

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. TODD BANCROFT, CHAIR  
MONDAY, MARCH 18, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

**2. Roll Call**

**3. Administrative**

- a. City of St. Charles Fuel Tax Receipts, February 2019 – Information Only

**4. Omnibus Vote**

Items with an asterisk (\*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

**5. Police Department**

- a. Recommendation to approve Late Night Permits for Class B, C and D Licenses of the City of St. Charles for FY 2019/2020.
- \*b. Recommendation to approve a Resolution for the Closure of Main Street for the Memorial Day Parade.

**6. Finance Department**

- \*a. Budget Revisions – February, 2019
- \*b. Recommendation to approve an Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters.

**7. Public Works Department**

- \*a. Recommendation to approve Budget Addition for DCEO Grant Funding related to Alley Resurfacing Project.
- \*b. Recommendation to approve Construction Contract for Alley Resurfacing.
- c. Recommendation to approve a Construction Engineering Agreement for the Rita and Nicholas Avenues Sanitary and Street Reconstruction and Patricia Lane Reclamation Projects.
- d. Recommendation to approve a Construction Contract for the Rita and Nicholas Avenues Sanitary and Street Reconstruction Project.
- e. Recommendation to award the Bid for the Five-Year Leaf and Brush Collection Program.
- \*f. Recommendation to approve Purchase Order to Electric Conduit Construction for Installation of Electric Manhole at Rear of 95 North 17<sup>th</sup> Street.

**8. Executive Session**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

**9. Additional Items from Mayor, Council, Staff, or Citizens.**

**10. Adjournment**

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov).

Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3a

Title:

City of St. Charles Fuel Tax Receipts February, 2019 –  
Information Only

Presenter:

Chris Minick, Director of Finance

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

☐**Executive Summary** (*if not budgeted please explain*):**Attachments** (*please list*):

FY 18/19 City of St. Charles Local Fuel Tax Receipts – February, 2019

**Recommendation/Suggested Action** (*briefly explain*):

None – For Information Only

**City of St. Charles**  
**Local Fuel Tax Receipts**  
**Fiscal Year 2018-2019**

LIABILITY PERIOD	PAYMENT RECEIVED	TOTAL REVENUE RECEIVED
May-18	June-18	\$ -
June-18	July-18	\$ -
July-18	August-18	\$ -
August-18	September-18	\$ -
September-18	October-18	\$ -
October-18	November-18	\$ -
November-18	December-18	\$ 42,212.80
December-18	January-19	\$ 42,956.97
January-19	February-19	\$ 39,588.42
February-19	March-19	\$ -
March-19	April-19	\$ -
April-19	May-19	\$ -
<b>TOTALS</b>		<b>\$ 124,758.19</b>

*The local fuel tax rate is two cents per gallon (\$0.02/gallon) and applies to motor fuel retail purchases within the City of St. Charles.*



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to approve Late Night Permits for Class B, C and D Licenses of the City of St. Charles for FY 2019/2020

Presenter:

Jim Keegan, Chief of Police

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: n/a

Budgeted Amount: \$

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

Per our City Code, the attached memo and spreadsheet memorialize the annual late-night permit request for all Class, B, C and D liquor licenses holders for calendar year 2020-20. As the City Council is aware, the aforementioned liquor licenses are all licensed until midnight, and permitted per our code to request either a 1:00 am or 2:00 am late-night permit on an annual basis.

There are 23 late-night permit requests this year.

19 B licenses (Last year 20)

4 C licenses (Last year 6)

10 locations are requesting to stay open until 1:00 am

13 locations are requesting 2:00 am permit requests

Pub 47 changed from midnight to 2 am

Tap House Grill changed from 1 am to 2 am

Three businesses from last year did not request late night permits:

Dawn's Boatyard (closed)

Los Burritos Mexicanos (midnight only)

RAM Restaurant Group dba Game on 3<sup>rd</sup>, formerly Grandstander (midnight only)

Please see the associated material for further information.

**Attachments** *(please list):*

Memo, Late Night Permit Holder Liquor License Renewals


**Recommendation/Suggested Action** *(briefly explain):*

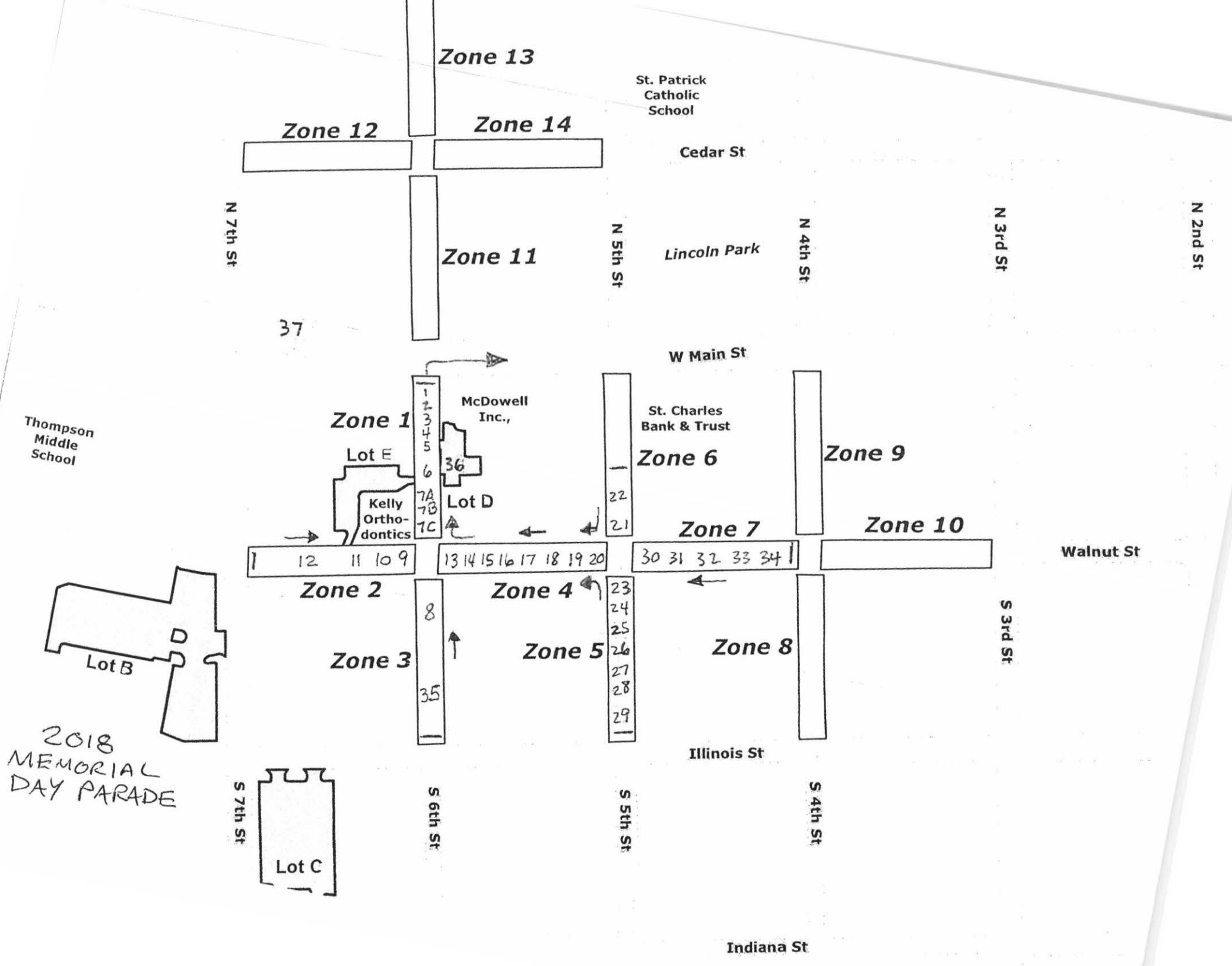
Recommendation to approve Late Night Permits for Class B, C and D Licenses of the City of St. Charles for FY 2019/2020

