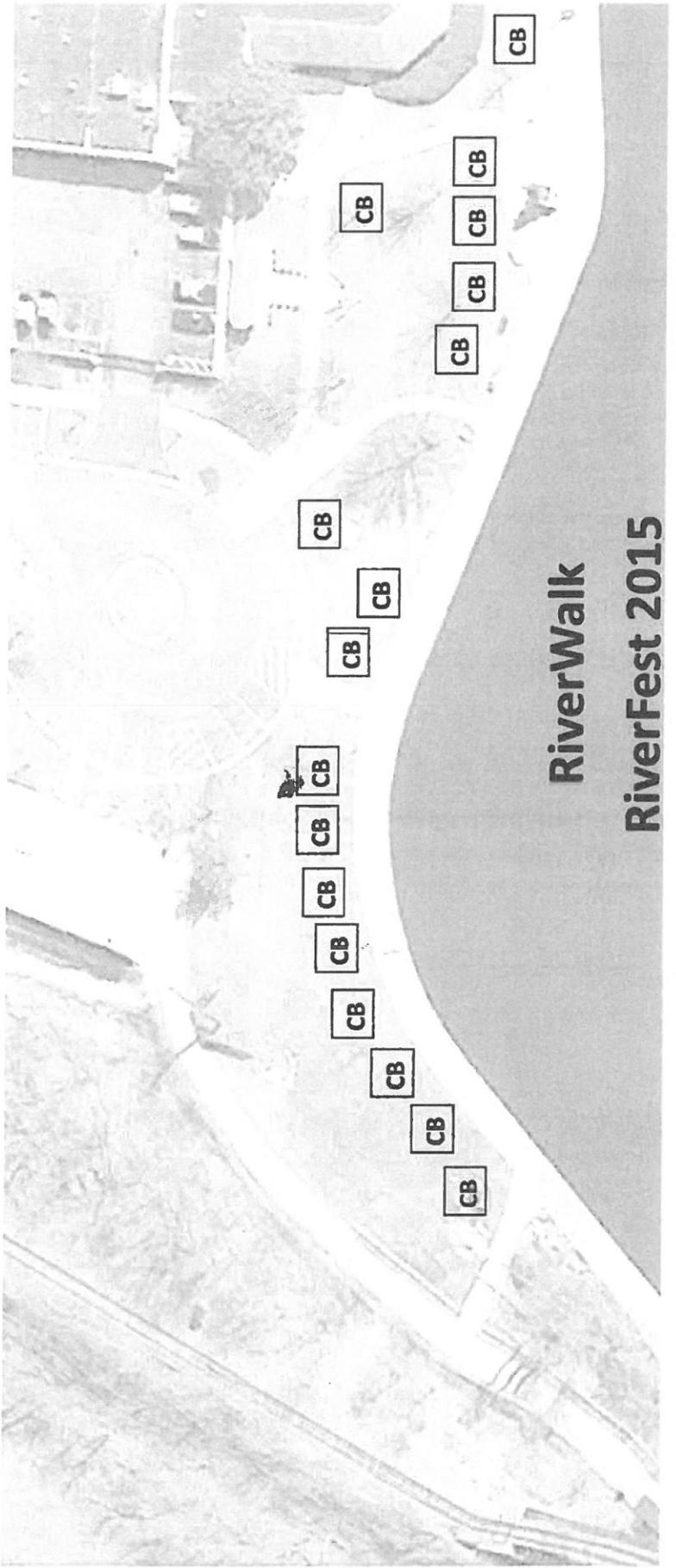
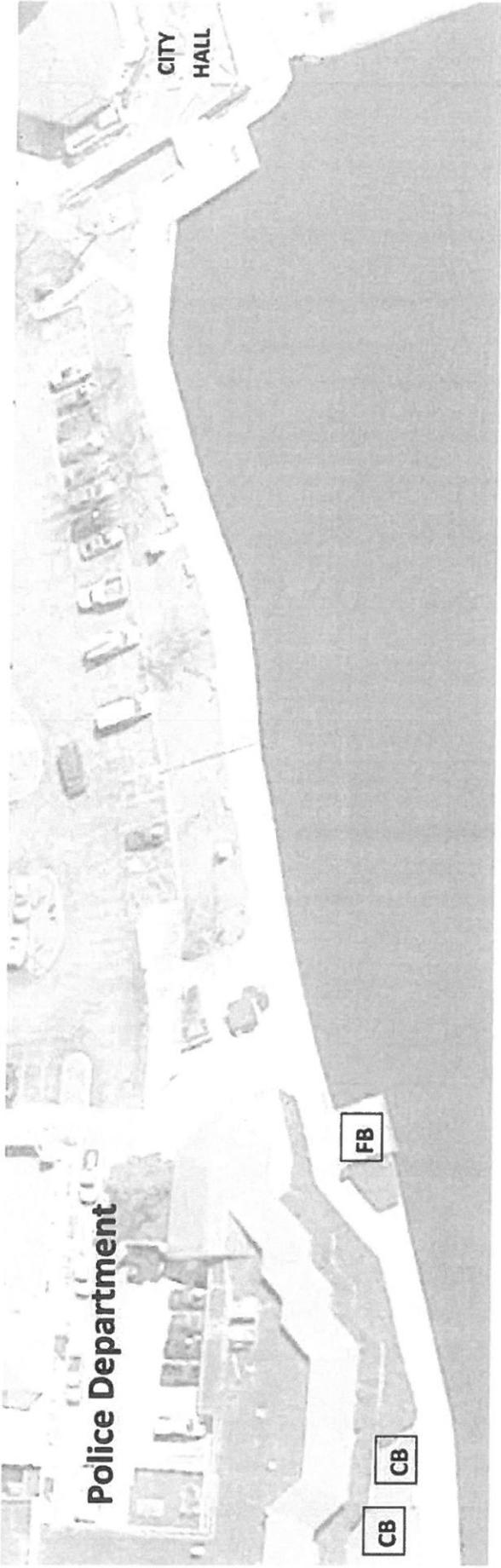
Recommendation / Suggested Action *(briefly explain):*

