

TO: Committee of the Whole – City Services

FROM: Scott A. Haines, Public Properties and Services Superintendent

DATE: October 21, 2020

RE: Resolution 20-121-R: Authorization to Execute a Contract for 2020-2021 Snow and Ice Removal Services with Shamrock Hardscapes and Restoration, Inc. for an Amount Not to Exceed \$70,000.00

As part of the Public Properties and Services Division Snow Removal Program, we contract out Snow and Ice Removal Services for a portion of our downtown sidewalks, on-street parking spaces, and stairways. The City has utilized a contractor to perform Snow and Ice Removal Services for the past several years. The sections of downtown sidewalks/on-street parking that are included require the contractor to work around all the streetscape amenities, planters, street lights, and places where the snow has to be handled multiple times throughout the removal process, i.e., plowing, pushing into piles, and hauling certain snow piles out of the downtown. The attached map shows the area that is covered by the contractor and sections handled by City staff. Bid specs are also attached.

Bids for Snow and Ice Removal Services were opened on September 18, 2020. The bid request was structured such that the contractor will get paid only for services rendered.

Bid results are as follows:

Contractor	Salting & Snow Removal < 0.75"	Salting & Snow Removal 0.75" – 2"	Salting & Snow Removal 2.1" – 6"	Salting & Snow Removal 6.1" – 10"	Salting & Snow Removal 10.1" – 14"	Total of Pay Items
Shamrock Hardscapes & Restoration	\$1,700.00	\$3,000.00	\$3,265.00	\$3,100.00	\$2,800.00	\$13,865.00
Kozak Custom Landscapes Inc.	\$2,050.00	\$3,900.00	\$4,300.00	\$4,300.00	\$4,400.00	\$18,950.00
Fowler Enterprises LLC	\$2,950.00	\$5,075.00	\$6,150.00	\$7,350.00	\$8,100.00	\$29,625.00
Snow Systems Inc.	\$5,400.00	\$6,000.00	\$11,400.00	\$18,000.00	\$30,000.00	\$70,800.00

The contract is for one year with an option to renew for two additional years at a 2% increase in Year 2 from the base bid, and a 4% increase in Year 3 from the base bid. The above bid amounts are the "pay items" we use for a given snow/ice event. Our budget for the 2020-2021 winter season is about \$70,000.00, with \$20,000.00 allocated for November-December of 2020 and \$50,000.00 to be requested for January-April of 2021. Shamrock Hardscapes & Restoration, Inc. submitted the lowest overall total of "pay items." The company has performed similar satisfactory work for private businesses but has not performed such work for the City of Batavia or other municipalities.

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Staff recommends approving the contract for Snow and Ice Removal Services with Shamrock Hardscapes and Restoration, Inc. of Elburn, Illinois, for an amount not to exceed \$70,000.00.

Committee / Council Recommendation

Approve Resolution 20-121-R, authorizing execution of a one-year renewable contract for 2020-2021 Snow and Ice Removal Services with Shamrock Hardscapes and Restoration, Inc. of Elburn, Illinois, for an amount not to exceed \$70,000.00

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 20-121-R**

**AUTHORIZING EXECUTION OF
A ONE-YEAR RENEWABLE CONTRACT
FOR 2020-2021 SNOW AND ICE REMOVAL SERVICES
WITH SHAMROCK HARDSCAPES AND RESTORATION, INC.
OF ELBURN, ILLINOIS**

WHEREAS, as part of the Public Properties and Services Division Snow Removal Program, the City of Batavia contracts out Snow and Ice Removal Services for a portion of its downtown sidewalks, on-street parking spaces, and stairways;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

SECTION 1. That the Mayor and City Clerk are hereby authorized to execute a one-year renewable contract for the 2020-2021 Snow and Ice Removal Services with Shamrock Hardscapes and Restoration, Inc. attached hereto as Exhibit "1".

