

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**AUGUST 5, 2014 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Change Order: Specialty Winter Operations Services	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

**SYNOPSIS**

A motion is requested authorizing a change order to an existing three-year contract for Specialty Winter Operations Services with Snow Systems Inc. of Wheeling, Illinois. The amount of the proposed change order, \$115,068.38, would increase the existing contract amount from an amount of \$335,435 to \$450,503.38.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011-2018 include *Exceptional Municipal Services*.

**FISCAL IMPACT**

The severe winter of 2013/2014 exhausted the budget for contractual snow removal services and a budget amendment may be necessary if these services cause expenses to exceed the total budget. Staff will include additional funding for contractual snow removal services in the FY15 Proposed Budget for the winter of 2014/2015.

**RECOMMENDATION**

Approval on the August 5, 2014 consent agenda.

**BACKGROUND**

This change order will authorize additional expenses under the existing Snow Systems contract. The current contract is for three years; however, due to the severe winter of 2013-14, the Village exhausted the entire contract amount within the first two years. The purpose of the recommended change order is to provide funding for the third year of the three year contract, for an amount of \$115,068.38.

This contract provides snow and ice removal services for:

- Walkways within the downtown,
- Walkways at the three commuter rail stations,
- Walkways at the Civic Center; and
- Commuter rail platforms at Main Street and Fairview Avenue.

In November, 2012 the Village awarded a three-year contract to Snow Systems, Inc. of Wheeling, Illinois, in the amount of \$320,680.88. To determine the contract amount staff estimated the number of times the contractor would be called for service based upon average winters. The contract provides a unit price to clear snow and salt and to salt only. Staff anticipated 20 events for snow clearing with salting, and 10 salt only events, totaling an amount of \$103,750 for the first year of the contract. The bid included a 3% increase for the second and third years of the contract.

For the first year of the contract, 2012/2013, the Village experienced average conditions and the total amount of the contract expended was \$92,900. The second year of the contract, 2013/2014, the total snowfall

measured at Chicago O'Hare was 82 inches, 225% more than the seasonal average of 36.4 inches. The contractor was called for service 48 times to clear snow and salt and 21 times to salt only. This resulted in a cost of \$242,535 for the second year, and a total contract cost of \$335,435. A change order of \$14,754.12 was issued under the Village Manager's approval.

The purpose of the recommended change order is to provide funding for the third year of the three year contract, for an amount of \$115,068.38. This amount would provide snow clearing and salting services for a winter season with an average number of snow and ice events. The unit prices for service provided by the competitively bid contract would remain in place. The contractor has been providing service in a timely and professional manner and staff recommends funding the third year of this contract with Snow Systems Inc.

**ATTACHMENTS**

Proposed Change Order #2



# Village of Downers Grove Change Order

**Project Name:** Specialty Winter Operations Services  
**Project No:** N/A  
**Contractor:** Snow Systems

**Date:** 7/23/2014  
**No:** 2

**You are directed to make the following changes to this contract:**


- Increase contract amount to account for snow removal services required during the 2013-14 snow season.
- Snowfall accumulations exceeded 80 inches, which is more than double the typical accumulation in a winter.

The original contract sum was:.....	(1)	\$	320,680.88
Net amount of previous change orders:.....	(2)	\$	14,754.12
Current contract amount (1) + (2):.....	(3)	\$	335,435.00
This Proposed Change Order:.....	(4)	\$	115,068.38
Proposed Revised Contract Amount (3) + (4):.....	(5)	\$	450,503.38

Net of Change Orders Pending Approval (2) + (4): \$ 129,822.50  
 Budget Estimate:..... \$ 320,680.88  
 Original Completion Date:..... N/A  
 Time Extension or Reduction:..... N/A  
 Total Contract Time (Pending Approval):..... N/A

**RECOMMENDED FOR ACCEPTANCE:**

**APPROVED:**

  
 Asst. Dir. of PW  
 Date 7/23/14

Village Manager  
 Director of Public Works  
 Date

  
 Contractor  
 Date 07/23/2014

It is understood that as part of this change order that the Contractor agrees that all bonds, permits, insurance, and guarantees are hereby extended to incorporate this Change Order.