

# Request For City Council Action

**Date:** April 14, 2015

<b>Agenda Section:</b> Consent Agenda  <b>No. 5</b>	<b>Originating Department:</b> Public Works - Forestry & Development Managements - Building & Neighborhood Services Finance - Purchasing
<b>Item:</b> Award of Two-Year Mowing Contract for FY 2016 and FY 2017 to J & S Services of Desoto, IL in the amount of \$84,378.58  <b>No. 5.9</b>	<b>Approved:</b>

**Background And Summary:**

The City's mowing contract has been bid for a two-year term since FY 1994 in order to secure better, long-term pricing; the existing two-year mowing contract will expire on April 30, 2015.

The contract is structured such that it can be split and awarded to two (2) separate contractors (one for the public properties, right-of-ways, and drainway mowing, and one for the private property mowing) when there has been a price advantage do to so. Four of the past eight contract terms have utilized the split contract arrangement.

Management of the mowing contract is always split between the City's Building and Neighborhood Services Division and the City's Forestry Division. The Building and Neighborhood Services Supervisor manages the privately-owned parcel portion of the mowing contract and the City Arborist manages the remainder of the contract.

The mowing specifications were updated and the bid was advertised. Six (6) contractors were invited to bid. Two (2) bids were received on April 6, 2015, as shown on the bid tabulation. The total combined two year bids ranged from \$84,378.58 to \$87,826.22.

The low bid for Section 1 properties (Public Right-of-Way, Public Works Parcels, City Properties and Facilities, and Ditches, Creeks and Drainways) is from J & S Services of Desoto, Illinois, in the amount of \$35,369.29 per year for two years.

The bids for Privately Owned Small Parcels, Privately Owned Large Parcels, and Privately Owned Acreage are exactly the same from both bidders at \$6,820.00 per year for two years.

Staff has reviewed the bids and recommends that the City award the bids to J & S Services of Desoto, Illinois in the combined amount of \$42,189.29 per year for two years (\$84,378.58 total for two years).

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
Council Action: Motion by: _____		2nd by: _____	to: _____	

Award of Two-Year Mowing Contract

for FY 2016 and FY 2017

April 14, 2015

It should be noted that the quantities included in the mowing bid are estimates only. Based solely on unit pricing (per acre or per parcel) comparisons between the current FY 2015 and the proposed FY 2016 contracts, the costs have increased and/or decreased as follows:

- Public Right-of-Way (Section 1A) has remained the same at \$26.61/acre (0.00%)
- Public Works Parcels (Section 1B) has remained the same at \$26.61/acre (0.00%)
- City Owned Properties (Section 1C) has decreased by \$4.61/acre (-20.95%) to \$22.00/acre
- Ditches, Creeks and Drainways (Section 1D) has decreased by \$2.00/acre (-10.00%) to \$20.00/acre
- Privately owned small parcels (Section 2A) has remained the same at \$24.00/parcel (0.00%)
- Privately owned large parcels (Section 2B) has remained the same at \$35.00/parcel (0.00%)
- Privately owned acreage (Section 2C) has remained the same at \$20.00/acre (0.00%)

The total estimated contractual mowing costs for FY2016 are \$42,189.29; this is a net increase of \$4,369.40 (11.60%) from the FY 2015 total estimated contractual mowing costs of \$37,819.89. This increase is due to the addition of properties to the City's mowing list, including the Horizon Inn property, and other various parcels acquired during the last two years.

Adequate funds are included in the FY2016 budget to cover the costs of the mowing contract.

**Recommended Action:**

The City Council is requested to award the Two-Year Mowing Contract for FY 2016 and FY 2017 to J & S Services of Desoto, IL in the amount of \$84,378.58.

**CERTIFICATE IN CONNECTION WITH PURCHASE OF SUPPLIES,  
EQUIPMENT & MATERIALS IN EXCESS OF \$10,000.00**

(This certificate must be furnished to the City Manager in connection with each purchase)

The undersigned hereby certifies:

1. That the supplies, equipment or materials sought to be purchased are as follows:  
**BID NO: 15-27 Two (2) Year Mowing Contract for FY 2016 & FY 2017**
2. That specifications particularly and specifically describing same have been prepared, are complete in every detail, and a copy of same is attached.
3. That such supplies, equipment, or materials are needed in connection with:  
the mowing of right-of-ways, drainway areas, Public Works parcels, and other  
City-owned and privately-owned properties
4. That a notice calling for sealed bids are to be submitted on:  
**April 6, 2015; 10:00 a.m.**  
has been prepared, is attached hereto, and that the date fixed therein for reception  
of bids is more than 7 days after the date of this Certificate.
5. That a copy of such notice calling for sealed bids and a copy of the specifications  
have been furnished either by mail or personally this day to firms or persons most  
likely to be interested in submitting bids and furnishing such supplies, as follows:  
(All persons advised about the requirements, either by mail, telephone, or  
personally must be listed here - three (3) or more competitors must be notified.)

