

## COUNCIL WORKSHOP ITEM

**ITEM:** Municipal Turf Maintenance Contract  
**DATE:** March 3, 2004  
**PREPARED BY:** David H. Barber, P.E., Director of Public Works  
Kerstin G. von der Heide, Village Forester  
**PURPOSE:** Review recommendation and place on agenda for Council approval and award of contract  
**BID AMOUNT:** \$22,381.50                      **ACCOUNT:** 001.335.0000.5471

### DISCUSSION:

Sebert Landscaping has the current Municipal Turf Maintenance contract and has successfully completed the first year. Staff is proposing renewing the contract with Sebert for the second year. Recapping bidding activities, seven bids were received on Wednesday December 18, 2002, and bidders submitted prices for 2 years. The intent in bidding 2 years was to award a 2-year contract. Sebert has the lowest total cost for both years, and Sebert's original bid for the second year is 6% higher than first year. In negotiations with staff, Sebert has agreed to an increase of only 2% for the second year. Tables on the following pages show the bids and the negotiated prices.

The purpose of this contract is for the mowing and trimming of turf located throughout the Village. This contract has existed for three years and has allowed Public Works staff to focus on CBD maintenance activities instead of mowing. The contract has 2 sets of locations that 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.

As a way of cutting costs for 2003, staff made reductions to the number of estimated mowing cycles, and shifted some locations that were previously in Group 1 to Group 2. Instead of mowing the Group 1 locations weekly or an estimated 30 times, the current contract specifies these will be mowed every 3 of 4 weeks or an estimated 23 times. Also, during very warm periods in the summer, mowing was skipped for more than a week. This will continue in 2004. 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 current contract specifies these will be mowed every third week or an estimated 9 times, down from every other week in 2001 and 2002. The following table shows the cost history of this contract.

### Contract Cost History

Apr- Nov	Contractor	Total Cost
2001*	Competitive	\$23,510.00
2002	Competitive	\$29,534.00
2003	Sebert	\$19,616.76

\*Contract began May 3

### Review of 7 Bids

#### Sebert Landscaping

Item	Estimated Cycles	Year 1 April 1, 2003- Nov 1, 2003		Year 2 Original Bid 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	
<b>Total</b> Group 1 and 2			21944.00		23270.00
				Year 2 Negotiated April 1, 2004- Nov 1, 2004	
				Unit Price	Extension Price
				793.50	18250.50
				459.00	4131.00
				90.00	
				<b>Total</b>	22381.50

#### 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	
<b>Total</b> 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	
<b>Total Group 1 and 2</b>			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	
<b>Total Group 1 and 2</b>			28898.10		29628.11

## Pezza 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	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	
<b>Total Group 1 and 2</b>			30400.00		31008.00

## Green Grass

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	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	
<b>Total Group 1 and 2</b>			39238.50		40008.60

**Competitive**

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	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	
<b>Total</b> Group 1 and 2			39545.00		40336.00

Finally, staff is aware that Council has not yet approved a budget, and, therefore, will work within the budget authority granted by Council. Staff will ensure that the awarded contractor will allow the Village to reduce and/or raise the bid quantities during the term of the contract. In the proposed budget for FY2004/05, municipal turf maintenance services are funded in the Other Equip Rpr & Maint Account (001.335.0000.5471). The proposed budget for this account is \$41,270.00. In that several service items are included in this account, all will be monitored and adjusted to allow implementation of the Municipal Turf Maintenance contract.

**RECOMMENDATION:**

The recommendation to the Village Council is to award the 2004 Municipal Turf Maintenance contract to Sebert Landscaping at a cost of \$22,381.50