The Police Department recommends approval of street closings, amplification, and Class E-1 Liquor License for the annual Pride of the Fox Riverfest.

<i>For office use only:</i>	<i>Agenda Item Number: 6.c</i>
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RIVERSIDE STAGE
RiverFest 2015





POTTAWATOMIE PARK

RIVERFEST 2015

Water & Generator

Food Court

INFLATABLES

SUPERDOGZ &
PET BOUTIQUE

PAVILLION

VB

VB

VB

I

CB

CB

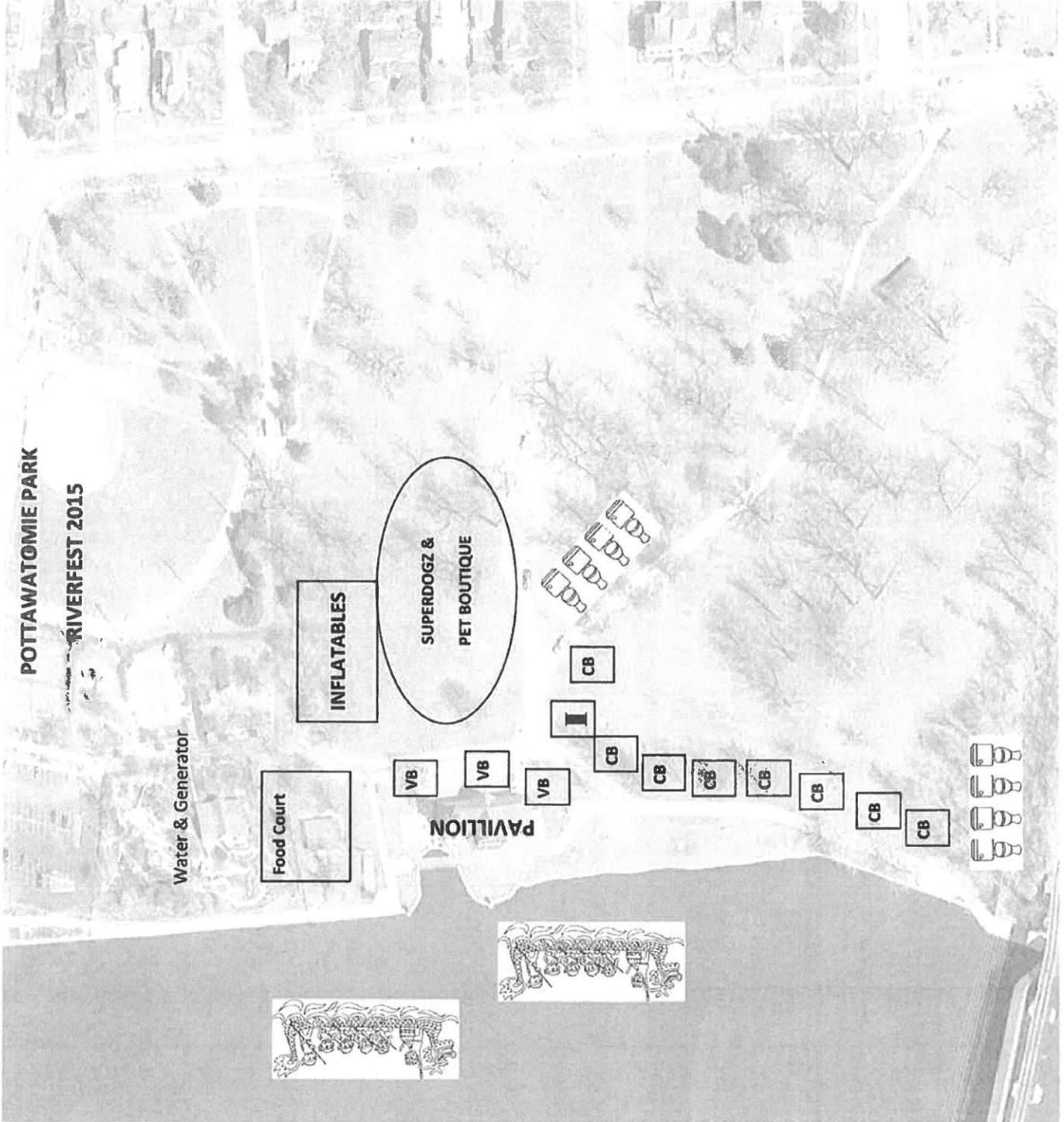
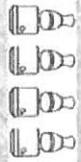