# FY 2019/2020 LATE NIGHT PERMITS

3/18/2019

Business	Address	Class B License	Class C License	1:00 AM Permit	2:00 AM Permit	Reports	Arrests	Warning Letters	LCC Violations
2nd Street Bar & Grill	221 S Second Street		X		X	8	1		
Alibi Bar & Grill	12 N 3rd Street	X			X	12	3		
Alley 64	212 W Main Street	X			X	29	6		
Main Street Pub	204 W Main Street	X			X	8	4		
Cooper's Hawk	3710 E. Main	X		X		2	0		
Crazy Fox	104 E Main Street	X		X		3	0		
Dawn's Beach Hut	8 N Third Street	X			X	1	0		
Filling Station	300 W Main Street	X			X	8	3		
Global Brew	2100 Prairie Street		X	X		2	0		
McNally's	109 W Main Street	X		X		2	2		
Northwoods – Evergreen	1400 W Main Street	X			X	8	2		
Pizzeria Neo	31 S 1st Street	X		X		0	0		1
Pub 222	222 W Main Street		X		X	9	2		
Pub 47	1890 W Main Street	X			X	1	0		
Puebla Modern Mexican	51 S 1st Street	X		X		2	0		
Riverside Pizza	102 E Main Street	X			X	2	0		
Rookies (BK & MM)	1545 W Main Street	X			X	2	1		
Shakou	312 W Main Street	X		X		0	0		
Spotted Fox Alehouse	3615 E Main Street	X		X		3	0		
St. Charles Bowl	2520 W Main Street		X	X		1	0		
Tap House Grill	3341 W Main Street	X			X	1	0		1
The Office	201 E Main Street	X			X	0	0		
Vintage 53	162 S 1st Street	X		X		0	0		
<b>Total:</b>						<b>104</b>	<b>24</b>	<b>0</b>	<b>2</b>

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5*b
	Title:	Recommendation to Approve a Resolution for the Closure of Main Street for the Memorial Day Parade	
	Presenter:	Chief Keegan	
Meeting: Government Operations Committee		Date: March 18, 2019	
Proposed Cost: \$3,798.60 (PW) \$4,396.86 (PD) <b>TOTAL \$8,195.46</b>		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i>  <p>The City of St. Charles is requesting to have a Memorial Day Parade on Monday, May 27, 2018 on Main Street between the hours of 9:45 a.m. and 11 a.m. The parade will begin at 10 a.m. and last approximately 30 minutes. The parade route will be e/b from 6<sup>th</sup> Street to Riverside Avenue, then north on Riverside to the Freedom Shrine.</p> <p>It is requested that Fire Station #1 be available again in the event of inclement weather for the ceremony immediately following the parade. Weather permitting; this ceremony will take place at the Freedom Shrine on the north side of the Police Department.</p> <p>No changes to the time or event are requested from past Memorial Day parades. Requested “no parking” signage and barricades will be in place on Friday, May 24<sup>th</sup> due to the fact this is a holiday weekend. Barricades will be set-up by event volunteers at 8:30 a.m. the morning on the parade.</p>			
<b>Attachments</b> <i>(please list):</i> Resolution			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i> The Police Department recommends approval of the closure of Main Street for the Memorial Day Parade.			



**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Requesting the Closure of Routes 64 and 31 for the  
Memorial Day Parade**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

**WHEREAS**, the City of St. Charles is sponsoring a Memorial Day Parade in the City of St. Charles, and;

**WHEREAS**, this production will require the temporary closure of Main Street (Route 64) a state highway in the City of St. Charles, and;

**WHEREAS**, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of state highways for such public purposes or needs as parades and local celebrations;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that permission to close Main Street (Route 64) on Monday, May 27, 2019 from 9:45 a.m. to 11 a.m. is requested of the Department of Transportation;

**BE IT FURTHER RESOLVED** that if such permission is granted by the Department of Transportation, all highway traffic during the periods of time specified shall be detoured over the following routes:

For westbound on Route 64; south on 5<sup>th</sup> Avenue (Route 25) to Illinois Avenue, west to 7<sup>th</sup> Street, north to Route 64. For southbound on Route 31: west on State Street from Route 31 to 7<sup>th</sup> Street, south on 7<sup>th</sup> Street to Illinois Street, east on Illinois Street to Route 31. For eastbound Route 64 and northbound Route 31, use the reverse route.

**BE IT FURTHER RESOLVED** that if such permission is granted by the Department of Transportation, the City of St. Charles assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the state highway, and it is further agreed that efficient all-weather detours will be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the state highway.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution.

**Presented** to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**Passed** by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**Approved** by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

Attest:

\_\_\_\_\_  
City Clerk

**Council Vote:**

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

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

Abstain:\_\_\_\_\_

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

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6\*a

Title:

Budget Revisions for the City of St. Charles – February, 2019

Presenter:

Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: February 19, 2019

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted:

☐**Executive Summary** *(if not budgeted please explain):*

February, 2019 listing of monthly budget revisions for the City of St. Charles.

**Attachments** *(please list):*

Budget Revisions –February, 2019

**Recommendation/Suggested Action** *(briefly explain)*

Budget Revisions for the City of St. Charles – February, 2019

## CITY OF ST. CHARLES

### Budget Revision Listing

February 2019

[illegible]



## CITY OF ST. CHARLES

### Budget Revision Listing

February 2019

[illegible]

## CITY OF ST. CHARLES

February 2019

## Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	164	100	1000	2019	10	02/28/2019	801512	51402	\$ 40.00	Training
Budget Transfer	164	100	1000	2019	10	02/28/2019	801512	51300	\$ (40.00)	Training
Budget Transfer	164	100	1000	2019	10	02/28/2019	100300	54482	\$ 1,000.00	Auto Repairs
Budget Transfer	164	100	1000	2019	10	02/28/2019	100300	54480	\$ (1,000.00)	Auto Repairs
<b>164 Total</b>									\$ -	
Budget Addition	165	100	1000	2019	10	02/28/2019	521300	56200	\$ 5,000.00	NICOR charges
Budget Addition	165	100	1000	2019	10	02/28/2019	521900	31199	\$ (5,000.00)	NICOR charges
<b>165 Total</b>									\$ -	
<b>Grand Total</b>									\$ 0.00	

The revisions shown herewith have been approved by the City Council, except as noted below.

\_\_\_\_\_  
Chairman, Government Operations Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chairman, Government Operations Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date


Exceptions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 6*b
	Title:	Recommendation to approve an Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters	
	Presenter:	Chris Minick, Finance Director	
Meeting: Government Operations Committee		Date: March 18, 2019	
Proposed Cost: \$ N/A		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i>  <p>Our private activity bond allocation cap this year is \$3,434,970. This amount is based on a private activity allocation of \$105 per capita from the State of Illinois (City's population estimate of 32,714 per State of Illinois 2019 Guidelines and Procedures). We have the right to reserve, transfer, or remand volume cap back to the State of Illinois. In the past, we have occasionally been able to sell our volume cap to other municipalities for applicable private activity developments and debt issuances occurring in those jurisdictions. Sale of the volume cap to another governmental entity is also approved by the attached ordinance.</p> <p>The City has no current plans to utilize our volume cap during 2019, but Staff is recommending that we reserve our volume cap in the event an eligible project comes up during the year. In order to do so, we will need to pass the attached ordinance reserving our volume cap.</p>			
<b>Attachments</b> <i>(please list):</i> <b>Ordinance</b>			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i> <b>Recommendation to Approve an Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters.</b>			

**City of St. Charles, Illinois**  
**Ordinance No. 2019-M-\_\_\_\_\_**

**An Ordinance Reserving and Authorizing the Transfer of  
Volume Cap in Connection with Private Activity Bond  
Issues and Related Matter**

WHEREAS, the City of St. Charles, Kane and DuPage Counties, (the “City”), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), provides that the City has volume cap equal to \$105.00 per resident of the City in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (State Bar Ed. 2006), as supplemented and amended (the “Act”), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the City to reserve all of its volume cap allocation for calendar year 2019 to be applied toward the issuance of private activity bonds (the “Bonds”), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance;

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

Section 1. That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the City for calendar year 2019 is hereby reserved by the City, which may issue the Bonds using

such volume cap, or without any further action required on the part of the corporate authorities of the City, may transfer such volume cap to a home rule unit of government, non-home rule unit of government, the State of Illinois or any agency thereof for the issuance of private activity bonds by such government entity, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or authorization of the transfer of such volume cap for use in the issuance of such other bonds; *provided*, that any such transfer shall be evidenced by a written instrument executed by the Mayor or City Administrator or any other proper officer or employee of the City.

Section 2. That the City shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

Section 3. That the Mayor, the City Clerk, City Administrator and all other proper officers, officials, agents and employees of the City are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certifies as may be necessary to further the purposes and intent of this Ordinance and to comply with the provisions of the Act with respect to transfers of volume cap.

Section 4. That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

Section 5. That all ordinances, resolutions or orders, or parts thereof, in conflict herewith

are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_day of April, 2019.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_day of April, 2019.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_day of April, 2019.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

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

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

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

Abstain: \_\_\_\_\_

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Date

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7\*a

Title:

Recommendation to Approve Budget Addition for  
Department of Commerce and Economic Opportunity Grant  
Funding related to Alley Resurfacing Project

Presenter:

Ken Jay

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$57,825.63

Budgeted Amount: \$0

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

In 2012, the Police and Fire Departments were awarded a Department of Commerce and Economic Opportunity (DCEO) Grant in the amount of \$100,000, of which \$57,825.63 remains. After partial spending of the grant award, DCEO froze the grant for five plus years. Upon reactivating the grant, DCEO changed the allowable scope for the grant to only fund public improvements. The Public Works Department determined that the remaining grant funding would be best utilized on infrastructure that may otherwise be overlooked or underfunded that could also quickly have a contract created and have construction completed in timely fashion to meet grant requirements.

