

COUNCIL WORKSHOP ITEM

ITEM: Municipal Turf Maintenance Contract
DATE: January 22, 2003
PREPARED BY: John J. Bajor, Jr., Public Works Director
 Robert Schiller, Assistant Director Public Works Operations
 Kerstin G. von der Heide, Village Forester
PURPOSE: Review recommendation and place on agenda for Council approval
BID AMOUNT: **\$21,944.00** **ACCOUNT:** 001.335.0000.5471

DISCUSSION:

Seven bids for Municipal Turf Maintenance were received on Wednesday December 18, 2002. All bidders had attended the required pre-bid conference, supplied insurance information and the required signatures. The purpose of this contract is for the mowing and trimming of turf located throughout the Village. This contract has existed for 2 years and has allowed Public Works staff to focus on CBD maintenance activities instead of mowing. The contract has 2 sets of locations which vary by their mowing frequency. Group 1 locations are the prominent Village areas to be mowed frequently (fine mowing), while Group 2 locations need to be mowed but not as frequently (rough mowing). The timeframes listed in the contract are for when turf normally starts growing in April and stops in November. Before mowing is to occur at any location, all debris will be picked up and disposed of. Group 1 and Group 2 locations are listed on the attached tables.

Because of the tightened budget, staff made reductions to the number of estimated mowing cycles, and shifted some locations which were previously in Group 1 to Group 2. Instead of mowing the Group 1 locations weekly or an estimated 30 times, the new contract specifies these will be mowed every 3 of 4 weeks or an estimated 23 times. During the week when the contractor will skip mowing, irrigation times will be adjusted and Public Works employees will mow select Village properties. For Group 2 locations, the new contract specifies that mowing will occur every third week. During 2002, staff found that when Group 2 locations were mowed every other week, the number of resident complaints was reduced when compared to 2001. However, as a way of cutting costs, these areas will be cut every third week or an estimated 9 times. Below is the history of this contract.

Apr- Nov	Contractor	Group 1 - Fine Mowing			Group 2 - Rough Mowing			TOTAL COST
		Unit Price	Cycles	Acres	Unit Price	Cycles	Acres	
2001*	Competitive	\$698.00	27	9.16	\$583.00	8	8.9	\$23,510.00
2002	Competitive	\$749.00	29	9.64	\$601.00	13	8.9	\$29,534.00

*Contract began May 3

Location	Group 1 Location Descriptions – Fine Mowing Cycle	Approx. Turf Acres
1	Watertower at 3301 Finley – area from street to tower	.13
2	Watertower at 3701 Highland – area from street to tower south of driveway	.05
3	Downers Grove Village marker sign at SE corner Highland Ave and 39 th St	.11
4	Fire Station 3 at 3900 Highland Avenue	.14
5	Watertower at 4318 Downers Drive – area from street west to pump house building	.17
6	Belmont train station commuter parking complex at 5000 Belmont – parking area south of tracks plus 3 turf areas north of tracks	.49
7	Public Works facility at 5101 Walnut Avenue (north border 20ft north of parking lot, east border at end of public sidewalk) *facility contains an irrigation system	.93
8	Transfer site (mulch pickup site and Village dump area) on Curtiss Street – parkway area of land along street between Dynagear and Sanitary Office	.08
9	Fire Station 1 at 2560 Wisconsin Street	.56
10	Watertower at 2304 Maple Avenue – area from street to just north of tower	.19
11	Park property east of Parker’s Place development (west of 5112 Forest on Gilbert)	.13
12	Main Street train station commuter parking complex – see map (area along tracks from Washington to Main contains an irrigation system)	1.76
13	Cemetery on Main Street north of Grove – from raised wall along Main west to service drive **extra care must be taken around the grave stones	.74
14	Northeast corner property at Main and Maple plus parkway along southeast corner	.06
15	Fire Station 2 and watertower at 5420 Main Street	.12
16	Rental properties on Main Street (5422, 5428, 5432, 5438)	.88
17	Village Hall and Police station facility complex – south of tracks and east of apartment parking lot and north of Curtiss including parking lot with HHR house (facility contains an irrigation system)	1.35
18	Fairview train station commuter parking complex at 5101 Fairview – all turf areas north of 2 nd Street between Fairview and Pepperidge Farms plus grass area north of the tracks along platform	.58
19	Fire Station 5 at 6701 Main Street – between Ameritech property and Park District	.25
20	Well house at 926 67 th Street	.19
	TOTAL	8.91