CB

CB

CB

CB

CB



Municipal Center - Front Lot

RiverFest 2015

2 E Main St, St Charles, IL 60174, USA



SB

VOL

Water on building

Sand Box

VB

VB

VB

VB

SB

SB

VB

Sand Sculpture

Municipal Center

Generator

FB

FB

FB

FB

SB

SB



Garbage

Food Court

GEN

Generator

H

Hydrant

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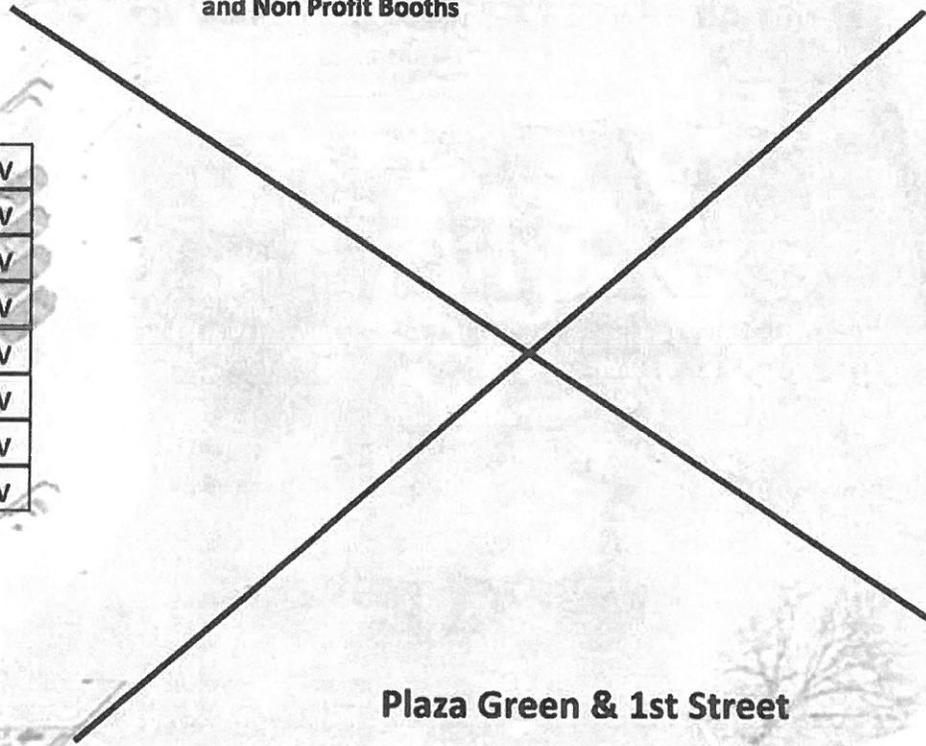
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Mix of Sponsor, Vendor
and Non Profit Booths