The City of St. Charles requested and was approved to utilize the remaining grant funding to resurface many of the City's deteriorated alleyways. St. Charles owns and maintains over 3 miles of alleyways within City limits, of which over 1 mile of alleyways are in poor or very poor condition and in need of resurfacing.

The alley resurfacing project has been approved, meeting the revised scoping requirements of the City's 2012 DCEO Grant. A budget addition in the amount of \$57,825.63 is required, which will have offsetting grant revenue of the same amount.

A budget transfer will cover the remaining \$10,979.19 to cover the total contract cost of \$68,804.82.

**Attachments** *(please list):*

\* Budget Addition Form

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a Budget Addition for the Alley Resurfacing Project in the amount of \$57,825.63.

## BUDGET REVISION REQUEST FORM

Department: Public Works

Date Requested: March 18, 2019

### Purpose of Request/Comments (Free form type)

Purpose of budget revision: Provide funding for Alley Resurfacing Project, of which \$57,825.63 will be offset by corresponding revenue from DCEO Grant 12-203255. The remainder of funding will be provided by transfer from Rejuvenation project account, 513500-56101-CP5029, which has adequate funding available. Total funding transfer requested to CP5108 is \$68,804.82.

### Equal Dollar Transfer

Amount \$ 10,979.19

From  
Account #: 513500-56101

To  
Account #: 513500-56101

Activity #: CP5029

Activity #: CP5108

### Addition (or Decrease) to Department Budget

Account # 513500-56101 Amount \$57,825.63

Activity #: CP5108

Originator: Ken Jay

03.18.19  
Date

Department Head: \_\_\_\_\_

\_\_\_\_\_  
Date

Dir. Of Finance/Administration: \_\_\_\_\_

\_\_\_\_\_  
Date

### For Finance Use Only

Revision entered and updated

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

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



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7\*b

Title:

Recommendation to Approve Construction Contract for Alley Resurfacing

Presenter:

Ken Jay

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$68,804.82

Budgeted Amount: \$0

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

In 2012, the Police and Fire Departments were awarded a Department of Commerce and Economic Opportunity (DCEO) Grant in the amount of \$100,000, of which \$57,825.63 remains. After partial spending of the grant award, DCEO froze the grant for five plus years. Upon reactivating the grant, DCEO changed the allowable scope for the grant to only fund public improvements. The Public Works Department determined that the remaining grant funding would be best utilized on infrastructure that may otherwise be overlooked or underfunded that could also quickly have a contract created and have construction completed in timely fashion to meet grant requirements.

The City of St. Charles requested and was approved to utilize the remaining grant funding to resurface many of the City's deteriorated alleyways. St. Charles owns and maintains over 3 miles of alleyways within City limits, of which over 1 mile of alleyways are in poor or very poor condition and in need of resurfacing.

**Bid Results:**

On March 11, 2019, sealed bids for the Alley Resurfacing Project were publicly opened and read aloud. The City received a total of five (5) bids for this project, with the results shown below.

<i>Engineer's Estimate</i>	\$ 72,889.00
<b>Briggs Paving</b>	<b>\$ 68,804.82</b>
Schroeder Asphalt	\$ 70,512.90
Geneva Construction Company	\$ 72,893.30
Chicagoland Paving	\$ 74,928.30
Meyer Paving	\$ 79,716.80
JA Johnson Paving	\$ 82,148.70
LoRusso Cement	\$ 89,404.00

Briggs Paving has recently performed similar work for the Village of Downers Grove, Village of Hanover Park and the Wheaton Park District, all of whom provided positive references. Briggs Paving is qualified and capable of performing this work. Construction is anticipated to be completed in April.

**Attachments** (*please list*):

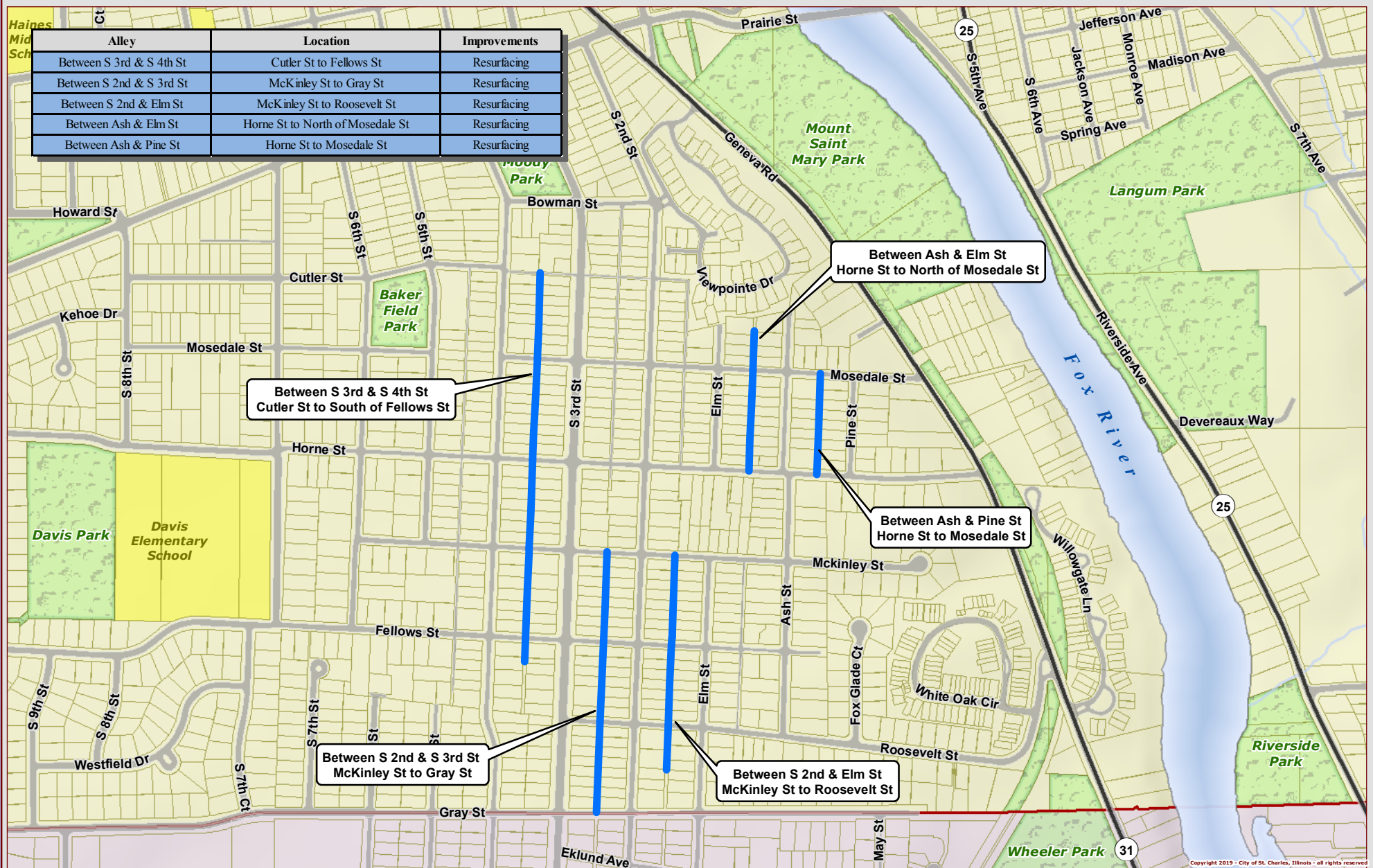
\* Alley Resurfacing Location Map

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to Approve Construction Contract with Briggs Paving for Alley Resurfacing in the amount of \$68,804.82.



# Alley Resurfacing - Location Map



Publication Date: February 5, 2019  
Data Source: City of St. Charles, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Request #: 4171



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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7c

Title:

Recommendation to Approve a Construction Engineering Agreement for the Rita and Nicholas Avenues Sanitary and Street Reconstruction and Patricia Lane Base Reclamation Projects

Presenter:

Ken Jay

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$119,769.00

Budgeted Amount: \$123,900

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

The Rita and Nicholas Sanitary and Street Reconstruction and Patricia Lane Base Reclamation Projects have budgeted to include consultant services for Construction Engineering in fiscal year 19/20. The projects have been combined into one Construction Engineering contract due to the fact that the projects are one mile apart and contain similarly scoped work. A Request for Qualifications and Proposals was publicly advertised. Three firms responded to the request with formal proposals: Burns & McDonnell, Chastain and HR Green. Several firms stated regrets due to the fact they did not have qualified staff available at this time.

