

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 28, 2019 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Chairman Oggerino called the meeting to order at 5:33 PM.

2. **ROLL CALL**

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, Assistant Village Administrator Michael Mertens, Administrator Brian Pabst, and Superintendent of Public Works Joe Coons. Also present were Josh Molnar from Groot Industries, John Clifford, Jocelyn Kruis and Sue Risner from Republic Services.

3. **APPROVAL OF MINUTES**

Trustee Terrence Kelly made a motion to approve the minutes from the September 9, 2019 regular meeting of the Municipal Services Committee as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. **DISCUSSION – REFUSE REQUEST FOR PROPOSAL BID RESULTS**

Assistant Administrator Mertens discussed the current refuse contract with Republic Services. The contract was extended to July 31st 2020. The three (3) day collection program was reduced to a one (1) day collection program. In August 2019 a Request for Proposal (RFP) was developed by staff. The Village received four (4) proposals; Waste Management, Lakeshore, Republic Services and Groot Industries. The RFP called for a one-day collection service program, with multi-day collection program as an alternate. Assistant Administrator Mertens highlighted the base waste and recycling service program, along with optional yard waste and sticker programs. Assistant Administrator Mertens discussed the weighted four-year totals for each of the proposal packages. Groot Industries three-day collection program was the lowest bid for the base package and was second lowest bid for the yard waste and sticker categories. Republic Services proposal was structured differently because of a separate recycling fee that they included in their bid documents. This number was added to their base service bid tabulation. Republic Services was the fourth highest bid for the base service package and lowest bid in the yard waste and sticker program.

The Village requested a letter of credit as part of the RFP package. Groot Industries and Republic Service asked to utilize a performance bond instead. Staff advised that a performance bond would be acceptable per the Village attorney. The Committee discussed the three-day collection program alternate verses one-day collection program. Trustee Kelly asked how the Village reacted to the switch to a one-day collection service on September 8, 2019? Assistant Administrator Mertens and Superintendent Coons went on to say that it was favorable transition aside from a few initial concerns during the first week of collection. Republic Services representatives spoke on their behalf and asked if the Village could possibly hold off on signing a contract until March so that they could re-evaluate the recycling fee. Administrator Pabst commented that it would be at the

discretion of the Village Board. Administrator Pabst said that the unknown recycling cost made the evaluation of the Republic Services proposal more challenging for the Village. Administrator Pabst asked Josh Molnar of Groot Industries how many more trucks Groot Industries would need to be added to cover the Willowbrook program. John Molnar said that none would need to be added because Groot Industries already services the surrounding communities and the service program would be added into existing routes.

The Groot Industries 3-day service proposal was the overall lowest, most responsive, and responsible bidder based on the weighted scoring system. The consensus of the Committee was to concur with the Staff recommendation on the Groot Industries 3-day service program. Staff was directed to finalize a contract for formal consideration by the Village Board at a future meeting.

5. DISCUSSION – SNOW PLOWING PROPOSALS FOR FISCAL 2019/20 SEASON

Superintendent Coons discussed how the Village has been using H&R Construction to help with our supplemental snow removal for over 30 years. Superintendent Coons advised that due to our limited Public Works staff size, four members, we use a supplemental snow contractor. Superintendent Coons advised the Committee that the Village has received three snow removal proposals from H & R Construction, Falco's Landscaping and N.J. Ryan Tree & Landscaping LLC. Superintendent Coons reviewed the quotes with the Committee, highlighting pricing, equipment differences and which firm had the ability to spread salt during snow removal events. Chairman Oggerino asked if H&R Construction had ever spread salt for the Village? Superintendent Coons advised that they had not spread salt during past snow removal events. N.J. Ryan Tree & Landscaping LLC can spread salt as part of their snow removal process and provided the lowest price proposal of the three firms.

Superintendent Coons advised that the Village would provide the salt to the contractor with the understanding that all unused salt would be returned to the Public Works building after each snow event. Trustee Kelly asked when do we call in the contractor to help with snow events? Superintendent Coons advised that this was at the discretion of the staff, depending on how much snow is forecasted and if the Village staff could handle the snow event in house. If the contractor is needed, they would have one (1) hour to be in the Village to begin work. The Committee questioned the response time that N.J. Ryan would have since they are coming from DeKalb. Superintendent Coons advised that N.J. Ryan would rent a space close by to store their equipment if they were awarded the contract. Administrator Pabst requested that we put a clause in the contract to be able to cancel the contract if expectations are not met. Assistant Administrator Mertens advised that staff would present a contract for consideration at the November 11, 2019, Village Board meeting. If the Village needed to call the contractor before the contract was approved, then they would be paid on an hourly basis based on the proposal. The consensus of the Committee was to concur with the Staff recommendation on N.J. Ryan Tree & Landscaping snow removal proposal. Staff was directed to finalize a contract for formal consideration by the Village Board on November 11, 2019.

6. DISCUSSION – THE REPACEMENT VEHICLE PURCHASE PROPOSALS

Superintendent Coons advised that the Village budgeted for the replacement of two (2) service body Ford F-350 XL 4x2 one-ton trucks in the FY 2019/20 budget.

Superintendent Coons advised that the two trucks were overdue for replacement and were

beginning to require costly maintenance. The Village solicited prices from three area dealerships and the lowest price was received from Willowbrook Ford at \$30,437.00 per truck. The vehicles come with a standard 3-year 36,000-mile warranty. Trustee Kelly was interested to see if the Village could purchase a longer warranty for the new vehicles. Superintendent Coons provided a price of \$3625.00, per truck, for the Ford Premium Care zero deductible 7-year 60,000-mile package. The extended warranty was not an item that was originally budgeted for so it would have to be considered as an extra. The consensus of the Committee was to concur with the Staff recommendation on Ford F350 XL 4x2 purchase from Willowbrook Ford with the extended warranty as an option. Staff was directed to finalize a purchase contract for formal consideration by the Village Board on November 11, 2019.

7. **PROJECT UPDATES**

a) Discuss Executive Plaza Drainage Master Planning Status

Assistant Administrator Mertens advised that Dan Lynch, of Burke Engineering, will present the study findings at the next Municipal Services Committee to be held on November 11, 2019.

b) Discuss Architectural Service for CRC Interior Design Status.

Administrator Pabst and Assistant Administrator Mertens met with the N. Batistich, Architects to provide initial concept feedback for the internal design of the Community Resource Center. Nick Batistich will update the concept designs and will present the design options to the Village Board on November 11, 2019. Once the Village Board gives their feedback and approval, he will put together a bid packet and cost estimates.

8. **SUPERINTENDENT OF PUBLIC WORKS UPDATE**

Superintendent Coons advised that the 2019 MFT patching program is complete. The crack sealing crew has started and should be done in a few days depending on weather. The thermoplastic crew will be in following that work to paint the crosswalks, school zones and turn lanes. Meade Electric has installed the turn signal loops at Midway Drive and Route 83.

The fire hydrant painting program is being re-evaluated because our original quote did not include prevailing wages. Staff plans to bid the program in the spring of 2020, possibly as a multi-jurisdictional bid in an effort to receive more competitive pricing. The prevailing wage requirement may cause the prices to be higher and the program may need to be divided into a 2-year program.

The brush collection program was completed by N.J. Ryan Tree & Landscaping, LLC. They did a great job going above and beyond expectations.

Permit activity report was included in the packet. Nothing significant to report. Water report showing lower usage than last year. Fall tree planting program was complete.

9. **VISITORS BUSINESS**

Visitors business was discussed as part of item number four.

10. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. The meeting was adjourned at 6:24 PM.