

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, November 17, 2014

6:00 PM

Village Hall

## Parks and Recreation Committee

*Chairman Patricia A. Gira  
Trustees Kathleen M. Fenton and Daniel T. Calandriello  
Village Clerk John C. Mehalek*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order 6:04 PM.

**Present:** 3 - Chairman Gira; Trustee Fenton and Trustee Calandriello

**APPROVAL OF MINUTES****2014-0671 Approval of the October 20, 2014 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of October 20, 2014.

**A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**ITEMS FOR SEPARATE ACTION****2014-0658 Elevator Maintenance at Village Buildings Contract**

Park's Division Frank Stec reported that the Franklin Loebe Center, Village Hall, Cultural Arts Center, and Sportsplex have elevators that require an annual maintenance agreement. For the past several years Otis Elevators has supplied the service for Franklin Loebe Center (\$4,963.90 annually), Cultural Arts Center (\$4,679.51 annually), and Village Hall (\$4,963.90 annually). Thyssenkrupp Elevator Corporation supplied the service for Sportsplex (\$3,570.60 annually). The contract with Otis Elevator commits us to a minimum of 5 years with no early termination clause. The current contract with Otis expires in 2015; and after researching the U.S. Communities Program suppliers it has been determined that Kone, Inc. will supply the maintenance contracts at \$150/month (\$1800/yr) with a 4% maximum annual increase, for an initial 5-year agreement with annual renewal thereafter. Kone, Inc. has positive references and only requires an initial 5 year term.

The Otis contract expires in January, 2015 for Cultural Center, and November, 2015 for Franklin Loebe Center and Village Hall. We are not currently under contract with Thyssenkrupp for the Sportsplex. The fee is paid quarterly in advance through December 2014. Changing to this contract with Kone and US Communities will produce a savings of over \$10,000 annually.

I move recommend to the Village Board to waive the bid process;

And

Move to recommend the execution of the US Communities contract for Kone, Inc. for elevator maintenance at the amount of \$1800 annually per elevator, with a 4% maximum annual increase, for an initial 5 year term with annual renewal thereafter.

**A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

#### **2014-0571 Enhancements for Main Street Area and Village Complex**

Director Stec reported that on October 6, 2014, this item was reviewed by the Public Works Committee, recommended for approval and referred to the Village Board of Trustees for consideration. Due to the inability of the recommended contractor, Temple Display, to meet our installation deadline we are forced to move to the next qualified quote from B & B Holiday Decorating at a cost of \$30,210, a \$1,290 difference. B & B has assured us that they can complete the installation within our timeline.

Main Street Area (Pricing for recommended areas 3 & 4 on pricing sheet)

Temple Display, Ltd. \$24,024

B&B Holiday Decorating \$24,060

Wingren Landscape \$29,519

Village Complex (Area 6 on pricing sheet)

Temple Display, Ltd. \$4,896

B&B Holiday Decorating \$6,150

Wingren Landscape \$5,950

The second total lowest price for the selected areas is from B & B Holiday Decorating in the amount of \$30,210.

Due to the timeline restrictions this agenda item is being considered by the Parks & Recreation Committee and the Village Board of Trustees on the same night.

Trustee Fenton asked who put the snowflakes up along LaGrange Road, 143rd, and 151st.

Director Stec responded that it was done by Bright Ideas.

Trustee Fenton asked if it was the company's responsibility to make sure they were working.

Director Stec stated that it is and that they would contact the company to have them check the lighting.

I move to recommend to the Village Board to accept the cancellation of the contract with Temple Display

And

To recommend to the Village Board to approve an agreement with B & B Holiday Decorating to provide the 2014 lighting in the Main Street Area as outlined in the proposal at a cost not to exceed \$30,210.

**A motion was made by Trustee Calandriello, seconded by Trustee Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**2014-0664 Concession Services - Athletic Fields, Centennial Park Aquatic Center, and Village Special Events**

Recreation Division Director Nancy Flores reported that on September 18, 2014, the Village issued a request for proposals for Village concession services at Centennial Park, John Humphrey Complex, the Centennial Park Aquatic Center and approximately 10 Village special events with a deadline of October 14, 2014. A pre-proposal meeting was held on October 1, 2014 to allow potential vendors to view each Village concession facility.