Proposals were ranked based on price and the resume of the primary resident engineer proposed. Proposal fees ranged from \$110,000 to \$127,000, with resident engineers' experience ranging from four to eighteen years. After a review of the submittals, qualifications and reference checks, staff selected HR Green, Inc. as the best overall value to the City. HR Green is providing the City with a Resident Engineer with eighteen years of experience and provided St. Charles with exceptional service last summer on the Ohio Avenue Base Reclamation Project. HR Green's scope of work, number of hours and hourly rates are consistent with similar previous projects and meet our project timeline and budget. HR Green's team has the appropriate experience working with residents and is the only consultant that provided a Resident Engineer with experience overseeing the proposed Full Depth Reclamation process to be performed on Patricia Lane. Staff determined the Resident Engineer's experience will be invaluable as he will be overseeing two projects simultaneously, with help from secondary staff when needed.

The construction engineering services are a lump sum fixed fee not to exceed \$119,769.00.

**Attachments** *(please list):*

None

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a Construction Engineering Agreement for the Rita and Nicholas Sanitary and Street Reconstruction and Patricia Lane Base Reclamation Projects with HR Green, Inc. in the amount of \$119,769.00

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7d

Title:

**Recommendation to Approve Construction Contract for the Rita and Nicholas Avenues Sanitary and Street Reconstruction Project**

Presenter:

Ken Jay

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$581,462.67

Budgeted Amount: \$886,000.00

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

Rita and Nicholas Avenues have previously been evaluated for inclusion in the City's annual street rehabilitation program. This subdivision was built in the 1960's. As part of the evaluation phase, staff reviewed the condition of the existing utilities (sanitary, storm and water main) to determine if repairs are necessary as part of the roadway work. It was determined that the existing sanitary sewer, which varies in depth from fifteen to seventeen feet, is in need of repairs. In addition to the sanitary sewer repairs, the street condition warrants reconstruction. Based on the age of the existing water main and anticipated life of a new roadway, it was determined that the water main would be replaced as part of the project. Minor storm sewer improvements will also be constructed.

**Bid Results:**

On March 7, 2019 sealed bids for the Rita and Nicholas Avenues Sanitary and Street Reconstruction Project were publicly opened and read aloud. The City received a total of five (5) bids for this project, with the results shown below.

<b><i>Engineer's Estimate</i></b>	<b>\$ 817,636.00</b>	
Stark & Son Trenching	\$ 581,462.95	<i>As-Read \$581,467.95</i>
V3 Construction	\$ 769,000.00	
Martam Construction	\$ 788,100.50	
Schroeder Asphalt	\$ 808,336.10	
Trine Construction	\$ 939,908.50	

Stark & Son Trenching Inc., of Hampshire, IL recently completed underground utility installation for the City's new Police facility and is capable and qualified to complete the project. Construction is anticipated to begin in early May, with substantial completion in early to mid-August.

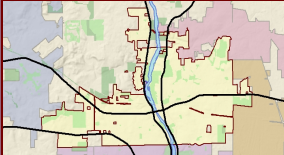
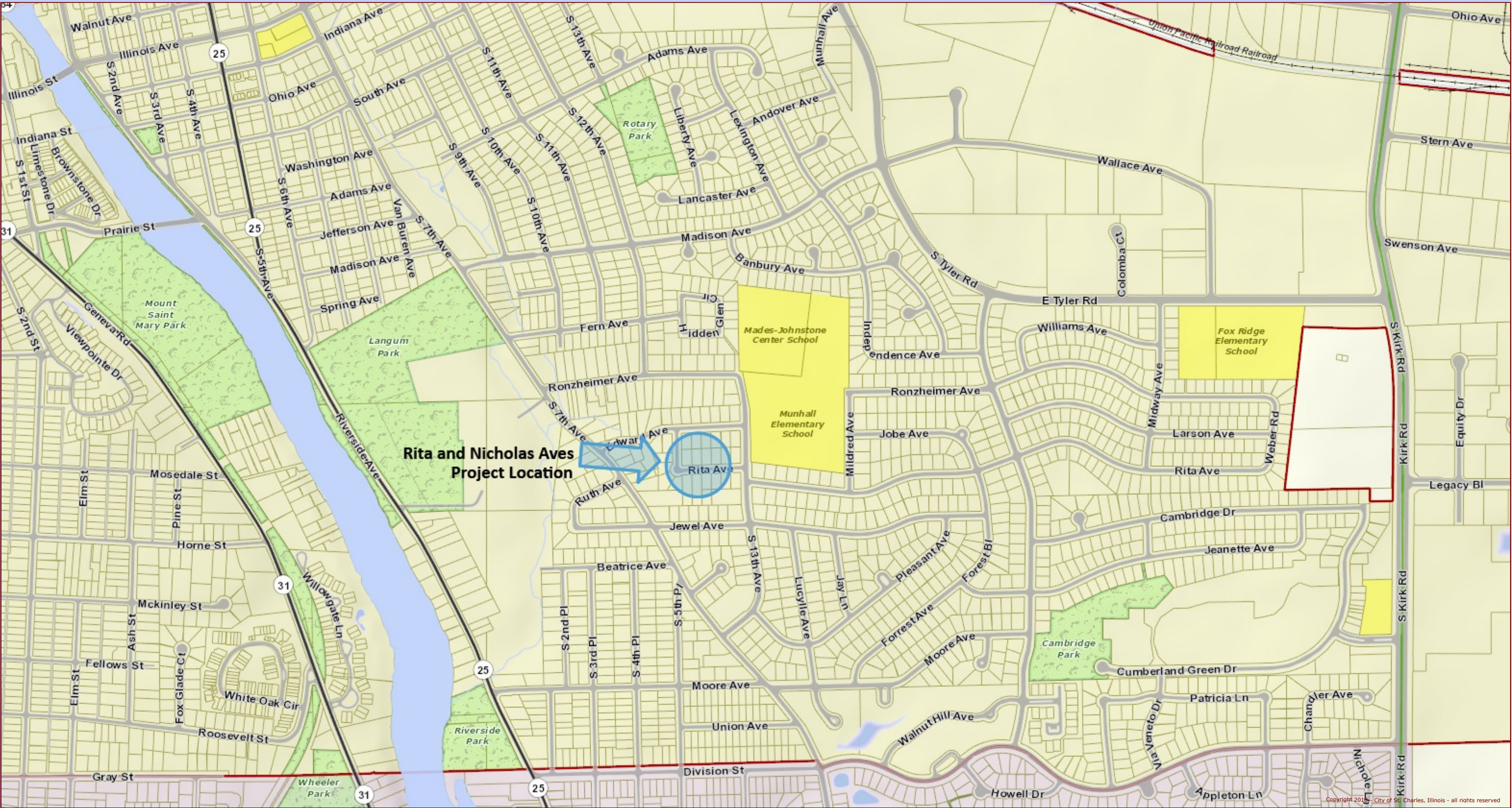
**Attachments** *(please list):*

\* Rita and Nicholas Improvement Location Map

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve Construction Contract for the Rita and Nicholas Avenues Sanitary and Street Reconstruction Project with Stark & Son Trenching Inc. in the amount of \$581,462.95.






Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
  
Coordinate System: Illinois State Plane East  
Projection: Transverse Mercator  
North American Datum 1983  
  
Printed On: May 22, 2018 07:42



0 326 652 Feet

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	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 7e
	Title:	Recommendation to Award the Bid for the Five-year Leaf and Brush Collection Program	
	Presenter:	AJ Reineking	
Meeting: Government Operations Committee		Date: March 18, 2019	
Proposed Cost: \$501,879.64		Budgeted Amount: \$501,879.64	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i> <p>The Public Works Department recently solicited bids for a 5-year contract for leaf and brush collection services and received two responses from Kramer Tree Specialists, Inc. (West Chicago, IL) and Trees “R” Us, Inc. (Wauconda, IL).</p> <p>In preparing the bid for these services, the brush collection aspect was left relatively the same with 8 total collections required on a monthly basis from April through November. Scheduling and customer service surrounding this service has never been an issue.</p> <p>The Leaf program, on the other hand, with such a short window to be executed, required some additional management tools be added to the scope. New requirements included:</p> <ul style="list-style-type: none"> <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 from mid-October to the end of November.</li> </ul> <p>Trees “R” Us submitted the lowest responsive, responsible price for brush collection. They have submitted several references that would support that they can perform this service.</p> <p>The pricing received for leaf collection services was very competitive. Trees “R” Us also submitted the low price for this service; however they failed to provide any references for leaf collection, and their bid indicated that they plan to use only two crews for this work (as opposed to four crews utilized in the City historically). Upon discussing their capabilities with their representative, it became apparent that this would be a new process for them and they do not presently have the equipment to perform the work.</p> <p>Therefore, staff feels it prudent to award the contract for brush collection services to Trees “R” Us, and the leaf contract to Kramer Tree Specialists. The cumulative result of the bid will result in a reduction of the Yard Waste User Fee, from \$4.68 per month to a fixed rate of \$4.48 per month for the next five years.</p>			
<b>Attachments</b> <i>(please list):</i> <p>*Bid Tabulation * Bid Specifications *Trees “R” Us Bid Response * Kramer Tree Specialists Bid Response * Revised Yard Waste Fee Ordinance</p>			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i> <p>Recommendation to award the 5-year contract for brush collection services to Trees “R” Us, Inc. in the amount of \$167,408.64 per year, and the 5-year contract for leaf collection services to Kramer Tree Specialists, Inc. in the amount of \$334,350.18 per year, and to amend the Yard Waste Fee Ordinance to reflect the costs associated with these contracts.</p>			



## BID RESULTS

### LEAF AND BRUSH COLLECTION #1018

**Bid Opening Date: March 6, 2019**

Bidder		TREES R US				KRAMER			
<b>Responsive Bid?</b>									
	2 originals	yes				no			
	electronic file	yes				no			
	Signatures	yes				yes			
	Certification of Compliance	yes				yes			
	Certificate of Insurance	yes				yes			
	References	yes - brush only				yes			
	Bid Bond	AIA				AIA			
<b>Cost Analysis: 9,342 units for 5 years</b>		<b>\$/collection</b>	<b>\$/year</b>	<b>\$/yr/units</b>	<b>\$/ 5 yrs</b>	<b>\$/collection</b>	<b>\$/year</b>	<b>\$/yr/units</b>	<b>\$/ 5 yrs</b>
<b>8/YR</b>	Brush Collection	\$2.24	\$17.92	\$ 167,408.64	\$ 837,043.20	\$2.55	\$20.40	\$ 190,576.80	\$ 952,884.00
<b>3/YR</b>	Leaf Collection	\$11.69	\$35.07	\$ 327,623.94	\$ 1,638,119.70	\$11.93	\$35.79	\$ 334,350.18	\$ 1,671,750.90
		<b>\$52.99</b>	<b>\$ 495,032.58</b>	<b>\$ 2,475,162.90</b>		<b>\$56.19</b>	<b>\$ 524,926.98</b>	<b>\$ 2,624,634.90</b>	
<b>/hr</b>	Foreman (Equipment Operator)	\$95.00				\$ 95.00			
<b>/hr</b>	Laborer (Ground Man)	\$95.00				\$ 90.00			
<b>/hr</b>	Driver	\$95.00				\$ 95.00			
<b>/hr</b>	Grapple Loader	\$275.00				\$ 45.000			
<b>/hr</b>	Transfer Truck	\$175.00				\$ 40.00			
<b>/hr</b>	Chipper and Truck	\$150.00				\$ 45.00			
<b>cu/yr</b>	Disposal of Brush or Chips	\$15.00				\$ 5.00			
Payment via St Charles Credit card?		no				no			
Discount?		no				no			

**Intent to Award (pending approval): TREES-R-US (Brush), Kramer (Leaf)**

*The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to bid on future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.*

The city of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.

# Requirements and Specifications

The City of St. Charles is requesting bid pricing for a five-year contract for residential curbside brush and leaf collection services. This is a community-wide program that is available to all residents throughout the City. This project is bid separately but simultaneously with similar contracts available in the neighboring Cities of Geneva and Batavia.

## 1. SCOPE

The Scope of this work shall include eight (8) monthly brush collections (April – November) throughout all residential properties in the City of St. Charles, as well as three (3) leaf collection. The quantity of collections for leaf and/or brush collection may vary at the City's discretion.

Brush collection shall include manually and/or mechanically removing brush debris from parkways. Where possible, brush shall remain intact. No curbside chipping will be allowed as part of this contract without consent of the City. All debris shall be removed from the pile and parkway shall be raked clean, as necessary, following collection.

Leaf collection shall include the removal of leaves piled in residential rights-of-way adjacent to roadways. Parkway shall be raked clean following collection.

Contractor shall maintain sufficient staff and equipment resources to cleanly, successfully meet the needs of the City and maintain advertised schedules.

It is the City's intention to award leaf and brush collection services to one firm. However, the City reserves the right to award leaf and brush collection services independently as it is advantageous to the City. Bid prices submitted for leaf and/or brush collection services are not permitted to be contingent upon one another for award.

## 2. BRUSH COLLECTION SCHEDULE

Residential brush collection shall take place monthly, commencing in April each year.

Work shall generally only occur Monday through Friday from 7:00 AM to 5:00 PM. Work after 5:00 PM or on weekends may only occur with prior written approval from the City.

Brush collection shall be split in half with the Fox River being the delineating line. One half of the City shall be completed within one week.

Location	Week of Month	Example: May 2019
St. Charles – East	3 <sup>rd</sup> Week of Month	Week of May 20 <sup>th</sup>
St. Charles – West	4 <sup>th</sup> Week of Month	Week of May 27 <sup>th</sup>

Quantities of brush collections may be added or subtracted at the City's discretion.

## 3. LEAF COLLECTION SCHEDULE

The leaf schedule may vary depending on the leaf fall. In general, three complete collection cycles shall be performed in St. Charles between the week of October 15<sup>th</sup> and November 30<sup>th</sup> of each year. The Contractor and each City shall agree upon an initial schedule by August 15<sup>th</sup> each year.

The general expectation is that no leaf pile may remain on a parkway for longer than two (2) weeks between October 15<sup>th</sup> and November 30<sup>th</sup> of each year.



Work shall generally only occur Monday through Friday from 7:00 AM to sunset. Work on weekends may only occur with prior approval from the City.

Quantities and scheduling of leaf collection services may be added or subtracted at the City's discretion.

#### **4. CONTRACT TERM**

The contract term for leaf and brush collection services shall be for five (5) years beginning in calendar year 2019 and concluding at the end of calendar year 2023.

The City reserves the right to terminate the contract at any time with or without cause. Such a termination of services shall be executed within 30 days of written notice by the City.

#### **5. QUALITY ASSURANCE**

Each truck working under this contract must be equipped with a GPS tracking device. The City will be given access to an online platform to review the trucks progress in real time, and to be able to retrieve a history of each truck throughout the year.

Each truck shall also be equipped with an onboard camera with the ability to retrieve data showing the status of brush and leaf piles in the field. This data shall be made available to the City upon request.

At the end of each work day, a map shall be provided to the City identifying the progress made that day. During months of leaf AND brush collection, two individual maps shall be issued depicting the progress for each service. The map shall be accompanied by a daily projection of areas to be collected within the next seven (7) working days. This information may be shared with residents for updated scheduling purposes at the discretion of the City.

#### **6. QUANTITY TRACKING**

Contractor shall provide the City with an updated quantity, in cubic yards, of debris collected for both brush and leaf pick-up after each collection cycle.

#### **7. PRICING & INVOICING**

Pricing shall be based on a unit cost per residential dwelling. The number of dwellings included in the program may change modestly from year to year in each City based on new development being added, or certain homeowners associations opting out of the program. Prior to the beginning of each brush season, the City shall notify the contractor of the number of dwellings participating in the program that year. That number will determine the contract value for the year.

Currently the City of St. Charles estimates 9,342 residential units participating in the program.

#### **Additional Pricing Information:**

- a) The bidder shall also include time and material pricing per hour for emergency work, in the event of a severe storm or wind event.
  - b) Invoicing may be submitted following each round of brush and leaf collection. Contractor may not submit more than 8 brush and 3 leaf invoices per year without authorization from the City.
- **INCLUDED WITH THE BID**, Contractor is requested to provide a brief narrative or detailed list identifying the methods, equipment and manpower proposed to be used to provide leaf and brush collection services.



## Response Cover Page

This is page #1 of your response.

### LEAF AND BRUSH COLLECTION #1018

Based on

Addendum # \_\_\_\_\_

Please do not submit punched or perforated pages, nor bind your proposal in anything other than paperclips.

