



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Sidewalk Maintenance Contract with Safe Step

Presenter: Peter Suhr

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$35,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Over the past five (5) years, the City has been utilizing Safe Step to help maintain city sidewalks. Safe Step is a specialty contractor who levels the concrete sidewalk by grinding the top surface, therefore mitigating any tripping hazards. As part of our sidewalk program, City staff analyses our sidewalks on an annual basis and determines whether grinding, lifting or replacing a section of walk is most appropriate. This year it is estimated that the grinding services provided by Safe Step will be about \$35,000.

Attachments: *(please list)*

Proposal from Safe Step to provide Sidewalk Maintenance Service.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Sidewalk Maintenance Contract with Safe Step.

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

Safe Step, LLC.
PO Box 411
Hortonville, WI 54944

For the purchase of: Sidewalk Maintenance Service

At a cost of: \$ 35,000

Reason for the request to waive the bid procedure: Safe Step provides a specialty type service that is difficult to bid out, especially for local businesses. That being said, staff has received two other quotes for similar services and has verified Safe Step's competitive quote. Safe Step has provided the City with excellent service over the past five years and leaves us with no doubt they will continue to do so. In effort to help maintain our fiscal responsibility, Safe Step has held their pricing for the first four consecutive years and is only requesting a slight increase (under 2%) this year.

Other Quotations Received: Two

Date: 5/28/2013

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.



2013 Illinois Area Rate Schedule

Integrity is the lifeblood of Safe Step. We will deal honestly and openly with every customer, maintaining consistency in our pricing, quality, and performance in every aspect of every business transaction.

Criteria Based Projects

**Trip hazards eliminated based on budget, street priority, and department criteria.
No-cost sidewalk surveys provided with R&R identification.**

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$2999	\$28.25	\$26.25
\$3000 - \$9999	\$27.25	\$25.25
\$10,000 – 29,999	\$26.00	\$24.25
\$30,000 - \$75,000	\$24.50	\$23.50
Over \$75,000	\$23.75	\$22.75

Address Specific Projects

Specific trip hazards surveyed, located, and identified by client.

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$5999	\$29.25	\$27.25
Over \$6,000	\$28.25	\$26.25

The standard unit of measurement is labeled **inch-feet**:

An “**inch-foot**” is: The average displacement of the trip hazard in inches multiplied by the length of the cut in feet.

EXAMPLE: A slab 4 ft wide has a displacement that is 1” high on one side and 1/8” on the other side

The average displacement is $\frac{1'' + 1/8''}{2} \times 4' = 9/16'' \times 4 = 2.25$ inch feet.