



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Formal Bid Procedure and Approve Purchase Order for Sidewalk Maintenance

Presenter: AJ Reineking

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.23.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$45,000.00	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Over the past six (6) years, the City has been utilizing Safe Step to help maintain our City sidewalks. Safe Step is a specialty contractor who levels the concrete sidewalk by grinding the top surface, therefore mitigating any tripping hazards. As part of our sidewalk program, City Staff analyses our sidewalks on an annual basis and determine whether grinding, lifting or replacing a section of walk is most appropriate. This year we estimate that the grinding services provided by Safe Step will be about \$45,000.

Attachments: *(please list)*

Proposal from Safe Step to provide Sidewalk Maintenance Service.
Bid Waiver Form

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and approve Purchase Order for Sidewalk Maintenance with Safe Step in an amount of \$26.25 per Inch/Foot.

For office use only:

Agenda Item Number: 4.g



2016 Illinois Area Rate Schedule

Integrity is the lifeblood of Safe Step. We will deal honestly and openly with every customer, maintaining consistency in our pricing, quality, and performance in every aspect of every business transaction.

Criteria Based Projects

**Trip hazards eliminated based on budget, street priority, and department criteria.
No-cost sidewalk surveys provided with R&R identification.**

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$2999	\$35.25	\$32.50
\$3000 - \$9999	\$31.95	\$29.10
\$10,000 – \$29,999	\$29.75	\$27.75
\$30,000 - \$75,000	\$28.25	\$26.25
Over \$75,000	\$27.25	\$25.10

All Trip Hazards will be repaired with a ADA compliant 12:1 slope

Address Specific Projects

Specific trip hazards surveyed, located, and identified by client.

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$5999	\$36.00	\$32.75
\$6,000 - \$19,999	\$33.25	\$30.15
Over \$20,000	\$31.25	\$28.95

The standard unit of measurement is labeled **inch-feet**:

An “**inch-foot**” is: The average displacement of the trip hazard in inches multiplied by the length of the cut in feet.

EXAMPLE: A slab 4 ft wide has a displacement that is 1” high on one side and 1/8” on the other side

The average displacement is $\frac{1'' + 1/8''}{2} \times 4' = 9/16'' \times 4 = 2.25$ inch feet.

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Safe Step, LLC.
PO Box 411
Hortonville, WI 54944

For the purchase of: Sidewalk Maintenance Service

At a cost of: \$ 45,000

Reason for the request to waive the bid procedure: Safe Step provides a specialty type service that is difficult to bid out, especially for local businesses. That being said, the only other vendor that we could find that claims to operate in Northern Illinois, Precision Concrete Cutting, subs their work to Safe Step.

Safe Step has provided the City with excellent service over the past six years and leaves us with no doubt they will continue to do so. In effort to help maintain our fiscal responsibility, Safe Step is only requesting a modest increase this year from their municipal customers.

Other Quotations Received: None – Could not locate another company that performs this work in the area.

Date: 05.23.2016

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.