

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Contractual Services for Street Sweeping Services					
	Presenter:	Peter Suhr					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.25.2013			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$77,175	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>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. Last year, street sweeping services were provided by a combination of in-house Public Works staff and contracted services. This year, most public streets will be swept by a contractor while Public Works staff concentrates on downtown roads, special events and construction sweeping.</p> <p>Last year, 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. Four of the six contractors submitted final proposals. K. Hoving Companies was the most cost competitive and most qualified contractor according to the RFP. K. Hoving was approved for a 3-year contract of which this will be the second year of their agreement.</p>							
<b>Attachments:</b> <i>(please list)</i>							
K. Hoving Companies RFP Proposal K. Hoving Companies Bid Waiver							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to waive the formal bid process and approve award of contract to K. Hoving Companies.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.h</i>					



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**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 13<sup>th</sup> 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).



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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



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**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

### **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: \$ 77,175

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: 03/25/2013

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.**