Proposal Prepared By:		Contacts:	
Firm Name	TREES "R" US, INC	Operations	
DBA	-	Contact Name	NICK WILLIS
Address	PO BOX 6014	Contact Phone #	847-913-9069
		Contact E-mail	nick@treesrusinc.com
City, St, Zip	WALTONDA, IL 60084	Sales	
Signature		Contact Name	NICK WILLIS
Print Name	JENNI WILLIS	Contact Phone #	847-913-9069
Position	PRESIDENT	Contact E-Mail	nick@treesrusinc.com
Phone #	847-913-9069	Billing	
Fax #	847-487-3753	Contact Name	CHRIS CARITINOS
E-mail Address	nick@treesrusinc.com	Contact Phone #	847-913-9069
		Contact E-Mail	chris@treesrusinc.com

This business Firm is (check one) ☐ An Individual ☐ A Partnership ☒ A Corporation ☐ An LLC

#### Exceptions: (check one)

☒ This proposal meets and accepts all Requirements, Specifications, Terms and Conditions and Contract Language.

☐ We hereby take the following Exceptions to the Requirements, Specifications, Terms and Conditions and Contract Language (reference section name and identifying reference):



## Signature Page

This is page #2 of your response.

**LEAF AND BRUSH COLLECTION #1018**

Based on  
Addendum # \_\_\_\_\_

The undersigned proposes and agrees, after having examined the requirements and specifications, to irrevocably offer to furnish the services in compliance to all terms, conditions, specifications and applicable addenda. I (we) hereby certify and affirm that being first duly sworn an oath, deposes and states that all statements made herein are made on behalf of the Offeror, that this despondent is authorized to make them and the statements contained herein are true and correct.

### ***If an Individual***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

### ***If a Partnership***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Partner

### ***If a Corporation***

By: \_\_\_\_\_  
Signature of person authorized to sign

**PRESIDENT**  
\_\_\_\_\_  
Title

ATTEST **NICK WILLIS** **SECRETARY**  
\_\_\_\_\_  
Title

### ***If a Joint Venture***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE **3/5/19**

Attach seal here. **NONE**



# Response Price Proposal Page

This is page #3 of your response.

## LEAF AND BRUSH COLLECTION #1018

Based on  
Addendum # \_\_\_\_\_

I (we) propose to furnish all services as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the city without an authorized change order and written approval by the Purchasing Division Manager confirmed via purchase order amendment.

### CITY OF ST. CHARLES

	A	B	C	D	E	F	G
Item	Price per Collection per Dwelling	Quantity per Year	Annual Dwelling Unit Price (AxB)	Number of Units	Total Annual Price (CxD)	Contract Term	Extended Total (ExF)
Brush Collection	\$ 2.24	8	\$ 17.92	9,342	\$ 167,408. <sup>64</sup>	5	\$ 837,043. <sup>20</sup>
Leaf Collection	\$ 11.69	3	\$ 35.07	9,342	\$ 327,623. <sup>94</sup>	5	\$ 1,638,119. <sup>70</sup>

### Emergency Work Rates (All Cities)

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.

Labor/Equipment	Price	Unit
Foreman (Equipment Operator)	\$ 95. <sup>00</sup>	Per Hour
Laborer (Ground Man)	\$ 95. <sup>00</sup>	Per Hour
Driver	\$ 95. <sup>00</sup>	Per Hour
Grapple Loader	\$ 275. <sup>00</sup>	Per Hour
Transfer Truck	\$ 175. <sup>00</sup>	Per Hour
Chipper and Truck	\$ 150. <sup>00</sup>	Per Hour
Disposal of Brush or Chips	\$ 15. <sup>00</sup>	Per Cubic Yard



Please submit the following information with your bid. Bidders may submit additional documentation as necessary.

Method of Service – Brush Collection:

SEE ATTACHED

Equipment Used for Brush Collection Services:

Number of Brush Collection Crews allocated for St. Charles:

Method of Service – Leaf Collection:

SEE ATTACHED

Equipment Used for Leaf Collection Services:

Number of Leaf Collection Crews allocated for St. Charles:

**Please confirm that all fees**, inclusive of but not limited to: freight, delivery, fuel sur-charge, permits, and labor; ... are included within the above prices. ☒ Yes ☐ No

We will accept payment via City of St. Charles credit card. ☐ Yes ☒ No

We will allow a discount of 0 % if payment is received within 30 days of invoice.



*Trees "R" Us Inc.*

COMPLETE TREE SERVICE

RESIDENTIAL & COMMERCIAL

PO BOX 6014  
Wauconda, IL 60084

[www.treesrusinc.com](http://www.treesrusinc.com)  
Phone: 847-913-9069  
Fax: 847-487-3753

#### STATEMENT OF METHODS, EQUIPMENT AND MANPOWER

##### Brush Collection:

Our method for brush collection will be the use of grapple trucks to pick up debris at each site. There will be no chipping. Each site will be cleaned and raked after brush is removed. This is a method we are experienced in, and have successfully executed numerous contracts doing this type of work. Please contact any of our references included in the bid documents.

Depending on the size of the city, we normally utilize 2 grapple trucks with a 2 man crew per truck. If necessary, we have the capability to add more grapple trucks and crew as needed during heavier brush weeks or in the case of a storm. We use large capacity trucks and trailers that can hold over 120 yards of material in one haul.

##### Leaf Collection:

Our method for leaf collection is to use a Scag industrial vacuum. It will vacuum up the leaves, reduces product by 15 times the size, and blow it into one of our 30-50 yard chip trucks. These trucks are fully enclosed to minimize debris blowing out of them.

Our plan is to use 2 crews to do leaf collection each pickup. Based on volume of collection, we will add more crews as needed.

We will be glad to answer any questions or clarifications.

Nick Willis  
847-913-9069  
[nick@treesrusinc.com](mailto:nick@treesrusinc.com)



## Certification of Compliance

This is page #4 of your response.

(A) The undersigned certifies that, pursuant to the **Equal Opportunity Employer** provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375, the bidder is compliant with all Equal Employment Opportunity Commission ("EEOC") requirements.

(B) The undersigned certifies that, pursuant to the **Illinois Human Rights Act** provisions of Section 775 ILCS 5/2-105, the bidder complies with and certifies that it is in compliance with all equal employment practice requirements contained therein, and that it has adopted a written sexual harassment policy that meets the minimum requirements.

(C) The undersigned certifies that, pursuant to the **State of Illinois Law** provisions of Section 720 ILCS 5/33E prohibiting Bid-rigging or Bid-rotating, the bidder is not barred from bidding on this project, or entering into a contract for this project.

(D) The undersigned certifies that, pursuant to the **Illinois Department of Revenue Tax Laws** provisions of Section 65 ILCS 5/11-42.1-1, the bidder is not barred from doing business with any unit of local government in the State of Illinois as a result of a delinquency in payment of any taxes unless the bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax.

(E) The undersigned certifies that, pursuant to the **Illinois Drug Free Workplace Act** provisions of Section 30 ILCS 580/3, the bidder deposes states and certifies that it will provide a drug free workplace, inclusive of all satellite locations as well as the City of St. Charles sites.

(F) The undersigned certifies that, pursuant to the **Illinois Prevailing Wage Act** provisions of Section 820 ILCS 130/0.01 et seq, the bidder, when required, is in compliance with all requirements of, including provisions as to wages, medical and hospitalization insurance and retirement benefits for those trades covered in the Act. Pursuant to **Illinois Public Act** provisions of Section 94-0515 and all provisions of the **Employee Classification Act**, provisions of Section 820 ILCS 185/1 et seq., said bidder agrees to submit certified payroll records as required.

(G) The undersigned certifies that, pursuant to the **Employment of Illinois Workers on Public Works Act** provisions of Section 30 ILCS 570/0.01, et seq., the bidder is in compliance with all requirements. Furthermore, the bidder certifies that it will demonstrate a good faith effort toward providing equal employment opportunities for City of St. Charles residents to work as crafts persons, consistent with the racial, ethnic, and gender demographics of the City's labor force.

(H) The undersigned certifies that, pursuant to the **National Security/USA Patriot Act** as defined in Presidential Executive Order 13224, the bidder and all affiliated parties, are not working for or with, nor acting on behalf of, a Specially Designated National and Blocked Person.

(I) The undersigned certifies that they have not colluded with or participated in any **unethical practices** with any person, firm or employee of the City of St Charles which would in any way be construed as an unethical business practice.

### Check One:

☒ **There are no conflicts of interest** and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the City of St. Charles in writing.

☐ **There is an affiliation or business relationship** between you, your management or staff, your firm or your firm's ownership, and an employee, officer or elected official of the City of St. Charles who makes recommendations to the City of St. Charles with respect to expenditures of money, employment, and elected or appointed positions. Provide on a separate letter included with your response any and all affiliations or business relationships that might cause a conflict of interest or a ny potential conflict of interest. Include the name of each City of St Charles affiliate with whom you, your firm or your firm's ownership, management or staff has an affiliation or a business relationship.

Company Name TREES "R" US, INC

Signature

Date

3/5/19

Certification of Compliance

This is page #4 of your response.