Location	Group 2 Location Descriptions – Rough Mowing Cycle	Approx. Turf Acres
21	Parkway at 1327 Warren (Burlington Northern site)	.09
22	Northwest corner property at Fairview and Austin from street to creek	.22
23	North side Maple Avenue north of the tracks – areas with retaining wall bricks	.08
24	Southeast corner property at Hill and Grand including parkway on Grand south to utility pole	.11
25	Parkway of wooded lots north of 5709 Main Street	.01
26	Property north of 5704 Webster	.20
27	Property north of 5618 Washington	.20
28	Medians in middle of Brookbank from 59 th to 63 rd	.50
29	Parkways along Fairview Avenue from 63 rd to 75 th – 8 locations – contractor given map	2.44
30	Triangle property east side Lemont at Old Main	1.16
31	Triangle property at Dunham and Lemont with Downers Grove Village sign	2.73
32	Parkway along Dunham from Foster south to traffic light	.57
33	Parkway along both sides of 71 st Dunham curve from Dunham at Andrus to Dunham at Foster	1.05
34	Parkway along north side Bolson Drive plus a 5ft wide section north of the sidewalk from Dunham west to the first house	.32
	TOTAL	9.68

The following table lists the contractor’s unit prices for Groups 1 and 2 along with extensions, and an hourly rate for additional fine mowing as needed (in case additional areas may need to be added). Contractors were asked to submit prices for 2 years.

Sebert Landscaping has the lowest prices for Group 1 and Group 2 locations. Staff checked all references and they were all positive.

Sebert Landscaping

Item	Estimated Cycles	Year 1 April 1, 2003- Nov 1, 2003		Year 2 April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	778.00	17894.00	820.00	18860.00
Group 2 Rough Mowing	9	450.00	4050.00	490.00	4410.00
Fine mowing hourly rate as needed		90.00		90.00	
Total Group 1 and 2			21944.00		23270.00

Midland Group

Item	Estimated Cycles	Year 1 April 1, 2003- Nov 1, 2003		Year 2 April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	715.00	16445.00	772.00	17756.00
Group 2 Rough Mowing	9	840.00	7560.00	907.00	8163.00
Fine mowing hourly rate as needed		30.00		30.00	
Total Group 1 and 2			24005.00		25919.00

Wingren Landscape

Item	Estimated Cycles	Year 1 April 1, 2003- Nov 1, 2003		Year 2 April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	790.00	18170.00	814.00	18722.00
Group 2 Rough Mowing	9	660.00	5940.00	670.00	6030.00
Fine mowing hourly rate as needed		121.00		125.00	
Total Group 1 and 2			24110.00		24752.00

Hoy Landscaping

Item	Estimated Cycles	Year 1 April 1, 2003- Nov 1, 2003		Year 2 April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	801.90	18443.70	824.17	18955.91
Group 2 Rough Mowing	9	1161.60	10454.40	1185.80	10672.20
Fine mowing hourly rate as needed		35.00		35.00	
Total Group 1 and 2			28898.10		29628.11

Pezza Landscape

Item	Estimated Cycles	Year 1		Year 2	
		April 1, 2003- Nov 1, 2003		April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	950.00	21850.00	969.00	22287.00
Group 2 Rough Mowing	9	950.00	8550.00	969.00	8721.00
Fine mowing hourly rate as needed		70.00		72.00	
Total Group 1 and 2			30400.00		31008.00

Green Grass

Item	Estimated Cycles	Year 1		Year 2	
		April 1, 2003- Nov 1, 2003		April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	1410.00	32430.00	1438.00	33078.60
Group 2 Rough Mowing	9	756.50	6808.50	770.00	6930.00
Fine mowing hourly rate as needed		35.00		35.00	
Total Group 1 and 2			39238.50		40008.60

Competitive

Item	Estimated Cycles	Year 1		Year 2	
		April 1, 2003- Nov 1, 2003		April 1, 2004- Nov 1, 2004	
		Unit Price	Extension Price	Unit Price	Extension Price
Group 1 Fine Mowing	23	1249.00	28727.00	1274.00	29302.00
Group 2 Rough Mowing	9	1202.00	10818.00	1226.00	11034.00
Fine mowing hourly rate as needed		175.00		179.00	
Total Group 1 and 2			39545.00		40336.00

In the proposed 2003/04 budget, the Municipal Turf Maintenance contract is funded in the contractual services area (001.335.0000.5471). Below is a summary of the contractual section of the Forestry and Grounds proposed budget. Should reductions to the accounts occur when the final budget is approved, adjustments will be made to all the line items in order to fully execute the Municipal Turf Maintenance contract.

Proposed 2002/03

5400 Account	Budget
001.335.0000.5443	123,545.00
001.335.0000.5445	300.00
001.335.0000.5471	42,500.00
001.335.0000.5481	4,152.00
Total	170,497.00

RECOMMENDATION:

The recommendation to the Village Council is to award the 2003 Municipal Turf Maintenance contract to Sebert Landscaping at a cost of \$21,944.00.

