

VILLAGE OF ORLAND PARK

*14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us*



Meeting Minutes

Monday, November 5, 2012

6:00 PM

Village Hall

Parks and Recreation Committee

*Chairman Patricia A. Gira
Trustees Brad S. O'Halloran and James V. Dodge
Village Clerk David P. Maher*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:28 PM.

Present: 2 - Trustee O'Halloran and Trustee Dodge

Absent: 1 - Chairman Gira

APPOINT TEMPORARY CHAIRMAN

In the absence of Chairman Gira, I move to approve appointing Trustee O'Halloran as Temporary Chairman for this meeting.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be APPROVED. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

APPROVAL OF MINUTES**2012-0595 Approval of the October 1, 2012 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of October 1, 2012.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be APPROVED. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

ITEMS FOR SEPARATE ACTION**2012-0649 Colette Highlands Park Development Bid Award**

Park's Division Director Frank Stec reported that three bids were received for the installation of the Colette Highlands Park Development on October 29, 2012 at 11:00 AM. The low qualified bid was from Hacienda Landscaping Inc. from Plainfield, IL at a cost of \$93,922.00.

Tr O'Halloran questioned how many businesses was this bid sent to and also how often is the bidders list updated.

Director Stec stated that he personally called several businesses along with companies that offer services that post what is out for bid.

Finance Director Annmarie Mampe reported that the bid specs are on the Village's website so that companies can search the site for the bids that match their business. Companies can also register on "Notify Me" so that when a bid is up on the website, those businesses that register are notified by the Village through an email.

Temporary Chairman O'Halloran requested that something be sent to the Village's local businesses and also to the Chamber who can help notify businesses of upcoming bids.

Director Stec stated that the Village has already ordered the play equipment that will be placed in the park and staff would like to install it still this year. This agenda item is being considered both by the Parks & Recreation Committee and the Village Board of Trustees on the same night in order to complete the required work this month.

I move to recommend to the Village Board to approve accepting the low bid from Hacienda Landscaping Inc. at a cost not to exceed \$93,922.00 for the Colette Highlands Park Development.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0625 Masonry & Coping Sill Repair & Replacement Bid Award

Director Stec reported that the architectural firm of Robert Juris and Associates performed a full review of the complex buildings and determined which areas of brickwork are in need of repair and where the copings and sills need repair or replacement. The analysis took some time, but the full scope of work was well defined and was used to determine what was to be included in the bid document. Six (6) bids for the Masonry & Coping/Sill Repair and Replacement at the Village Complex were received on October 15, 2012 at 11:00 AM and the low bidder was ZM Group, Inc. of Chicago at a cost of \$146,750.00.

According to the Illinois Department of Labor there is a case pending regarding the ZM Group at the Attorney General's office. The case was brought in 2010 and has not been resolved yet. The firm has not been banned from State contracts. References provided by this firm were checked and were very positive.

In order to accomplish this work before the winter season, this agenda item is being considered by the Parks & Recreation Committee and the Village Board of Trustees on the same night.

I move to recommend to the Village Board to approve the bid from ZM Group, Inc. at a cost not to exceed \$146,750.00 for the Masonry & Coping/Sill repair & replacement on the Village Complex.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0642 Fertilization & Broadleaf Weed Control Contract Cancellation

Director Stec reported that the contract for Fertilization and Broadleaf Weed Control was bid in March of this year. The low bidder of the three bids received at that time was Trugreen. The contract approved by the Village Board was a three year contract to care for both Public Works Ponds and Parks Department park areas. Trugreen has been the Village's provider of fertilization and broadleaf weed control since 2009. This past year, both Public Works and Parks have experienced numerous problems with Trugreen's reliability and service. Trugreen was found to be using a weed control product that was not what was defined in the Village specifications and it took great effort by the Village staff to resolve the concern; namely, Trugreen's lack of communication regarding where and when the product is being applied.