CITY OF BATAVIA, ILLINOIS RESOLUTION 20-121-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 2nd day of November, 2020.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 2nd day of November, 2020.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Baerren				
2	Callahan					Wolff				
3	Meitzler					Chanzit				
4	Malay					Knopp				
5	Uher					Beck				
6	Cerone					Russotto				
7	McFadden					Miller				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Ellen Posledni, City Clerk



2020-2021 SNOW & ICE REMOVAL SERVICES
ONE - YEAR RENEWABLE CONTRACT

1. **THIS AGREEMENT**, made and concluded this 3rd day of November, 2020, between the **City of Batavia** acting by and through **the City Council of the City of Batavia**, known as the party of the first part, and **Shamrock Hardscapes and Restoration, Inc., of Elburn, Illinois**, their executors, administrators, successors, or assigns, known as the party of the second part.

2. **WITNESSETH:** That for and in consideration of the payments and agreements mentioned in the Proposal, attached hereto, to be made and performed by the part of the first part and, according to the terms expressed in the Contract Bond referring to these presents, the party of the second part agrees with said party of the first part, at their own proper cost and expense, to do all the work, furnish all materials, and all labor necessary to perform the **2020-2021 Snow & Ice Removal Services** in accordance with the plans, specifications, and special provisions hereinafter described and in full compliance with all of the parts of this agreement and the requirements.

3. And it is also understood and agreed to that the Contract Documents for the **2020-2021 Snow & Ice Removal Services** attached hereto, constitute all essential documents of this contract and are a part thereof.

4. This contract shall have a term of one year from the effective date, provided, however, at the end of the first-year term, and again at the end of the second-year term (if so extended), the contract shall automatically extend for another one-year term unless either party notifies the other party in writing of its decision not to extend the contract no later than sixty days prior to the date the contract is due to automatically terminate.

5. **IN WITNESS WHEREOF**, the said parties have executed these presents on the date above mentioned.

For the Owner,
Party of the First Part

City of Batavia

By: _____

Jeffery D. Schielke, Mayor

Attest: _____

Ellen Posledni, City Clerk
(Corporate Seal)

For the Contractor,
Party of the Second Part

Shamrock Hardscape and Restoration, Inc.
Elburn, Illinois

Printed Name

Signature

President, Party of Second Part

Attest: Secretary



DETAILED PERFORMANCE SPECIFICATIONS for 2020-21 Snow & Ice Removal Services

SCOPE OF WORK

The City of Batavia Department of Public Works is responsible for snow and ice removal throughout the City. These terms and specifications are for snow and ice removal services from walkways and other areas within the City of Batavia. Services are to be performed in accordance with these specifications under the direction of the City of Batavia Public Works Department. This is a one-year contract with two one-year renewal options.

MINIMUM REQUIREMENTS

All contractors **MUST** meet the following minimum requirements to be considered for work:

- Contractor must perform the work in a safe, professional, and courteous manner.
- Minimum of five (5) years' experience providing snow and ice removal on public or private sidewalk, parking lots, and roadways. If less than five years' experience, previous experience with the City will be considered.
- Provide adequate communications by cell phone.
- Ability to respond to a designated work area within one (1) hour of being called out.
- Ability to provide necessary assigned equipment twenty-four (24) hours a day, seven (7) days a week.
- Ability to provide competent licensed drivers and operators that are capable of efficiently operating the equipment assigned and are able to read City-supplied maps.
- Provide equipment list that is capable of performing the snow and ice removal to meet or exceed the Department of Public Works' equipment specifications. All equipment shall display the name of the contractor for identification.
- Meet or exceed all Liability Insurance Requirements as required by the City of Batavia.

SNOW PLOWING & SIDEWALK SNOW REMOVAL SPECIFICATIONS

The City of Batavia prides itself on providing safe roadways to our citizens during every type of snow and ice event. The Public Works Department will expect the same level of service from our contractors. All snow removal operations **MUST** meet the following minimum specifications. All work is subject to approval from the Public Works Department based on these specifications. Contractor is expected to perform snow removal throughout the winter from November 15, 2020, to April 15, 2020.