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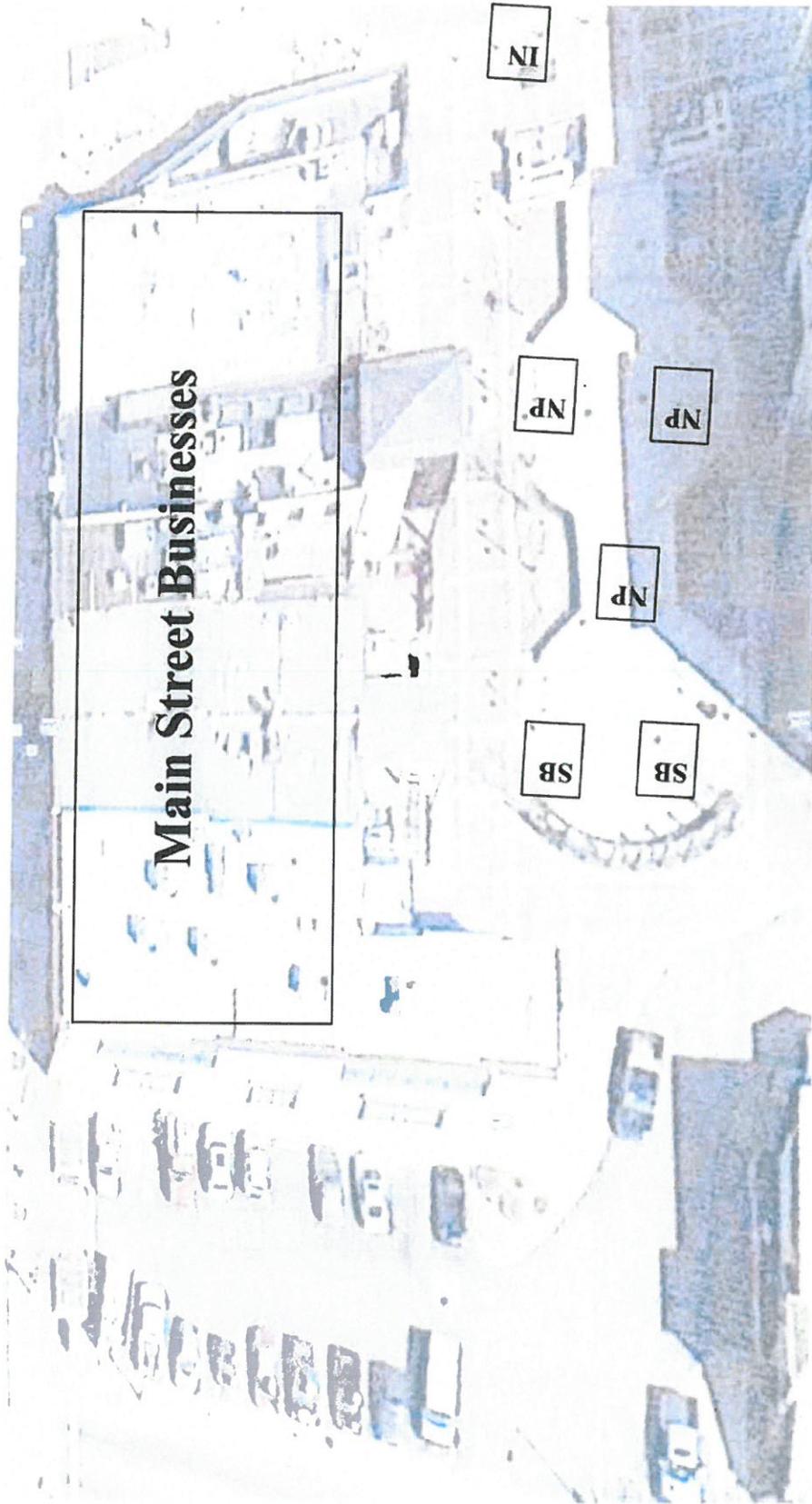
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Plaza Green & 1st Street