J & S Services  
James & Scott Heller  
109 Heller Road  
DeSoto, IL 62924  
Phone: 867-2298  
Fax: 867-3618

Clean Cut Lawn Care  
Matt Crain  
1628 S. Division  
Carterville, IL 62918  
Phone: 549-8233  
Cell: 618-922-0335  
Fax: 618-985-6100  
[crain33lions@yahoo.com](mailto:crain33lions@yahoo.com)

Hicks Lawn Service  
Paul Hicks  
790 Haney Road  
Carbondale, IL 62901  
Phone: 985-3532  
Cell: 925-0257  
[murdale@murdalebaptist.org](mailto:murdale@murdalebaptist.org)

Always Landscaping  
Jerry Koonce  
357 Lavern Road  
DeSoto, IL 62924  
Phone: 549-1578

Nelson Tree Service, Inc.  
6743 State Rt3  
Ellisgrove, IL 62241  
Phone: 618-210-8754  
[Dnbowhunter@gmail.com](mailto:Dnbowhunter@gmail.com)

Clearly Cut Lawn Care & Landscaping  
Matt Wright  
7997 S. Giant City Road  
Carbondale, IL 62901  
Phone: 549-4909  
[mwright02@yahoo.com](mailto:mwright02@yahoo.com)

**TO BE AWARDED ON APRIL 14, 2015  
This is the 23rd day of March, 2015**

**Name:** \_\_\_\_\_

**Christi Green  
Purchasing/Risk Management Specialist**

City of  
**CARBONDALE**  
Illinois



**FOR: Two (2) Year Mowing Contract  
for FY 2016 & FY 2017**

**Bid Open: April 6, 2015**

**BID No. 15-27**

							J & S Services 109 Heller Road Desoto, IL 62924		Clean Cut Lawn Care 1115 Cardinal Road Carbondale, IL 62901			
BID BOND AMOUNT \$ or %							\$1,000 check		\$1,000 check			
EEO DOCUMENTATION							Yes		No			
ACCEPTABLE							Yes		No			
	Section	Description	Estimated Quantity	Unit	Estimated Annual Mowings	Estimated Unit Bid Quantity	Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price
<b>FY 2016 PROPOSAL</b>	1A	Public ROW	33.3012	Acre	12	399.6144	\$26.61	\$10,633.74	\$24.00	\$9,590.75		
	1B	ROW Parcels	29.175	Acre	12	350.1000	\$26.61	\$9,316.16	\$26.25	\$9,190.13		
	1C	City Property	40.226	Acre	16	643.6160	\$22.00	\$14,159.55	\$26.25	\$16,894.92		
	1D	Drainways	7.874	Acre	8	62.9920	\$20.00	\$1,259.84	\$22.50	\$1,417.32		
Subtotal Sections 1:								<b>\$35,369.29</b>		<b>\$37,093.11</b>		
	2A	Privately Owned Small Parcels	180	Each	1	180.0000	\$24.00	\$4,320.00	\$24.00	\$4,320.00		
	2B	Privately Owned Large Parcels	60	Each	1	60.0000	\$35.00	\$2,100.00	\$35.00	\$2,100.00		
	2C	Privately Owned Acreage	20	Acre	1	20.0000	\$20.00	\$400.00	\$20.00	\$400.00		
Subtotal Section 2:								<b>\$6,820.00</b>		<b>\$6,820.00</b>		
Total FY2016 Bid Price (All Sections)								<b>\$42,189.29</b>		<b>\$43,913.11</b>		
<b>FY 2017 PROPOSAL</b>	1A	Public ROW	33.3012	Acre	12	399.6144	\$26.61	\$10,633.74	\$24.00	\$9,590.75		
	1B	ROW Parcels	29.175	Acre	12	350.1000	\$26.61	\$9,316.16	\$26.25	\$9,190.13		
	1C	City Property	40.226	Acre	16	643.6160	\$22.00	\$14,159.55	\$26.25	\$16,894.92		
	1D	Drainways	7.8740	Acre	8	62.9920	\$20.00	\$1,259.84	\$22.50	\$1,417.32		
Subtotal Sections 1:								<b>\$35,369.29</b>		<b>\$37,093.11</b>		
	2A	Privately Owned Small Parcels	180	Each	1	180.0000	\$24.00	\$4,320.00	\$24.00	\$4,320.00		
	2B	Privately Owned Large Parcels	60	Each	1	60.0000	\$35.00	\$2,100.00	\$35.00	\$2,100.00		
	2C	Privately Owned Acreage	20	Acre	1	20.0000	\$20.00	\$400.00	\$20.00	\$400.00		
Subtotal Section 2B								<b>\$6,820.00</b>		<b>\$6,820.00</b>		
Total FY2017 Bid Price (All Sections)								<b>\$42,189.29</b>		<b>\$43,913.11</b>		
<b>Summary of Combined Bid Proposals - FY 2016 &amp; FY 2017</b>							FY 2016	FY 2017	FY 2016	FY 2017	FY 2016	FY 2017
Sub-Total Section: 1A, 1B, 1C, & 1D							\$35,369.29	\$35,369.29	\$37,093.11	\$37,093.11		
Sub-Total: Section 2B							\$6,820.00	\$6,820.00	\$6,820.00	\$6,820.00		
Grand Total FY 2016 & FY2014 Combined:								<b>\$84,378.58</b>		<b>\$87,826.22</b>		

This is a bid tab for proposals received March 31, 2015. Proposals will be reviewed by City Staff for acceptability.

Council approval is required for this contract.

The next City Council Meeting will be held at 7:00 p.m. on Tuesday, April 14, 2015

# BID CHECKLIST

Bid Number 15-27

Vendor or Contractor J & S Services

	YES	NO	N/A
1. Bid Deposit or Bond Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A. Certified Check Submitted	<input checked="" type="checkbox"/>		
B. Bid Bond Submitted	<input type="checkbox"/>		
2. Bid Submitted on City Proposal Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Proposal Form Signed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Receipt of Addendum Acknowledged	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Employee Utilization Form Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptable Equal Opportunity Plan Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bid Meets Specifications, Terms and Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A. Variances are Stated and Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Variances are Stated and are not Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Any Additional Information as Required is Submitted with Bid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Bid Within Budgeted Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchasing/Risk Management Specialist \_\_\_\_\_

Finance Director \_\_\_\_\_

Administrative Services Director/EEO Officer \_\_\_\_\_