- Sidewalk snow removal shall be complete within four (4) to five (5) hours following commencement of the detailed cleanup work. Said work must be completed by 7:00 a.m. Contractors are to provide enough manpower and equipment and the proper equipment to complete tasks in a timely manner.
- Parking spaces are to be cleared and sidewalks shall be completely cleared from edge to edge to bare pavement.

- Snow and ice must not be plowed or shoveled into the planters.
- Once the Contractor has removed the snow and ice from the sidewalks, the snow is to be plowed into a pile in designated areas shown on the site map. Designated piles of snow must be removed within forty-eight (48) hours.
- Contractor shall apply a chemical application to each section of sidewalk and parking lane as they are completed or as directed by the City. Contractor must avoid blowing, brooming, or pushing snow on to or across cleared street surfaces. There are a couple locations where snow must be dragged down a roadway previously clear and salted; when this occurs, the contractor **MUST** apply chemical application to those **surfaces immediately**.
- Many of our downtown sidewalks consist of brick pavers and concrete. Caution is always to be used to ensure no damage to the surface and fixtures. All powered equipment must use a rotating broom or is to have rubber or poly protective covers over all steel that contacts surfaces. No steel blades will be allowed on powered equipment that is used clearing brick street or sidewalks. Contractor will be responsible for damage to brick, concrete, benches, granite, planters, light poles, receptacles, bike racks, buildings, and other vehicles. The repair of damages to any of these items will be deducted from the future payments.
- **All chemical application rates will need to be approved by the City.** Excessive chemical application must be removed within two (2) hours of notice from the City. **Contractor must use a deicing chemical that is safe for concrete, brick, and is landscape friendly. Contractor is required to submit the deicing chemical information intended to be used with the sealed bid.**
- Contractor will be compensated based on the amount of accumulated snow per event based on the bid schedule as measured by City staff. The contractor will be expected to make passes down centers of sidewalks to keep open and passable during an event with some chemical treatment at up to 2-3 times during a snow and ice event that occurs during normal downtown business hours with the detailed clearing of snow and ice from sidewalks and parking spaces to be done between 12 midnight and 7 a.m. **(EXAMPLE – 4” Snow event. If a snow event begins at 4pm, we will likely call by 5-6pm for an operator to be in town making a pass or two clearing an opening on the sidewalks with chemical treatment on all locations covered by these specifications. Assuming the snow ends around midnight, the contractor should then activate the detailed cleanup process and bring in necessary manpower and equipment to complete all locations covered by these specifications within the designated time. This 4” snow event is considered one event and it will be paid per the appropriate line item in the bid schedule.)**
- Owner reserves the right to periodically perform the work required by pay item #1 with City staff as needed. The owner would communicate this to the contractor at least six hours prior to commencing this work.



BLOCK DETAIL FOR SNOW & ICE REMOVAL

Wilson Street between River Street and Washington Avenue

- The sidewalk and parking spaces on the south side may be cleared into the turf area behind the sidewalk. This includes the sidewalk along South River Street to our south property line as shown on the site map including chemical application.
- The sidewalk and parking spaces on the north side may be cleared into any turf area where applicable but all other areas must be cleared into the parking spaces and plowed into the turf area along the alley as shown on the site map including chemical application.
- City crews will haul piles from designated area.

Wilson Street between Shumway/Island Avenue and River Street

- The sidewalk on both north and south side must be cleared into the parking spaces and piled in designated areas as shown on the site map including chemical application. This includes snow and ice removal from all four (4) sets of stairs from the bridge to the lower level and the bridge overlooks including chemical application.
- Contractor required to haul piles to a site provided by the City within **forty-eight (48)** hours of the snow event ending.

Wilson Street between Shumway/Island Avenue and Batavia Avenue

- The sidewalk on both the north and south sides should be cleared into the turf area behind the sidewalk where applicable and into the parking spaces elsewhere and must be piled in the designated areas as shown on the site map including chemical application.
- City crews will haul piles from designated areas.