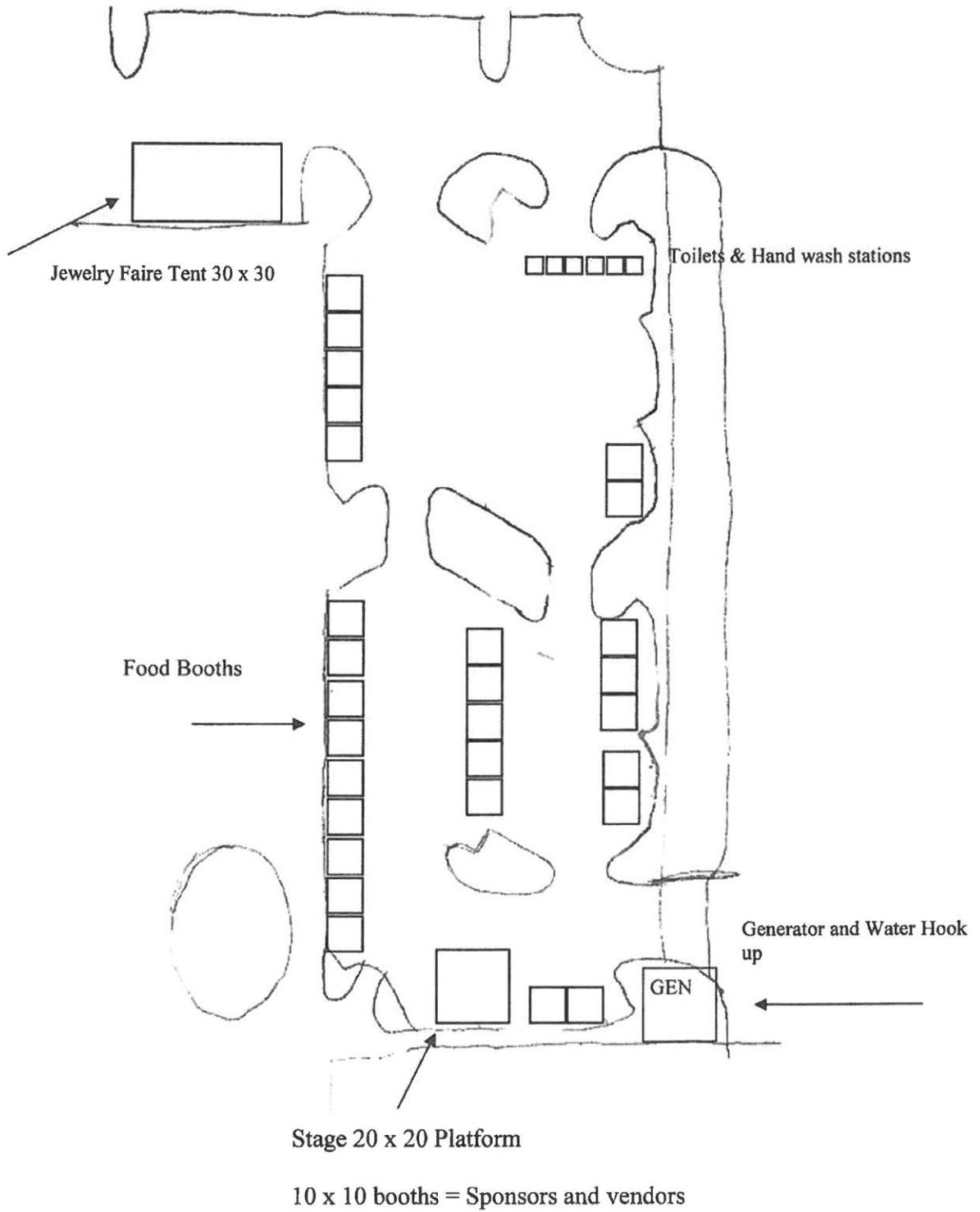
RiverFest 2015

**“The Plaza”
RiverFest 2015**



10' x 10' Tents
NP = Non Profit
SB - Sponsor Booth
IN = Info Booth

Back Lot of Municipal Center RiverFest 2015



1" = 40'