

	AGENDA ITEM EXECUTIVE SUMMARY						
	Title:	Recommendation to approve a Leaf Collection Contract with Kramer Tree Specialists					
	Presenter:	Peter Suhr					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.25.13			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$243,000	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
Executive Summary:							
<p>In April 2008, the City Council approved a 3-year contract with Kramer Tree Specialists to provide leaf collection services to the City of St. Charles, which prior to that was a service provided by city staff. Because of the exceptional service provided by Kramer, they were awarded a new 3-year service contract for leaf collection in 2011. This is the third year of the agreement.</p> <p>Starting in October 2013, Kramer will provide four separate collection cycles throughout the City, just as they have done in prior years.</p>							
Attachments: <i>(please list)</i>							
Proposal from Kramer Tree Specialists for 2011-2013 leaf collection services Bid Waiver							
Recommendation / Suggested Action <i>(briefly explain):</i>							
Recommendation to waive the formal bid process and approval of a Leaf Collection Services Contract with Kramer Tree Specialists at a cost of \$243,000.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.1</i>					



2011 Leaf Collection – 4 Cycles Suggested Schedule

1st Collection Cycle

Section 1 October 26, 27
Section 2 October 28, 31
Section 3 November 1, 2
Section 4 November 3

2011 - \$233,000.00
2012 - \$238,000.00
2013 - \$243,000.00
2014 - \$248,000.00
2015 - \$253,000.00

2nd Collection Cycle

Section 1 November 4, 7
Section 2 November 8, 9
Section 3 November 10, 11
Section 4 November 14

5 Year Total - \$1,215,000.00

Or – As you suggested

2011 - \$233,000.00
2012 - \$238,000.00
2013 - \$243,000.00

3rd Collection Cycle

Section 1 November 15, 16
Section 2 November 17, 18
Section 3 November 21, 22
Section 4 November 23

with option for 2 one year renewals
with maximum 5% escalations—to be
negotiated

4th (and final) Collection Cycle

Please note: Entire city gets to take advantage of the long Thanksgiving weekend for this last collection event

Section 1 November 28
Section 2 November 29
Section 3 November 30
Section 4 December 1

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:

Kramer Tree Specialist, Inc.
300 Charles Court
West Chicago, Illinois 60185

For the purchase of: \$243,000.00

At a cost not to exceed: \$243,000.00

Reason for the request to waive the bid procedure: Kramer Tree Specialist is current contractor and previously approved for services. Kramer has provided exceptional service to our customers and has a proven commitment to the City of St. Charles. This will be the third year of a three-year agreement.

Other Quotations Received: NONE

Date: March 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.