



City of Hudson, Ohio

Staff Report

File Number: 23-162

Meeting Date: 12/12/2023

Version: 1

Status: Consent Agenda Ready

In Control: City Council

File Type: Resolution

A RESOLUTION AUTHORIZING THE CITY MANAGER, DURING THE YEAR 2024, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS AND ENTER INTO CONTRACTS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, AND EQUIPMENT.

Brief Description: This Resolution would authorize the advertisement, receipt of bids and award of contracts for capital items, services, equipment, and materials and supplies for Public Works operations as included in the approved 2024 Annual Budget.

Legislative History

Res. 22-163

Purpose & Explanation

The City Administration is requesting City Council approval to advertise, bid and award contracts and make purchases for the 2024 Public Works Purchasing Program pursuant to the approved 2024 City budget. A detailed list of all items has been attached and has been reviewed during the budgeting process. These items are scheduled to be bid out after January 1, 2024, and contracts will be entered into during the course of the 2024 year.

The program includes procurement of the following:

- 1.) Equipment
- 2.) Service Contracts
- 3.) Materials

Areas of operation within the Public Works Department:

- 1.) Water Plant/Distribution
- 2.) Streets Maintenance/Traffic Signs
- 3.) Storm Water Maintenance
- 4.) Public Properties
- 5.) Arborist -Street Trees
- 6.) Municipal Cemeteries
- 7.) Municipal Parks
- 8.) Municipal Golf Course
- 9.) City Fleet Division
- 10.) HPP

Award of these projects will be based upon the approved 2024 capital budget.

Legal Authority for Proposed Legislation

Pursuant to Charter Section 6.04:

☒ Competitively bid and advertised for three consecutive weeks

- ☒ Joint or Cooperative Purchase Program
Professional Services
Other

Fiscal Impact

- ☒ Currently Budgeted (2024 Budget)
☐ Supplemental Appropriation Required
☐ Appropriation Not Required

Does this legislation require use of an emergency clause?

- Yes
☒ No

Suggested Action

Staff recommends that City Council approve this Resolution authorizing the City Manager to advertise, receive bids and award contracts and to utilize charter-authorized governmental competitive purchasing programs for the procurement of construction materials, supplies, services, equipment, and vehicles for the operation of Public Works in the 2024 budget year.

Submitted by,

Thomas Sheridan, City Manager
Frank J. Comeriato, Jr., Assistant City Manager-Operations
Eric Hutchinson, Assistant Public Works Director-Services
Kevin Powell, Assistant Public Works Director-Utilities
Trent Wash, Assistant Public Works Director, Golf/Cemeteries/Parks



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MEMORANDUM

Date: November 9, 2023
To: Frank Comeriato, Assistant City Manager – Operations
Cc: Eric Hutchinson, Assistant Public Works Director
Kevin Powell, Assistant Public Works Director
Trent Wash, Assistant Public Works Director
From: Krista Roch, Business Operations Manager
Re: “Exhibit A” Contracts for Competitive Bidding or Charter-Authorized Cooperative Purchasing and Award of Contracts

“Exhibit A”

Contracts for Competitive Bidding or Charter-Authorized Cooperative Bidding and Award of Contracts

Detail of products / services / contracts exceeding \$25,000 annually

Equipment / Services or Materials

<u>Contract Type</u>	<u>Annual Amount</u>	<u>Multi-Year Contract Amount</u>	<u>Budget Areas</u>
Pro Shop Items from Taylor Made	\$60,000	N/A	Golf
Pro Shop Items from Acushnet	\$45,000	N/A	Golf
Pro Shop Items from Callaway	\$35,000	N/A	Golf
Uniforms and Mats Rentals	\$25,000	\$50,000 (2-year contract)	Public Properties, Service, HPP, HPD, HFD, HEMS, Water
Trash & Recycling Service for City Facilities	\$25,000	\$50,000 (2-year contract)	Administration, Public Properties, Service, HPP, HPD, HFD, HEMS, Water
Traffic Signal Maintenance	\$50,000	\$100,000 (2-year contract)	Hudson Public Power
Substation Preventative Maintenance	\$60,000	N/A	Hudson Public Power
Aerial Fiber Installation	\$50,000	N/A	Hudson Public Power / Velocity Broadband

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Underground Fiber Installation	\$50,000	N/A	Hudson Public Power / Velocity Broadband
Backstop Replacement/Repairs	\$25,000	N/A	Parks
Snow & Ice Control Program for Public Properties	\$290,000	\$580,000 (2-year contract)	Public Properties
General Landscaping Services	\$200,000	\$400,000 (2-year contract)	Public Properties / Service
Animal Removal Services within Public Right-of-Way	\$35,000	\$105,000 (3-year contract)	Service
Snow Control Program for Cul-De-Sacs	\$45,000	\$90,000 (2-year contract)	Service
Street Sweeping	\$45,000	\$90,000 (2-year contract)	Service
Road Salt and Conveying	\$572,530	N/A	Service
Filter Media	\$30,000	N/A	Water Resources
Water Well Rehab	\$60,000	N/A	Water Resources

Equipment Replacement / Disposal

<u>Equipment Type</u>	<u>Budget</u>	<u>Budget Areas</u>
Permission to Dispose of Equipment	TBD	Public Works
(2) Triplex Tee Mower Replacement	\$80,000	Golf
Beverage Cart Replacement	\$21,000	Golf
(2) Walking Greens Mowers Replacement	\$17,500	Golf
(3) Utility Carts Replacement	\$29,100	Golf
Wood Chipper	\$51,000	Parks
Correlator	\$40,000	Water Resources