## Service Provider Response Requirements

This, and the attached answers, is page #5 of your response.

### LEAF AND BRUSH COLLECTION #1018

Please provide the below information in the order requested, identifying each section number.

#### Experience and Capabilities

1. Experience as evidenced by a listing of references from similar projects in size and scope within the past five (5) years. Include contact information (name, title, e-mail address, and phone #) for the individual who oversaw the quality of the work and authorized payment. References within the greater Chicago area preferred.
2. Evidence of Financial Stability to fund this project and any and all continuing services this project may require throughout the standard life cycle: i.e. Annual Report; D&B Report, Credit Reference, Letter from Bank

#### Statement of Experience (not to exceed 3 pages)

3. How many years has your firm been in business under this name?
4. How many years has your firm been in business under: Any other name? Other ownership? Provide details.
5. What is the value of the firm's work: Completed in the past 12 months? Now under contract?

#### Work Specific Knowledge

6. Attach a list of the areas of work that will be performed by a sub-contractor or other firm.

#### Safety Risk

7. Certificate of Insurance
8. A brief explanation of the following:
  - a. A time your organization failed to complete a contract
  - b. Bankruptcy or reorganization
  - c. Judgment claims or law suits against the firm: Awarded and Pending within past five (5) years



*Trees "R" Us Inc.*

**COMPLETE TREE SERVICE**

**RESIDENTIAL & COMMERCIAL**

PO BOX 6014  
Wauconda, IL 60084

[www.treesrusinc.com](http://www.treesrusinc.com)  
Phone: 847-913-9069  
Fax: 847-487-3753

**EXPERIENCE AND CAPABILITIES**

1. Attached please find our Brush Hauling Reference Sheet
2. If we are the low bidder, we will gladly provide financial and credit information

**STATEMENT OF EXPERIENCE**

3. Trees "R" Us, Inc was incorporated in Illinois in 1999. We have continuously been in the tree service business since then. Trees "R" Us, Inc is owned by Nick and Jenni Willis since 2006.
4. Trees "R" Us has not operated under another name. From 1999 to 2006 Trees "R" Us was owned by Nick Willis and a partner named Jerry McDougal, who left the business to pursue a plumbing license.
5. The annual sales in 2018 were \$3,400,000. Currently under contract is approximately \$1,200,000.

**WORK SPECIFIC KNOWLEDGE**

6. No work will be performed by a subcontractor.

**SAFETY RISK**

7. Our Certificate of Insurance is attached with the Bid Bond
8. Trees "R" Us has never failed to complete a contract. Trees "R" Us has never filed a bankruptcy. Trees "R" Us has not reorganized except for the mention above in #4. Trees "R" Us does not have any lawsuits or claims against it.



## Response Cover Page

This is page #1 of your response.

### LEAF AND BRUSH COLLECTION #1018

Based on

Addendum # \_\_\_\_\_

Please do not submit punched or perforated pages, nor bind your proposal in anything other than paperclips.

Proposal Prepared By:		Contacts:	
Firm Name	KramerTreeSpecialists, Inc.	Operations	
DBA		Contact Name	Tim Peters
Address	300 Charles Court	Contact Phone #	630-293-5444
		Contact E-mail	tpeters@kramertree.com
City, St, Zip	West Chicago IL 60185	Sales	
Signature	Lucindia C. Peters	Contact Name	N/A
Print Name	Lucindia C. Peters	Contact Phone #	
Position	Secretary	Contact E-Mail	
Phone #	630-293-5444	Billing	
Fax #	630-293-7667	Contact Name	Betsy Meyers
E-mail Address	bpeters@kramertree.com	Contact Phone #	630-293-5444
		Contact E-Mail	bmeyers@kramertree.com

This business Firm is (check one) ☐ An Individual ☐ A Partnership ☒ A Corporation ☐ An LLC

#### Exceptions: (check one)

☒ This proposal meets and accepts all Requirements, Specifications, Terms and Conditions and Contract Language.

☐ We hereby take the following Exceptions to the Requirements, Specifications, Terms and Conditions and Contract Language (reference section name and identifying reference):



## Signature Page

This is page #2 of your response.

**LEAF AND BRUSH COLLECTION #1018**

Based on  
Addendum # \_\_\_\_\_

The undersigned proposes and agrees, after having examined the requirements and specifications, to irrevocably offer to furnish the services in compliance to all terms, conditions, specifications and applicable addenda. I (we) hereby certify and affirm that being first duly sworn an oath, deposes and states that all statements made herein are made on behalf of the Offeror, that this despondent is authorized to make them and the statements contained herein are true and correct.

### ***If an Individual***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

### ***If a Partnership***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Partner

### ***If a Corporation***

By: Mervia C. Peters  
Signature of person authorized to sign

Secretary  
Title

ATTEST Elyse H. A. Hays

### ***If a Joint Venture***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE 3/1/2019

Attach seal here.



## Response Price Proposal Page

This is page #3 of your response.

### LEAF AND BRUSH COLLECTION #1018

Based on  
Addendum # \_\_\_\_\_

I (we) propose to furnish all services as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the city without an authorized change order and written approval by the Purchasing Division Manager confirmed via purchase order amendment.

#### CITY OF ST. CHARLES

	A	B	C	D	E	F	G
Item	Price per Collection per Dwelling	Quantity per Year	Annual Dwelling Unit Price (AxB)	Number of Units	Total Annual Price (CxD)	Contract Term	Extended Total (ExF)
Brush Collection	\$ 2.55	8	\$ 20.39	9,342	\$190,508.56	5	\$952,844.00
Leaf Collection	\$ 11.93	3	\$ 35.80	9,342	\$334,471.00	5	\$1,672,355.00

#### Emergency Work Rates (All Cities)

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.

Labor/Equipment	Price	Unit
Foreman (Equipment Operator)	\$ 95.00	Per Hour
Laborer (Ground Man)	\$ 90.00	Per Hour
Driver	\$ 95.00	Per Hour
Grapple Loader	\$ 45.00	Per Hour
Transfer Truck	\$ 40.00	Per Hour
Chipper and Truck	\$ 45.00	Per Hour
Disposal of Brush or Chips	\$ 5.00	Per Cubic Yard

Please submit the following information with your bid. Bidders may submit additional documentation as necessary.

Method of Service – Brush Collection: Please see attached

Equipment Used for Brush Collection Services: \_\_\_\_\_

Number of Brush Collection Crews allocated for St. Charles: \_\_\_\_\_

Method of Service – Leaf Collection: Please see attached

Equipment Used for Leaf Collection Services: \_\_\_\_\_

Number of Leaf Collection Crews allocated for St. Charles: \_\_\_\_\_

**Please confirm that all fees**, inclusive of but not limited to: freight, delivery, fuel sur-charge, permits, and labor; ... are included within the above prices. ☒ Yes ☐ No

We will accept payment via City of St. Charles credit card. ☒ Yes ☐ No

We will allow a discount of — % if payment is received within        days of invoice.



## Certification of Compliance

This is page #4 of your response.

(A) The undersigned certifies that, pursuant to the **Equal Opportunity Employer** provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375, the bidder is compliant with all Equal Employment Opportunity Commission ("EEOC") requirements.

(B) The undersigned certifies that, pursuant to the **Illinois Human Rights Act** provisions of Section 775 ILCS 5/2-105, the bidder complies with and certifies that it is in compliance with all equal employment practice requirements contained therein, and that it has adopted a written sexual harassment policy that meets the minimum requirements.

(C) The undersigned certifies that, pursuant to the **State of Illinois Law** provisions of Section 720 ILCS 5/33E prohibiting Bid-rigging or Bid-rotating, the bidder is not barred from bidding on this project, or entering into a contract for this project.

(D) The undersigned certifies that, pursuant to the **Illinois Department of Revenue Tax Laws** provisions of Section 65 ILCS 5/11-42.1-1, the bidder is not barred from doing business with any unit of local government in the State of Illinois as a result of a delinquency in payment of any taxes unless the bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax.

(E) The undersigned certifies that, pursuant to the **Illinois Drug Free Workplace Act** provisions of Section 30 ILCS 580/3, the bidder deposes states and certifies that it will provide a drug free workplace, inclusive of all satellite locations as well as the City of St. Charles sites.

(F) The undersigned certifies that, pursuant to the **Illinois Prevailing Wage Act** provisions of Section 820 ILCS 130/0.01 et seq, the bidder, when required, is in compliance with all requirements of, including provisions as to wages, medical and hospitalization insurance and retirement benefits for those trades covered in the Act. Pursuant to **Illinois Public Act** provisions of Section 94-0515 and all provisions of the **Employee Classification Act**, provisions of Section 820 ILCS 185/1 et seq., said bidder agrees to submit certified payroll records as required.

