



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Contractual Services for Street Sweeping Services

Presenter: Peter Suhr

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.29.2012
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost: \$76,228 Budgeted: YES NO

If NO, please explain how item will be funded:

Executive Summary:

As a matter of good public policy, the City of St. Charles Public Works Department provides street sweeping services to the community. This public policy translates into good sound environmental practice by removing grit and foreign contaminants from the roadways and preventing that material from entering the watershed. In addition, street sweeping removes materials from the roadways that may otherwise create unsafe conditions and traffic accidents. Currently, street sweeping services are provided in-house by Public Works staff. In an ongoing effort to evaluate the cost effectiveness of services, Public Works staff has considered alternative service delivery methods for street sweeping services.

City staff solicited vendors to assist with Street Sweeping Services. A Request for Proposal (RFP) for these services was issued to six (6) separate contractors. The RFP included detailed specifications and acceptable equipment to perform the required work. Proposers will be compensated based on a cost per area swept or hourly rate as defined in the RFP.

Four of the six contractors submitted final proposals. K. Hoving Companies is the most cost competitive and most qualified contractor according to the RFP. K. Hoving has the proper equipment to fulfill the agreement and meets all of the specifications and qualifications of the RFP. They have provided quality service to many area communities including Hoffman Estates, Roselle, and Glenview. Staff is recommending services with K. Hoving for three consecutive years.

Attachments: *(please list)*

1. K. Hoving Companies RFP Proposal
2. K. Hoving Companies Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive bids and approve award of contract to K. Hoving Companies.

For office use only: Agenda Item Number: 4.b

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:

K. Hoving Companies
2351 Powis Road
West Chicago, IL 60185

For the purchase of: Street Sweeper Service

At a cost of: \$ 76,228

Reason for the request to waive the bid procedure: A Request for Proposal (RFP) was issued to six separate contractors of which four were submitted. K. Hoving provided the most cost competitive proposal and is the most qualified contractor based on the requirements of the RFP.

Other Quotations Received: Three (3)

Date: 5/29/2012

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.



A. Residential Street Sweeping (About 272 curb miles)

- Exhibit C Maps – All Sweeping Zones 1- 7 on East and West Sides **except** Sweeping Zone 4 (East) and Downtown Sweeping Routes.

Eight (8) complete sweeps on the following schedule:

1. Last Week of March	per sweep \$ <u>8,840.00</u>
2. First Week of May	per sweep \$ <u>8,840.00</u>
3. Last Week of June	per sweep \$ <u>8,840.00</u>
4. Mid-Week of August	per sweep \$ <u>8,840.00</u>
5. Last Week of September	per sweep \$ <u>8,840.00</u>
6. Last Week of October	per sweep \$ <u>8,840.00</u>
7. Mid-Week of November	per sweep \$ <u>8,840.00</u>
8. Last Week of November	per sweep \$ <u>8,840.00</u>

B. Downtown Street Sweeping (About 8 curb miles)

- Exhibit C Maps – Downtown Sweeping Streets (Identified with Blue lines on "Street Sweeping Locations" Map).

One (1) complete sweep each week starting Last Week of March and ending Last Week of November – Thirty-Six (36) Total

1. One (1) Complete Sweep	per sweep \$ <u>280.00</u>
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C. Commercial Manufacturing District Sweeping (About 17 curb miles)

- Exhibit C Maps – Sweeping Zone 4 (East).

Four (4) complete sweeps on the following schedule:

1. Last Week of March	per sweep \$ <u>586.50</u>
2. Last Week of June	per sweep \$ <u>586.50</u>
3. Last Week of September	per sweep \$ <u>586.50</u>
4. Last Week of November	per sweep \$ <u>586.50</u>

D. County & State Routes Sweeping (About 14 curb miles)

- Exhibit C Maps – Street routes are defined as follows:
 - IL Rt. 64 (Main St.) – Between Oak St. (west) and 13th Ave. (east)
 - IL Rt. 31 – Between Division St. (south) and Rail Road Trestle/Overpass (north)
 - IL Rt. 25 – Between Division St. (south) and Country Club Road (north)

Four (4) complete sweeps on the following schedule:

1. Last Week of March	per sweep \$ <u>483.00</u>
2. Last Week of June	per sweep \$ <u>483.00</u>
3. Last Week of September	per sweep \$ <u>483.00</u>
4. Last Week of November	per sweep \$ <u>483.00</u>

E. Parking Lot Sweeping (19 parking lots)

- Exhibit C Maps – Downtown Sweeping Streets (Identified in Blue on “Street Sweeping Locations” Map).



One (1) complete sweep each week starting Last Week of March and ending
Last Week of November – Thirty-Six (36) Total.

1. Lot A	per sweep \$ <u>50.00</u>
2. Lot B	per sweep \$ <u>50.00</u>
3. Lot C	per sweep \$ <u>50.00</u>
4. Lot E	per sweep \$ <u>50.00</u>
5. Lot F	per sweep \$ <u>50.00</u>
6. Lot G	per sweep \$ <u>50.00</u>
7. Lot H	per sweep \$ <u>50.00</u>
8. Lot I (West Parking Deck)	per sweep \$ <u>50.00</u>
9. Lot J	per sweep \$ <u>50.00</u>
10. Lot K	per sweep \$ <u>50.00</u>
11. Lot L	per sweep \$ <u>50.00</u>
12. Lot N	per sweep \$ <u>50.00</u>
13. Lot O	per sweep \$ <u>50.00</u>
14. Lot P	per sweep \$ <u>50.00</u>
15. Lot Q	per sweep \$ <u>50.00</u>
16. Lot R	per sweep \$ <u>50.00</u>
17. Lot S (East Parking Deck)	per sweep \$ <u>50.00</u>
18. Lot T	per sweep \$ <u>50.00</u>
19. Lot U	per sweep \$ <u>50.00</u>

City of St. Charles, Illinois
Public Works Department
Street Sweeping Services
For Public Services Division



F. As-Needed Sweeping (TBD)

Emergency sweeping needs, special events or construction clean-up on an hourly rate.

1. Hourly Rate per hour \$ 98.00

YEAR #2 & YEAR #3 SERVICES (% Increase)

PROVIDE PERCENTAGE (%) INCREASE FOR FY13/14 & FY14/15

FY13/14 % 2.9

FY14/15 % 2.9