

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5.G
	Title:	<b>Recommendation to Approve a Resolution Awarding the Bid for 5-year Leaf &amp; Brush Collection Program</b>	
	Presenter:	<b>AJ Reineking, Public Works Manager – Public Services</b>	
<b>Meeting:</b> Government Services Committee		<b>Date:</b> March 18, 2024	
<b>Proposed Cost:</b> up to \$ 588,753/year		<b>Budgeted Amount:</b> \$588,753/year	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> Choose an item.			
<p><b>Executive Summary (if not budgeted, please explain):</b>  The Public Works Department recently solicited bids for a 5-year contract for leaf and brush collection services and received two responses -- Kramer Tree Specialists, Inc. (West Chicago, IL) and Trees "R" Us, Inc. (Wauconda, IL).</p> <p>The bid consisted of 8 total brush collections on a monthly basis from April through November, and 3 total leaf collections spanning a season from late October through early December.</p> <p>While maintaining the schedule for brush collection has never been a serious issue, the short window to execute the leaf program necessitated that additional management tools be included in the scope. These requirements included:</p> <ul style="list-style-type: none"> <li>• The Contractor is to provide a website identifying daily progress for residents to be able to track each collection cycle.</li> <li>• Staff require real-time access to GPS data for all trucks operating in the City.</li> <li>• Cameras must be installed on the trucks to verify that leaf piles were present and collected at the time the trucks went down the street.</li> <li>• Contractor is to ensure that leaf piles are collected from parkways no later than every two weeks during the program.</li> </ul> <p>Trees "R" Us submitted the lowest responsive, responsible price for brush collection. They are the City's current contractor for this service and have performed well for the last five seasons.</p> <p>Trees "R" Us opted not to bid leaf collection services, leaving Kramer Tree Specialists as the sole bidder. Kramer has provided curbside leaf collection services for the City for over a decade, and while mother nature doesn't always allow for a smooth collection season, Kramer has always worked diligently to execute their contract.</p> <p>Given the results of the bids and the capabilities of the bidders, staff feels it prudent to award the brush collection portion of the contract to Trees "R" Us and the leaf collection portion to Kramer Tree Specialists. The leaf and brush collection programs are funded through the Yard Waste fee on residents' monthly utility bills. This is a direct pass-through cost.</p> <p>The cumulative result of the bid will require a 16.6% increase of the Yard Waste fee, from \$4.48 per month to a fixed rate of \$5.22 per month, or \$8.88 annually. It is worth noting that this fee has not increased for the last five years as both Kramer and Trees "R" Us have continued to work through a fixed rate contract since 2019.</p>			
<p><b>Attachments (please list):</b></p> <p>*Bid Tabulation *Revised Yard Waste Fee Ordinance *5-Year Yard Waste Cost/Fee Projections</p>			
<p><b>Recommendation/Suggested Action (briefly explain):</b>  Recommendation to approve a Resolution awarding the bid for the 5-year brush collection contract to Trees "R" Us, Inc. and the 5-year contract for leaf collection services to Kramer Tree Specialists, Inc. in the submitted bid amounts, and to amend the Yard Waste Fee Ordinance to reflect the costs associated with these contracts.</p>			

City of St. Charles  
Leaf and Brush Collection (PS2024-1)

Kramer															
Service	5-YEAR TOTAL PROGRAM COST	Collections per Year	Individual Unit Cost per Collection Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	# of units	Yearly Cost per Unit Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Yearly cost for all units Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Optional Year 3 (January 1, 2026 - December 31, 2026): Individual Unit Cost per Collection	Optional Year 3 (January 1, 2026 - December 31, 2026): Yearly Cost per Unit	Optional Year 3 (January 1, 2026 - December 31, 2026): Yearly cost for all units	Optional Year 4 (January 1, 2027 - December 31, 2027): Individual Unit Cost per Collection	Optional Year 4 (January 1, 2027 - December 31, 2027): Yearly Cost per Unit	Optional Year 4 (January 1, 2027 - December 31, 2027): Yearly Cost for all Units	Optional Year 5 (January 1, 2028 - December 31, 2028): Individual Unit Cost per Collection	Optional Year 5 (January 1, 2028 - December 31, 2028): Yearly Cost per Unit	Optional Year 5 (January 1, 2028 - December 31, 2028): Yearly Cost for all units
Brush Collection	\$ 1,273,813.20	8	\$ 3.27	9,405	\$ 26.16	\$ 246,034.80	\$ 3.36	\$ 26.88	\$ 252,806.40	\$ 3.46	\$ 27.68	\$ 260,330.40	\$ 3.57	\$ 28.56	\$ 268,606.80
Leaf Collection	\$ 2,095,528.05	3	\$ 14.20	9,405	\$ 42.60	\$ 400,653.00	\$ 14.84	\$ 44.52	\$ 418,710.60	\$ 15.29	\$ 45.87	\$ 431,407.35	\$ 15.74	\$ 47.22	\$ 444,104.10
<b>Total for Leaf/Brush</b>					\$ 68.76	\$ 646,687.80		\$ 71.40	\$ 671,517.00		\$ 73.55	\$ 691,737.75		\$ 75.78	\$ 712,710.90

