

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4.g

Title:

Recommendation to Waive the Formal Bid Procedure and Award Purchase Order to Archon Construction for Landscape Restoration Services

Presenter:

Tom Bruhl

Meeting: Government Services Committee

Date: November 28, 2016

Proposed Cost: \$60,000

Budgeted Amount: \$ 80,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

A regular part of utility operations involves digging. After the digging, the quality of the landscape restoration has the most significant impact on the customer experience.

In early 2016, the City changed our restoration process to improve customer service by using a landscape crew coordinated with our directional boring contractor for their excavations. Archon, our directional boring contractor did the excavation work, and then performed the landscape restoration all within a very short timeframe leading to improved customer service.

For standard grass area restoration, the City received a \$3.95/square foot restoration rate from Archon. This rate was evaluated as competitive compared to historical landscape unit costs and with recent bids where restoration was part of the bid. The work performed by Archon has been of high quality and was completed much faster than we have historically been able to achieve when the City had to correspond with a third party after the digging was done.

The Archon restoration purchase orders issued for restoration in this fiscal year has exceeded the \$25,000 threshold.

Attachments *(please list):*

*Bid Waiver *Archon Quotation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the formal bid procedure and award purchase order to Archon Construction for Landscape Restoration Services in the amount of \$ 60,000.

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:

Archon Construction
563 S. Route 53
Addison, IL 60101-4211

For the purchase of: Restoration Services

At a cost not to exceed: \$60,000

Reason for the request to waive the bid procedure: Archon has been successfully coordinating restoration services with their excavations. Such has been validated as competitively priced, of high quality, and has been well received by our customers.

Other Quotations Received: None

Date: 11/28/16

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.



ARCHON CONSTRUCTION CO., INC.

UTILITY CONTRACTORS

*"A CERTIFIED Woman's Business Enterprise"
"An Equal Opportunity Employer"*

October 31st, 2016

Thomas Bruhl
Electric Services Manager
2 E. Main Street, St. Charles, IL 60174-1984
P: [630.377.4407](tel:630.377.4407) | E: tbruhl@stcharlesil.gov

Tom,
The prices for restoration are as follows:

Seed restoration: Clean, compact soil, smooth disturbed area, and seed in 4" of black dirt with blanket.
up to 600 sq.ft. - \$3.95
over 600 sq.ft. - \$3.45

Time & Material Rate for non-standard restorations:
Crew rate per hour - \$290.85

Sincerely,
Don Loizzo
General Manager