(G) The undersigned certifies that, pursuant to the **Employment of Illinois Workers on Public Works Act** provisions of Section 30 ILCS 570/0.01, et seq., the bidder is in compliance with all requirements. Furthermore, the bidder certifies that it will demonstrate a good faith effort toward providing equal employment opportunities for City of St. Charles residents to work as crafts persons, consistent with the racial, ethnic, and gender demographics of the City's labor force.

(H) The undersigned certifies that, pursuant to the **National Security/USA Patriot Act** as defined in Presidential Executive Order 13224, the bidder and all affiliated parties, are not working for or with, nor acting on behalf of, a Specially Designated National and Blocked Person.

(I) The undersigned certifies that they have not colluded with or participated in any **unethical practices** with any person, firm or employee of the City of St Charles which would in any way be construed as an unethical business practice.

### Check One:

☒ **There are no conflicts of interest** and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the City of St. Charles in writing.

☐ **There is an affiliation or business relationship** between you, your management or staff, your firm or your firm's ownership, and an employee, officer or elected official of the City of St. Charles who makes recommendations to the City of St. Charles with respect to expenditures of money, employment, and elected or appointed positions. Provide on a separate letter included with your response any and all affiliations or business relationships that might cause a conflict of interest or a ny potential conflict of interest. Include the name of each City of St Charles affiliate with whom you, your firm or your firm's ownership, management or staff has an affiliation or a business relationship.

Company Name Kramer Tree Specialists Inc. Signature Leindia C. Pates

Date 3/1/2019

Certification of Compliance

This is page #4 of your response.





## Service Provider Response Requirements

This, and the attached answers, is page #5 of your response.

### LEAF AND BRUSH COLLECTION #1018

Please provide the below information in the order requested, identifying each section number.

#### Experience and Capabilities

1. Experience as evidenced by a listing of references from similar projects in size and scope within the past five (5) years. Include contact information (name, title, e-mail address, and phone #) for the individual who oversaw the quality of the work and authorized payment. References within the greater Chicago area preferred.
2. Evidence of Financial Stability to fund this project and any and all continuing services this project may require throughout the standard life cycle: i.e. Annual Report; D&B Report, Credit Reference, Letter from Bank

#### Statement of Experience (not to exceed 3 pages)

3. How many years has your firm been in business under this name?
4. How many years has your firm been in business under: Any other name? Other ownership? Provide details.
5. What is the value of the firm's work: Completed in the past 12 months? Now under contract?

#### Work Specific Knowledge

6. Attach a list of the areas of work that will be performed by a sub-contractor or other firm.

#### Safety Risk

7. Certificate of Insurance
8. A brief explanation of the following:
  - a. A time your organization failed to complete a contract
  - b. Bankruptcy or reorganization
  - c. Judgment claims or law suits against the firm: Awarded and Pending within past five (5) years



**Leaf & Brush Collection Services  
City of St Charles Bid Proposal  
Contract Years 2019 – 2023**

***Kramer Tree Specialists***

**Leaf Collection Services - Operational Methods, Equipment and Manpower**

Kramer Tree Specialists utilizes leaf machines which vacuum the leaves from the curbside and blow them into tarped collection trucks. As these collection trucks fill up, we then transfer the machine to an empty truck, (transfer vehicles) to transport for off-site recycling. The utilization of these transfer vehicles allows our collection crews to continuously navigate the city streets picking up leaves throughout the entire work day without stopping other than for the transfer.

Each collection crew consists of 3 team members.

We have identified this method of leaf collection to be safer for our employees and your constituents, quicker and cleaner. We have operated in this manner for the entire history of our leaf collection services which is now 8 years.

**Leaf Collection Services - Equipment & Manpower List –**

***Collection trucks – 4    3 staff/collection truck***

***Transfer Vehicles –2    1 staff/transfer vehicle***

***Kramer Tree Specialists***

**Brush Collection Services - Operational Methods, Equipment and Manpower**

Kramer Tree Specialists utilizes grapple equipped brush loader vehicles (collection loader) to collect and load constituent's curbside brush piles. In addition to these collection loaders, we utilize larger transfer vehicles (transfer vehicles) to transfer and haul the brush away for off-site recycling. The utilization of these transfer vehicles allows our collection loaders to continuously navigate the city streets picking up brush throughout the entire work day without stopping other than the load transfer.

Each collection loader vehicle consists of a 2-man crew.

We have identified this method of brush collection to be safer for our employees and your constituents, quicker, cleaner and quieter versus traditional brush collection methods utilizing a brush chipper. We have operated in this manner for the entire history of our brush collection services which is now 19 years.

**Brush Collection Services - Equipment & Manpower List –**

***Collection Loaders – 1                    2 staff/collection loader***

***Transfer Vehicles – 1                    1 staff/transfer vehicle***

## **Service Provider Response Requirements**

### ***Kramer Tree Specialists***

#### **Experience and Capabilities**

1. See attached
2. Kramer Tree Specialists has been in business since 1974 and financed multiple multi-year municipal contracts over those years. We have been providing leaf collection services for the past 8 years and brush collection services for the past 19 years across multiple municipalities in our local area. In addition, we have had other municipal contracts including tree removal, tree pruning, emerald ash borer treatments and stump grinding over the years. We own our own building and property, and the equipment and vehicles that we utilize on these contracts are all owned by Kramer Tree Specialists. Our diversity of clients and arboriculture services and products allows us to work continually throughout the year to have continual cash flow and financial stability.

#### **Statement of Experience**

3. 44 years
4. NA
5. \$8,827,426 (2018 Revenue)      \$94,050 (2019 municipal work currently under contract)

#### **Work Specific Knowledge**

6. Not applicable

#### **Safety Risk**

7. See attached
8. Explanations
  - a. Not applicable
  - b. Not applicable
  - c. Not applicable

**City of St. Charles, Illinois**  
**Ordinance No. 2019\_\_\_\_\_**

**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 \$4.48 each month for FY 19/20 through FY 23/24.

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 \_\_\_\_\_, 2019.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
Charles Amenta, City Clerk

COUNCIL VOTE:

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

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

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

APPROVED AS TO FORM:

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

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

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7\*f

Title:

Recommendation to Approve Purchase Order to Electric Conduit Construction for Installation of Electric Manhole at Rear of 95 N. 17<sup>th</sup> Street

Presenter:

Tom Bruhl

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$39,725.55

Budgeted Amount: \$40,000.00

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

City Staff received two bids for unit cost manhole installations. The work involves excavating approximately a 12 foot deep hole that is 12 feet wide and 15 feet long. After setting the precast manhole with a crane, the contractor is responsible for installing the ground grid and ground rods, providing the frame and cover, and then backfilling up to grade.

The Electric Utility has been working on an underground link between our Peck Road Substation and our N. 12<sup>th</sup> Street Substation since 2002. The duct bank is currently up Peck Road, east down Campton Hills Road, east down West Main Street, up Randall Road, and to a location behind XSport Fitness. Getting this manhole in place now is important to facilitating a planned fiber job in the FY20 budget.

The City has experience with Electric Conduit Construction doing this work at the Police Station in 2018.

**Attachments** *(please list):*

\* Bid Tabulation

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to award Purchase Order with Electric Conduit Construction for manhole installation in the amount of \$39,725.55

Bidder	Quantity	Unit Costs						Extended Pricing	
		MP Systems	Archon	Hooper	J.F. Electric	Electric Conduit	Henkels & McCoy	Archon	Electric Conduit
CU5a - 12 - 6"	20	No Bid	\$283.20	No Bid	No Bid	\$405.72	No Bid	\$5,664.00	\$8,114.40
CU6 - Straight MH Install		No Bid	\$28,480.00	No Bid	No Bid	\$26,711.15	No Bid		
CU6b - Straight MH extra per foot		No Bid	\$1,170.00	No Bid	No Bid	\$1,125.00	No Bid		
CU7 - TEE MH Install	1	No Bid	\$30,900.00	No Bid	No Bid	\$27,611.15	No Bid	\$30,900.00	\$27,611.15
CU7b - TEE MH extra per foot		No Bid	\$1,465.00	No Bid	No Bid	\$1,125.00	No Bid		
CU8 - X MH Install		No Bid	\$40,870.00	No Bid	No Bid	\$27,611.15	No Bid		
CU8b - X MH extra per foot		No Bid	\$1,605.00	No Bid	No Bid	\$1,125.00	No Bid		
Crane Allowance/Estimate	1		\$2,000.00			\$2,000.00		\$2,000.00	\$2,000.00
Contingency	1		\$2,000.00			\$2,000.00		\$2,000.00	\$2,000.00
Total								\$40,564.00	\$39,725.55