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Vehicle Replacements

<u>Vehicle Type</u>	<u>Budget</u>	<u>Budget Areas</u>
Replacement of 2014 Freightliner Snow and Ice Package	\$291,500	Fleet Replacement Fund
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Replacement of 2012 Chevy Pick-up	\$58,395	Fleet Replacement Fund
Replacement of 2016 Chevy Pick-up	\$54,909	Fleet Replacement Fund
Replacement of 2014 Chevy Pick-up	\$54,909	Fleet Replacement Fund
Dump Truck Replacement	\$100,000	Park Fund
Turf Maintenance Vehicle Replacement	\$20,000	Park Fund

Capital Projects

<u>Name of Project</u>	<u>Budget</u>	<u>Budget Areas</u>
69kv 112.47kv Relay Replacements	\$150,000	Hudson Public Power
69kv Ringbuss Relay Replacement	\$300,000	Hudson Public Power
Sand Bunker Renovation Drainage	\$125,000	Golf
Waterproof Parking Terrace	\$74,000	Public Properties
Replacement of Lower Pedestrian Bridge at Barlow Community Center	\$127,000	Public Properties
Softener Rehab	\$300,000	Water Resources

A RESOLUTION AUTHORIZING THE CITY MANAGER, DURING THE YEAR 2024, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS AND ENTER INTO CONTRACTS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, AND EQUIPMENT.

WHEREAS, in the operations of the various divisions of the City of Hudson Public Works Department, it is necessary to acquire or lease certain specific pieces of equipment or contract for certain services in order to provide high quality service; and

WHEREAS, in the performance of the public works activities associated with the routine maintenance of public properties and cemeteries, the street system, the electrical distribution system, the water plant and water distribution system, and the storm sewer system, it is necessary to purchase operational and construction materials and supplies for the preservation and maintenance of the City of Hudson infrastructure and often to do so quickly for public health, safety, and general welfare reasons; and

WHEREAS, it is necessary to contract for outside services for either routine maintenance or for construction of capital improvements associated with the operations of the electrical distribution system, water tanks, trees in public areas, water distribution, storm sewer collection systems and public properties and cemeteries and often to do so quickly for public health, safety, and general welfare reasons.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Hudson, Summit County, State of Ohio, that:

Section 1: During the year 2024, the City Manager is authorized to advertise both for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality and for three (3) weeks on the City of Hudson website requesting the submission of bids or to utilize the services of the Ohio Department of Transportation, Ohio Department of Administrative Services, the Communities, Universities and Educational competitive bidding programs, through another political subdivision's contract for purchases or a joint or cooperative purchasing program, as such methods of purchasing and contracting are authorized by state law, for the purpose of acquiring the lowest and best bidder in accordance with the specifications as supplied by the City Manager's office for the purchases of services, equipment, supplies and vehicles or lease of various pieces of equipment or materials to include all the items as approved in the 2024 City budget and as listed on "Exhibit A" attached hereto and incorporated by reference herein.

Section 2: During the year 2024, the City Manager is authorized to advertise both for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality and for three (3) weeks on the City of Hudson website, requesting the submission of bids for the purpose of seeking the lowest and best bidder for the purchase of various materials and supplies for construction maintenance or operating maintenance as included in "Exhibit A" hereto, and in accordance with the specifications supplied by the City Manager's office.

Section 3: During the year 2024, the City Manager is authorized to advertise both for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality and for three (3) weeks on the City of Hudson website requesting the submission of bids for the purpose of seeking the lowest and best bidder for the services and necessary equipment for improvements to public works utilities facilities, to provide routine maintenance and improvements to the traffic control system equipment, to provide routine maintenance, snow and ice removal and landscaping services for municipally-owned properties, public facilities and downtown public areas, to provide for equipment rentals, street sweeping and tree maintenance for public trees on easements and right-of-ways, and projects or services listed in the attached "Exhibit A" and in accordance with the specifications supplied by the City Manager's office.

Section 4: The City Manager is authorized to enter into contracts on behalf of the City for the purposes outlined in Sections 1-3 above in amounts to be appropriated by Council in the 2024 City of Hudson budget (and any subsequent amendments thereto) with the lowest and best bidder (or, in the absence of competitive bidding, pursuant to any other Charter-approved form of purchasing) and in a form satisfactory to the City Solicitor and subject to the affixing to the contract by the Finance Director of a certificate of availability of funds therefor.

Section 5: The City Manager is authorized to add a ten percent (10%) contingency amount to any contracts.

Section 6: The City Manager is further authorized to return all certified checks and bid bonds submitted by the unsuccessful bidders.

Section 7: That the above recitals are fully incorporated as findings herein.

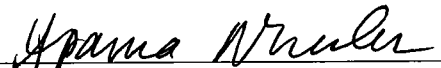
Section 8: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 9: This Resolution shall be in full force and effect from and after the earliest period allowed by law.

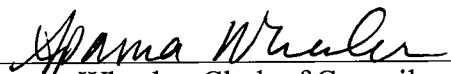
PASSED: December 12, 2023


Jeffrey L. Anzevino, Mayor

ATTEST:


Aparna Wheeler, Clerk of Council

I certify that the foregoing Resolution No. 23-162 was duly passed by the Council of said Municipality on December 12, 2023.


Aparna Wheeler, Clerk of Council