The current contract was to provide service for one year (2012) and would be automatically renewed on calendar year end (December 31st) for each of two (2) successive years unless the Village notified the Contractor in writing at least thirty (30) days before the anniversary date. Staff is recommending that the Village send notification to the contractor that the Village will not be renewing the contract for years 2013 and 2014. Staff recommends rebidding the fertilization and broadleaf weed control services immediately.

I move to recommend to the Village Board to approve nonrenewal of the contract with Trugreen for Fertilization and Broadleaf Weed Control for the contract years 2013 and 2014 and approve rebid this service.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0648 Custodial Services Contract Renewal Rejection

Director Stec reported that In September 2011 Perfect Cleaning Service, Inc. (PCS) submitted the lowest cost proposal for cleaning services for the Village and were subsequently awarded the contract. At that time, references had been checked and PCS received excellent reviews from similar organizations with similar facilities. Their proposal reflected a savings of approximately \$35,000.00 a year to the Village over our previous vendor. The current agreement duration is for one year with options to renew at the option of the Village in years two and three. Prices are to remain constant for the entire contract.

After a year of service, PCS has not been able to consistently meet the contract terms satisfactorily. Staff met with PCS management on August 7, 2012 to discuss the identified deficiencies in the service received. The company was provided two (2) weeks to correct the issues and inconsistencies in each building. There was only a very short-term improvement. Building Maintenance staff has repeatedly contacted PCS management regarding concerns and are now conducting a weekly walk-thru with PCS pointing out areas that haven't been cleaned per contract terms. Staff recommends that we not renew their contract for the 2013 and 2014 contract years (January 1 - December 31).

Due to the immediate need for cleaning, staff recommends entering into a contract with the Village's previous custodial service provider, Total Building Services (TBS). This firm provided cleaning services to the Village from 2005 - 2011 and performed well. TBS has agreed to reduce their original quote by 5% which would provide services at an increase of about \$1,428 per month equating to \$17,139 annually. This contract is very large as it covers all facilities including the Police Department and Sportsplex which require 24 hour cleaning.

I move to recommend to the Village Board not to renew the contract with Perfect Cleaning Service, Inc. for Custodial Services throughout the Village facilities

And

To award the contract to Total Building Services for the years 2013 and 2014 in the amount of \$340,011.90 annually for the two remaining years.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0643 Portable Toilet Contract Cancellation

Director Stec reported that the three year bid for the Rental of Portable Toilets and Service was awarded in December 2010. Three firms bid on the work and Drop Zone Portable Services, Inc. was the lowest responsible bidder and was awarded the contract. That contract is scheduled to terminate on November 30, 2013, but can be terminated by either of party for default upon failure to cure after ten (10) days prior written notice. The Village may terminate this Contract with thirty (30) days prior written notice at any time.

Over the past two years the Parks Department and Recreation Special Events staff have had concerns with this company regarding special event pricing. It is our recommendation that we not renew their contract for the year 2013, and go out for a new RFP on portable toilets that asks for separate special event pricing but allows the Village to negotiate with other providers for events as needed.

I move to recommend to the Village Board to approve cancellation of the year 2013 contract from Drop Zone for the Portable Toilet bid.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0637 Civic Center Door Replacement Bid Award

Director Stec reported that two bids were received for the Civic Center Door Replacement. This will replace the five sets of doors on the east side of the building. The low qualified bidder is D. Kersey Construction Co. of Northbrook, IL at a cost of \$42,370.00.

Temporary Chairman O'Halloran asked what the problem with the low bidder was.

Director Stec stated that they did not submit all the proper paperwork. JD Builders did not submit apprenticeship and training program certifications, which is a Village requirement.

Director Mampe stated that this is a Board approved requirement.

Trustee Dodge stated it may be time to reevaluate what is on the code book for Village requirements on submitting bids.

Temporary Chairman O'Halloran stated he could understand this denial if they

were building a ten story building, but they are replacing five sets of doors. Now he understands why the Village is not receiving many bids on projects/maintenance.

Assistant Village Manager Baer stated this is a Village requirement. Bid required documents can be brought back to the Board for review.

Trustee Dodge stated he would like this issue brought back to the Finance Committee to discuss what requirements are needed for companies to submit bids to the Village. He believes that possible the infrastructure of the Village's policies may or may not be permitting the Village to get things done cost efficient or by local businesses.

I move to recommend to the Village Board to approve accepting the low qualified bid form D. Kersey Construction Co. bid price not to exceed \$42,370.00.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0629 Sunny Pine Park Play Unit Installation Bid

Two bids were received for the installation of the new Sunny Pine Play Unit and low bidder was Fuertes Systems Landscaping Inc. of Plainfield, IL at a cost of \$15,280.00. This contractor installed the play units at the Kevin Hertz Memorial playground and Grasslands Park. We have been very pleased with their performance. The playground equipment is on order and installation can begin this fall.

To complete the park this season, the agenda item is being considered by the Parks & Recreation Committee and the Village Board of Trustees on the same night.

I move to recommend to the Village Board to authorize a budget adjustment of \$43,698.29.

And

Accept the low bid amount for the Sunny Park Play Unit installation from Fuertes Systems Landscaping Inc. at a cost not to exceed \$15,280.00.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0627 Colette Highlands Park Pavilion/Amenities Quote

The Village received a quote for the custom pavilion, entrance arch and musical note park sign for Colette Highlands Park. These pieces are the finishing touches to this park. We are introducing a musical element to the park because of its proximity to Centennial Park West where we periodically host concerts. The quote is from Parkreation, Inc. at a cost of \$45,454.00 for all three pieces. Parks Department staff will install these units.

On November 5, 2012, this item was reviewed and approved by the Parks & Recreation Committee and referred to the Village Board for approval.

I move to recommend to the Village Board to approve waiving the bid process

And

To accept the quote from Parkreation Inc. at a cost not to exceed \$45,454.00 for the three pieces.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0653 Turkey Trot 2012 T-Shirt Purchase

Recreation Division Director Nancy Flores reported that in preparation for the 2012 Turkey Trot, staff has received quotes from three vendors for the long sleeve race T-shirts. After review of the quotes, staff recommends the purchase be made through Kee Line Images, who provided the lowest quote for the shirts at a total cost of \$5,583.21.

The quotes are as follows:

Kee Line Images:	\$5,853.21
Halo:	\$6,708.10
Same Day Tees:	\$7,662.00

This agenda item is being considered by the Parks & Recreation Committee and

the Village Board of Trustees meeting on the same night. Village Board approval will be contingent upon receiving an approval recommendation at the Parks & Recreation Committee meeting.

I move to recommend to the Village Board to approve the purchase of Turkey Trot T-shirts from Kee Line Images for a total cost of \$5,853.21.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

2012-0654 Gymnastics Runway Replacement 2012

Director Flores reported that in an effort to replace the aging equipment at the Sportsplex, staff is requesting approval to replace the spring strip tumbling runway in the gymnastics center. The current spring strip runway is 10 years old and in need of repair. The new runway will improve the quality of instruction and execution for the athletes.

The purchase would be to replace the 8' x 60' panels, spring strip, and 8' x 60' x 2" eva foam with scrim. Staff has obtained quotes from three vendors who supply gymnastics equipment, Midwest Gym Supply, Dekan Athletic Equipment and United Athletic. Staff recommendation is to purchase the spring strip tumbling runway from Midwest Gym Supply, Inc. Midwest Gym Supply manufactures the plastic spring strip and is the most durable floor on the market with minimal maintenance and increased longevity. Kevin Quirk, our contractual vendor from United Gymnastics Academy, stated that this floor is the best quality and product on the market. Some benefits to this product are durability, limited maintenance, a true spring for the athlete, and will not crack or break unlike plywood and fiber glass composite spring floors.

I move to recommend to the Village Board to approve the purchase of a tumbling runway including 15 plastic panels, H-channels & straps for an 8' x 60' spring strip and an 8' x 60' x 2" eva foam with scrim, including installation and removal of current spring floor from Midwest Gym Supply, Inc. for a total cost of \$9,105.00.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

ADJOURNMENT - 6:35 PM

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

/nm

APPROVED:

Respectfully Submitted,

David P. Maher, Village Clerk