



# City of Hudson, Ohio

## Staff Report

File Number: 16-190

Meeting Date: 12/6/2016

Version: 1

Status: Consent Agenda Ready

In Control: City Council

File Type: Resolution

**A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER, DURING THE YEAR 2017, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, EQUIPMENT, AND VEHICLES FOR THE SELECTION OF THE LOWEST AND BEST BIDDER TO BE DETERMINED BY COUNCIL; AND DECLARING AN EMERGENCY.**

**Executive Summary:** This annual Resolution allows the Public Works Department to advertise for bids, obtain competitive pricing, and recommend contract awards for those items, contracts and projects that will exceed \$25,000 based on the 2017 approved budget.

### **Legislative History**

Resolution No. 15-196, similar legislation for the year 2016, passed December 15, 2015.

### **Purpose & Explanation**

Throughout the year the City regularly seeks competitive bids and price quotes for a number of items in the Public Works Department. These include equipment, materials and supplies, as well as contractual services for either ongoing services or for repair or improvements to existing facilities and equipment via construction contracts. Attached is "Exhibit A" which lists the goods, services, and contracts that are expected to exceed \$25,000 in 2017.

### **Timing Considerations**

We request emergency legislation to expedite the process of obtaining bids and pricing beginning in January 2017.

### **Fiscal Impact**

- Currently Budgeted
- Supplemental Appropriation Required
- Appropriation Not Required.

### **Suggested Action**

Permission to seek competitive bids through publicly advertising per Charter regulations (Over \$25,000), seek competitive pricing and quotes, or by agreements, either through the local Community, University, Education (CUE) program, US Communities, National Joint Powers Alliance (NJPA), Sourcing Alliance and/or the Ohio Department of Administrative Services Cooperative Purchasing Program through the State of Ohio for the services, equipment and materials as listed in Exhibit "A".

### **Submitted by,**

Jane Howington, City Manager  
Frank J. Comeriato, Jr. Asst. City Manager-Operations  
Kevin Powell, Assistant Public Works Director  
Eric Hutchison, Assistant Public Works Director  
Trent Wash, Assistant Public Works Director  
Thomas Munn, PW Superintendent-Services  
Sonya M. Mottram, Administrative Support Supervisor

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER, DURING THE YEAR 2017, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, EQUIPMENT, AND VEHICLES FOR THE SELECTION OF THE LOWEST AND BEST BIDDER TO BE DETERMINED BY COUNCIL; AND DECLARING AN EMERGENCY.

WHEREAS, in the operations of the various departments of the City of Hudson, 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 Hudson, Summit County, State of Ohio, that:

Section 1: During the year 2017, the City Manager is authorized and directed to advertise for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality 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 for Council's consideration 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 listed on "Exhibit A" attached hereto and incorporated by reference herein.

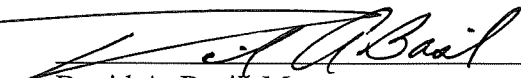
Section 2: During the year 2017, the City Manager is authorized and directed to advertise for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality, requesting the submission of bids for the purpose of seeking the lowest and best bidder for Council's consideration to purchase 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 2017, the City Manager is authorized and directed to advertise for a period of at least once a week for two (2) weeks in a newspaper of general circulation within the municipality requesting the submission of bids for purpose of selecting the lowest and best bidder for Council's consideration 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.

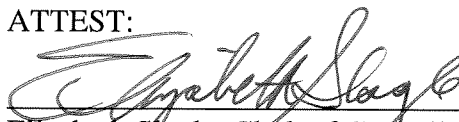
Section 4: The City Manager is further authorized and directed to return all certified checks and bid bonds submitted by the unsuccessful bidders.

Section 5: This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare and for the further reason that purchases of the materials, supplies, and services which are the subject of this Resolution may need to be bid and/or purchased immediately in order to supply necessary services to the inhabitants, businesses and visitors of the City for their health and safety; wherefore, this Resolution shall be in effect immediately upon its passage provided it receives the affirmative vote of five (5) members of Council, except that six (6) affirmative votes shall be required if all members are present; otherwise, it shall be in full force and effect from and after the earliest period allowed by law.


PASSED: December 6, 2016

  
David A. Basil, Mayor

ATTEST:

  
Elizabeth Slagle, Clerk of Council

I certify that the foregoing Resolution was duly passed by the Council of said Municipality on December 6, 2016.

  
Elizabeth Slagle, Clerk of Council

“EXHIBIT A”

**2017 - Contracts for Competitive Bidding or Charter-Authorized Cooperative Purchasing**

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

**Equipment/Services or Materials**

| <b><u>Contract Type</u></b>                           | <b><u>Budget Areas</u></b> |
|---|----------------------------|
| Tree Maintenance                                      | Street Trees               |
| Tree Planting   | Street Trees               |
| General Cleaning                                      | Public Properties          |
| HVAC  | Public Properties          |
| Greens Landscaping Maintenance                        | Public Properties          |
| Downtown Refuse and Recycling Cans                    | Public Properties          |
| Golf Pro Items, Chemicals, and Food and Wine          | Golf                       |
| Snow Plow Cutting Edges                               | Fleet                      |
| Snow Plow Guards                                      | Fleet                      |
| Asphalt   | Service                    |
| Road Salt & Conveying<br>exp. Sept. 2016              | Service                    |
| Substation Preventative Maintenance<br>exp. Dec. 2016 | HPP                        |
| Traffic Signal Maintenance<br>Exp. Dec., 2016         | HPP                        |
| Bulk Rock Salt<br>exp. Dec., 2016                     | Water Resources            |

**Special Projects**

| <b><u>Project Type</u></b>                 | <b><u>Budget Areas</u></b> |
|--|----------------------------|
| Splash Pad                                 | Parks                      |
| May Pavilion Replacement                   | Parks                      |
| Oak Grove Connector Trail                  | Parks                      |
| Barlow Farm Park Connector Trail           | Parks                      |
| Veteran Trail Engineering                  | Parks                      |
| Barlow Farm Park Field B Renovation        | Parks                      |
| Skateboard Park Renovation                 | Parks                      |
| Hudson Springs Park Water Fountain         | Parks                      |
| Hudson Springs Park Driveway - widening    | Parks                      |
| Cart Path Construction                     | Golf                       |
| Drainage Installation                      | Golf                       |
| Replace Ice Maker                          | Golf                       |
| