

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
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## Meeting Minutes

Monday, December 16, 2013

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**

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

**APPROVAL OF MINUTES****ITEMS FOR SEPARATE ACTION****2013-0730 Paper Products and Domestic Supplies Contract Award**

This year the Finance Department looked into the Joint Purchasing Program for Local Government Agencies to award the paper products and domestic supplies contract. We are members of the Suburban Purchasing Cooperative (SPC) and they have chosen Warehouse Direct Workplace Solutions as the lowest responsive, responsible bid.

I move to recommend to the Village Board to approve accepting Warehouse Direct Workplace Solutions as the provider for village paper products and domestic supplies based upon Suburban Purchasing Cooperative bid pricing, for the years 2014, 2015, 2016.

**RECOMMENDED FOR APPROVAL to the Board of Trustees**

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

**Nay:** 0

**2013-0729 Window Cleaning Bid Award Contract Extension**

Archer Window Cleaning has sent us a proposal requesting an extension of their contract with the Village for window cleaning. The proposal extends their 2010 prices for the next three years. At the time of the bids 2010, Archer was the low bid of 3 bidders and during the past three years, they have provided excellent service. The annual amount for service will be \$10,280.00, which includes two additional buildings - Recreation Administration at \$500/year and Old Village Hall at \$380/yr.

I move to recommend to the Village Board to approve accepting the extension of the window cleaning contract with Archer Window Cleaning for a cost not to exceed \$10,280.00 annually.

**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

**2013-0725 Landscape Management & Maintenance of Metra Stations**

J.G.S. Landscape Architects is under contract through 2015 for the landscape management and maintenance of certain rights of way in the Village. They have submitted three additional proposals to maintain the landscape in the area surrounding all three Metra commuter stations. The proposals for 2014 are as follows; 153rd Metra - \$15,600.00, 179th Metra - \$4,800.00, and 143rd Metra - \$11,600.00. The 2014 total is \$32,000.00.

JGS has also provided proposals for these locations through the life of their current contract at the following rates; 2015 \$33,594 and 2016 \$35,273. Staff recommends adding this work to the scope of the contract with JGS.

Chairman Fenton reported that the village would like JGS landscaping to add the Metra Facilities to their existing contract.

I move to recommend to the Village Board to approve an addition to the contract with J.G.S. Landscape Architects, Inc. for the landscape management and maintenance of the area surrounding three Metra stations for the contract years 2014, 2015, and 2016 at the proposed amounts.

**RECOMMENDED FOR APPROVAL to the Board of Trustees**

**2013-0702 Native Landscape Stewardship 2014 for the Police Station**

The Park's Department received a proposal for the fifth year of the Native Landscape Stewardship Program to maintain the natural landscape surrounding the Police Station. Pizzo & Associates, Ltd. has maintained this area for the past four years following a lack of proper maintenance by the original firm assigned to the work during construction. Pizzo has made great strides in accomplishing the desired appearance and has been excellent to work with. The total cost is \$9,500 for the year 2014.

I move to recommend to the Village Board to approve accepting the quote not to exceed \$9,500 from Pizzo & Associates, Ltd. for the 2014 native landscape stewardship at the Police station.

**RECOMMENDED FOR APPROVAL to the Board of Trustees**

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

**Nay:** 0

**2013-0724 Generator and VRLA Battery Maintenance contract for the Police Station, Recreation Administration, and Old Village Hall**

Park's Division Director Frank Stec reported that the Park's Department received two quotes for the preventive maintenance service on the chloride UPS System at the Police Station. Nationwide Power quoted \$4,288.92 annually and Steiner Power Systems quoted \$2,095.00 annually. We also asked Steiner Power Systems to supply us with a quote for the regular preventative maintenance service on the generators at Recreation Administration (\$818.33/year) and Old Village Hall (\$807.17/year). Building Maintenance would like have the same company provide maintenance to all units.

Director Stec stated that the company that is being used is much cheaper than other companies. What they are proposing per year is about \$8,000 cheaper than the other company that was contacted.

Trustee Calandriello asked why the company chosen was so much cheaper than the other one.

Director Stec reported that the company chosen is more local to the Chicago area and the other one is nationally known.

I move to recommend to the Village Board to approve accepting the low quote from Steiner Power Systems for the three year preventative maintenance agreement for the Police Station, Recreation Administration, and Old Village Hall in the amount of \$3,730.50.

**RECOMMENDED FOR APPROVAL to the Board of Trustees**

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

**Nay:** 0

**2013-0743 Beverage Supply/Sponsorship and Vending Services**

Assistant Village Manager Ellen Baer reported that the current village beverage contract, a three-year agreement, is due to expire on January 31, 2014. It was suggested by several vendors that the Village may want to consider combining the beverage contract with the contract for snack vending machine services in our facilities. The idea that some vendors may be able to better balance the lower volume snack machines if they also provided the higher volume beverage machines. With this in mind, a request for proposals (RFP) was released and advertised on October 16, 2013. The RFP offered the option to provide a proposal for snack vending, beverage supply and sponsorship.

The RFP package included a comprehensive listing of Village requirements including the specifications for provisions at all of the Village concession areas. Proposals were opened on November 8, 2013, with two companies providing

proposals for beverages and a third company providing a proposal strictly for snack vending.

The Village's current vendor, Dr. Pepper Snapple Group, who provided beverage service, product and sponsorship to the Village since 1999, did not submit a proposal. The representative indicated he thought his home office was handling the response and was not aware that they did not submit a proposal.

#### Beverage Supply and Sponsorship

PepsiCo and Coca-Cola both responded with excellent product selection and competitive pricing, they also provided a proposal to offer marketing and sponsorship as part of their promotional incentives. As required, a price was also provided by both for the Village's contracted concessionaire's post-mix for fountain drinks.

Attached to the Committee Packet is a listing of the financial information in the RFP.

The two proposals for beverages and sponsorship were thoroughly reviewed. Staff recommends approval of the proposal submitted by PepsiCo as it had desirable products, competitive product pricing, the best proposal for commission and sponsorship for Village events and a proven ability to serve the needs of the Village at our facilities and events. PepsiCo's proposal does require that a minimum sales be met before contract termination. Using previous years' sales reports, it is estimated that the requirement would be met in approximately three years, however, it could be sooner if consumers respond positively to the change in brand.

Staff interviewed the PepsiCo representative assigned to our area to better understand the proposal and service expectations. References were checked with very high recommendations from the municipalities and park districts we spoke to. A copy of relevant proposal documents from PepsiCo is attached to the Committee Packet.

#### Snack Vending Services

The third proposal in the RFP was strictly for snack vending and was provided by Hometown Vending & Foodservice. The proposal met the requirements of the Village and offers the possibility for a variety of healthful snacks as well as other popular snack items. References from similar facilities and park districts were provided by the vendor and the company appears to be equipped appropriately to handle the Village needs.

This proposal offered a 21% commission from product purchases to the Village. We have not previously been offered this type of commission for snack vending and in some locations, the addition of a commission may drive up costs to where the product loses appeal due to cost. Staff is recommending that discretion be

provided for the Village to approve a waiver of the snack vending commission in lower volume locations to allow for a price reduction to encourage business where it is deemed prudent. Sales reports provided by the vendor should allow staff to determine the need.

A copy of relevant proposal documents from Hometown is attached to the Committee Packet.

Chairman Fenton asked if Hometown vending was going to replace vending machines in the same location that Dr. Pepper and Snapple have.

Assistant Manager Baer stated that Dr. Pepper/Snapple was only beverages and that there was different company that did the snack vending. Staff is going to look at the all the locations to determine the best location for the machines.

I move to recommend to the Village Board to approve the proposal submitted by PepsiCo Company of Munster, IN to provide cold beverage vending services and a variety of beverage products for resale for a three (3) year contract with provision to meet the minimum sales required and an option to renew for additional years.

And

I move to recommend approval of the proposal submitted by Hometown Vending & Foodservice to provide snack vending services for a period of three (3) years with the option to renew for two (2) additional one year terms.

**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

### **2013-0746 Theatre Troupe Spring Musical "Peter Pan" License**

Recreation Division Director Nancy Flores reported that the Orland Park Theatre Troupe presents a musical production each spring held at the Carl Sandburg Performing Arts Center. The musical chosen for the 2014 spring production is "Peter Pan," licensed through MTI Production. The musical is scheduled for April 24, 25, 26, and 27, 2014.

Licensing fees for the performances are \$4,595.00 for three regular performances and the sneak preview. There are additional fees for materials, rental, and security that will be approximately \$1,400.00. Projected revenue is \$27,600, based on an average ticket price of \$16.00 if 575 seats are sold per performance.

In order to promote the audition dates held in mid-January for the this production, the contract requires approval in December to proceed in a timely manner. Unfortunately, despite our best efforts, we were not able to secure the approval by the license holder until this past week.

Trustee Calandriello asked the production would me revenue mutual overall.

Director Flores stated that the project revenue is about \$27,000 based on the ticket price and 575 seats. Anything above 575 seats would be added revenue. Carl Sandburg is capable of holding 695.

I move to recommend to the Village Board to approve the contract with MTI Production and to approve fees not to exceed \$5,995.00 for the production of "Peter Pan."

**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

#### **2013-0722 Sportsplex Soccer Scoreboards**

Director Flores reported that the fiscal year 2014 budget includes funds for replacement of the soccer scoreboards at the Sportsplex. These are the remaining original scoreboards in this facility and are nearly twelve years old. Like the former scoreboards in the gymnasium, the soccer scoreboards have undergone multiple repairs with parts now unavailable for purchase.

Attached to the Committee Packet are three quotes for Daktronics soccer scoreboards H-2111-13. Staff recommends accepting the lowest quote from Sievert Electric at an installed cost of \$9,960. The purchase includes border striping, wireless controller, shipping and installation by union electricians.

Staff continues to offer the scoreboards to business sponsors as was done in the gymnasium courts.

I move to recommend to the Village Board to approve accepting the quote from Sievert Electric for the purchase and installation of two Daktronics scoreboards at a cost not to exceed \$9,960.00.

**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

**2013-0723 Sportsplex Gymnasium Scoreboard**

Director Flores reported that the Gymnasium # 1 scoreboard at the Sportsplex is in need of replacement. The scoreboard is nearly 12 years old and has undergone multiple repairs with mixed success. Scoreboards in Gym #2 and #3 have already been replaced in recent years.

Staff has secured one \$5,000 scoreboard sponsorship from Boombah Retail Store in Orland Park to go towards replacing the scoreboard in Gym # 1. With this donation, Boombah will hold a five year sponsorship which will include an 18" x 8' sponsor panel that will be affixed to the scoreboard. This is the second sponsorship secured for scoreboard replacements and staff continues to work with local businesses to encourage future sponsorship opportunities.

Attached to the Committee packet are three quotes for Daktronics BB-2101-13 scoreboard. Staff recommends accepting the lowest quote from Sievert Electric at an installed cost of \$6,615.00. The purchase includes (1) sponsor panel, (2) corner logo panels, border striping, wireless controller, shipping and installation by union electricians.

I move to recommend to the Village Board to approve accepting the quote from Sievert Electric of Forest Park, IL for the purchase and installation of a Daktronics Scoreboard at a cost not to exceed \$6,615.00.

**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

**2013-0721 Winter/Spring 2014 Program Brochure - Distribution**

The Village has budgeted for the distribution of the Winter/Spring 2014 Program Brochure in the Orland Park Prairie (22nd Century Media, LLC). The final cost to mail 23,750 brochures to residents through 22nd Century Media, LLC (Orland Park Prairie) is \$7,380.00. The remaining 1,250 brochures will be distributed to the public at Village facilities.

The brochure weight of 8.2oz. has increased due to the combination of the winter & spring programs into the Winter/Spring Program Guide.

I move to recommend to the Village Board to approve payment to 22nd Century Media, LLC in the amount of \$7,380.00 for the distribution of the Winter/Spring 2014 Program Brochure.



**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

**ADJOURNMENT: 6:20 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**