The RFP outlined clearly that proposals would be evaluated on specific criteria including: percentage and/or guaranteed revenue proposal to village; menu offerings; pricing of menu items; proposed staffing plans; supervisors structure and plan; athletic organization donation proposal; daily sanitation plan for operational hours and closing; book keeping and financial records submitted to village; and capital improvement plans (if any).

Proposals were received from: Jay Vending Company, David Apps (dba OP Snack Shack), and Robert McCarthy (aka Big Jims Catering Inc.). Both David Apps and Robert McCarthy attended the optional pre-proposal meeting and tour. Robert McCarthy's proposal was considered non-responsive as it was missing required submittal documents.

On October 30, 2014, interviews were conducted by the evaluation team including members of staff and Trustee Patricia Gira. Representatives from OP Snack Shack and Jay Vending Company were interviewed regarding their submittals. The attached proposal certification summary sheet and the highlights document provide additional details on the proposals.

Jay Vending Company has served as the Village's concessionaire since 2011 and has been very successful in this endeavor. They have provided a minimum

commission of \$25,000 per year regardless of sales. In addition, the Village receives 15% on all sales above a \$200,000 threshold each year. Over the past four years Jay Vending has been very responsive to Village requests related to menu options, pricing, and operating hours. Upon request, Jay Vending has also provided concessions for Village special events such as the Centennial West Concert Series, the Fourth of July, and the Great Pumpkin Party among others.

Jay Vending's proposal provides for the addition of several new healthy menu items such as wraps, grab-n-go fruit and veggies. They also proposed adding new item options such as an Italian roast beef sandwich and iced coffee. The proposal included other new endeavors such as adding compartmentalized recycling containers to venues they serve; creation of a custom souvenir cup with Orland Park and/or youth organization logos sharing the earned revenue from cups sales with the organizations; utilize an Apple POS system which will provide greater detail in reporting; add WiFi to their concessions operation at JHC to permit use of credit cards by patrons.

Based upon the Jay Vending Company's interview, previous performance, and guaranteed commission structure, the interview team recommends awarding the Village concession contract to Jay Vending Company for 2015 through 2017, with the option to renew for two additional years.

I move to recommend to the Village Board to approve awarding the concessions services to Jay Vending for a three-year contract, 2015 through 2017, with an option to renew for two additional years at the Village's sole discretion.

**A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

#### **2014-0679 Recreation Program Surveys - Discussion Only**

Director Flores reported that by utilizing Select Survey, the Recreation Department staff emailed surveys for the Preschool, Liberty Fun Run & Walk and Daycamp programs to the registered participants.

The Preschool survey was sent to 209 participants who provided their email addresses through registration. The response rate was 24%, which is better than the standard response rate of 10-15%. Many positive comments were received. Preschool parents reported that they are very pleased with the teaching staff, feel the curriculum is great, and appreciate the nurturing environment of the preschool. Staff will investigate parent recommendations by reviewing the curriculum for 2015, drop-off and pick-up time, and communication with the Lunch & More parents.

The Liberty Family Fun Run & Walk survey was sent to 121 participants who provided their email addresses through registration. The response rate was 26%, which is higher than the standard response rate of 10-15%. Patron feedback indicated that they thoroughly enjoy this event. Most respondents preferred to keep the run in its current format; adding awards for 1st, 2nd, and 3rd place instead of an overall male and female winner, separate age groups for the Kids Run, and include a contest for the most patriotic runner.

One participant summarized his experience in his Liberty Family Fun Run & Walk survey response stating: "The quality of our Village's events has been and continues to be excellent. Ditto for the race. This year will be my first Turkey Trot and I can't wait! OP has been a wonderful place to raise my family. I am proud to be a resident! You all do a wonderful job!"

The Day Camp survey was sent to 251 participants who provided their email addresses through registration. The response rate was 10%, which is within the standard response rate range. The overall findings were positive with some constructive recommendations such as possible changes to the pick-up procedure at Centennial Park Aquatic Center; providing an option of sugar-free refreshments, and adding more sport-centered activities. Staff will review feedback during the planning process for camp 2015.

**This item was for discussion only. NO ACTION was required.**

## **NON-SCHEDULED CITIZENS & VISITORS**

**ADJOURNMENT: 6:09 PM**

**A motion was made by Trustee Calandriello, seconded by Trustee Fenton, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**/AJ**

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**

DRAFT