Shumway Avenue between Wilson Street and First Street

- Clear the sidewalk into the street and pile in the designated area as shown on the site map including chemical application to sidewalk and street in areas where snow was pushed.
- City crew will haul pile from designated area.

Batavia Avenue Northwest Corner and Batavia Ave north to Houston Street

- On the west side of Batavia Ave, clear the windrow of snow from the plowing operation in the street/gutter and on the sidewalk to the turf or landscape areas behind the sidewalk and retaining wall including a chemical application once cleared. This will include clearing the curb line on to the sidewalk prior to performing detailed clearing of the sidewalks to avoid snow/slush in the roadway from being pushed back on the sidewalks. This also includes the sidewalk and stairs to the war memorial as shown on the map.
- On the east side of Batavia Ave, the sidewalk is to be cleared for pedestrian use by windrowing the snow and ice along the curb and removing within **forty-eight (48)** hours including chemical application. This will include clearing the curb line on to the sidewalk prior to performing detailed clearing of the sidewalks to avoid snow/slush in the roadway



from being pushed back on the sidewalks. The snow can be pushed to a designated area in the parking lot right behind 16 North Batavia Avenue at the east end of that lot.

- If contractor pushes snow to the lot next to 16 North Batavia Avenue, this is a private lot and the contractor is required to haul piles **twenty-four (24)** hours of the snow event ending.

Houston Street between Batavia Avenue and Water Street

- Clear the sidewalks from both north and south sides into the street and pile in the designated area as shown on the site map including chemical application to sidewalk and street in areas where snow was pushed. Due to the nature of this street, contractor has no choice but to use the street for pushing snow. Salting of the street must be performed immediately following this operation, no exceptions.
- City crew will haul pile from designated area.

River Street between Wilson Street and Spring Street

- All snow and ice must be shoveled, broomed, or cleared into the street section away from all planters, benches, parking garage aprons or trench drains including chemical application. This includes pushing the snow north to the asphalt section into a pile in the designated area for the City staff to haul away. Snow pusher **MUST** have a rubber or urethane cutting edge so that no steel cutting edge contacts the brick. Contractor is responsible for chemical application to all pedestrian once cleared, and contractor must notify City staff when the snow in the street is clear so City staff can perform the chemical application to the roadway portion.
- The sidewalks north of the brick section must be plowed into the parking spaces and piled in designated areas as shown on the site map for the west side and on the east side cleared into the turf area. Sidewalks and parking spaces must include a chemical application.
- This includes the removal of snow and ice from the set of stairs coming down from the upper parking deck and must include a chemical application. Contractor must make stairs safe during a snow and ice event.
- This section also includes snow and ice removal from the **Alley** between the Fox River and River Street and must include chemical application. This is a pedestrian way to the back of businesses on East Wilson Street.

State Street between River Street and Washington Avenue

- The sidewalk must be cleared into the parking spaces on both north and south sides and piled in designated areas as shown on the site map including a chemical application.
- City crew will haul piles from designated area.
- This includes the removal of snow and ice from three (3) sets of stairs: One down from the upper parking deck to State Street, one from the former church lot to State Street and the one set of stairs between the upper lot and upper deck parking and must include a chemical application. A minimum of 10' shall be cleared at the top and bottom of each set of stairs. Contractor must make stairs safe during a snow and ice event.



FAILURE TO RESPOND OR PERFORM

Failure to respond and/or perform the services detailed in these specifications will impose a hardship on those who use these facilities. Penalties will be imposed upon the contractor if instances where response to a snowfall event is not timely and/or snow removal is not completed in accordance with the requirements contained in these specifications. If the work is not acceptable to the City, the City will deduct up to \$1,000.00/ instance from the next invoice for the value of the work that had to be performed by the City to correct the work.

EXTRA SIDEWALKS AND PLOWING

Contractors **MAY** be called on an as-needed basis to assist City crews in the removal of snow and ice in other sections of downtown, though there is no guarantee to any contractor of any work. This work would be paid at the hourly rates provided in the bid documents.