Trees R Us															
Service	5-YEAR TOTAL PROGRAM COST	Collections per Year	Individual Unit Cost per Collection Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	# of units	Yearly Cost per Unit Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Yearly cost for all units Years 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Optional Year 3 (January 1, 2026 - December 31, 2026): Individual Unit Cost per Collection	Optional Year 3 (January 1, 2026 - December 31, 2026): Yearly Cost per Unit	Optional Year 3 (January 1, 2026 - December 31, 2026): Yearly cost for all units	Optional Year 4 (January 1, 2027 - December 31, 2027): Individual Unit Cost per Collection	Optional Year 4 (January 1, 2027 - December 31, 2027): Yearly Cost per Unit	Optional Year 4 (January 1, 2027 - December 31, 2027): Yearly Cost for all Units	Optional Year 5 (January 1, 2028 - December 31, 2028): Individual Unit Cost per Collection	Optional Year 5 (January 1, 2028 - December 31, 2028): Yearly Cost per Unit	Optional Year 5 (January 1, 2028 - December 31, 2028): Yearly Cost for all units
Brush Collection	\$ 951,033.60	8	\$ 2.50	9,405	\$ 20.00	\$ 188,100.00	\$ 2.52	\$ 20.16	\$ 189,604.80	\$ 2.55	\$ 20.40	\$ 191,862.00	\$ 2.57	\$ 20.56	\$ 193,366.80
Leaf Collection	NO BID	3	NO BID	9,405		-	NO BID		-	NO BID		-	NO BID		-
<b>Total for Leaf/Brush</b>					\$ 20.00	\$ 188,100.00		\$ 20.16	\$ 189,604.80		\$ 20.40	\$ 191,862.00		\$ 20.56	\$ 193,366.80

Emergency Work Rates *	Unit of Measure	Trees R US				Kramer			
		Rate Year 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Optional Year 3 (January 1, 2026 - December 31, 2026)	Optional Year 4 (January 1, 2027 - December 31, 2027)	Optional Year 5 (January 1, 2028 - December 31, 2028)	Rate Year 1 (May 1, 2024 - December 31, 2024) & Year 2 (January 1, 2025 - December 31, 2025)	Optional Year 3 (January 1, 2026 - December 31, 2026)	Optional Year 4 (January 1, 2027 - December 31, 2027)	Optional Year 5 (January 1, 2028 - December 31, 2028)
Foreman (equipment operator)	per hour	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 105.00	\$ 108.00	\$ 111.00	\$ 114.00
Laborer (Ground man)	per hour	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 100.00	\$ 103.00	\$ 106.00	\$ 109.00
Driver	per hour	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 103.00	\$ 106.00	\$ 109.00	\$ 112.00
Grapple Loader	per hour	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 62.00
Transfer Truck	per hour	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 50.00	\$ 52.00	\$ 54.00	\$ 56.00
Chipper and Truck	per hour	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 61.00
Disposal of Brush or Chips	per cubic yard	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

\* This section is only applicable to extra work authorized by the City in writing. The bidder shall complete all categories applicable to their operation. Emergency rates will not be factored for the basis of award.

**City of St. Charles, Illinois**  
**Ordinance No. 2024\_\_\_\_\_**

**An Ordinance Authorizing Amendment of Title 3 “Revenue and Finance”, Chapter 3.38, “Yard Waste User Fee”, Section 3.38.010 “User Fee” 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 3 “Revenue and Finance”, Chapter 3.38 “Yard Waste User Fee”, Section 3.38.010 “User Fee”, of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

**3.38.010 User Fee.**

A user fee is hereby imposed upon single family residences or any building that contains six or fewer dwelling units, whether they be occupied or not, in the amounts of \$5.22 each month for FY 24/25 through FY 25/26, \$5.39 each month for FY 26/27, \$5.52 each month for FY 27/28, and \$5.65 each month for FY 28/29.

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. The rates set forth herein will be effective with the first billing subsequent to the effective date of this ordinance.

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 \_\_\_\_\_, 2024.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Lora Vitek, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_

**Leaf & Brush Collection Program  
5-Year Yard Waste Cost and Fee**

	Leaf Collection	Brush Collection	Annual Total	Monthly Fee	% Increase from previous
Current	\$ 35.79	\$ 17.92	\$ 53.71	\$ 4.48	--
2024/2025	\$ 42.60	\$ 20.00	\$ 62.60	\$ 5.22	16.6%
2025/2026	\$ 42.60	\$ 20.00	\$ 62.60	\$ 5.22	0.0%
2026/2027	\$ 44.52	\$ 20.16	\$ 64.68	\$ 5.39	3.3%
2027/2028	\$ 45.87	\$ 20.40	\$ 66.27	\$ 5.52	2.5%
2028/2029	\$ 47.22	\$ 20.56	\$ 67.78	\$ 5.65	2.3%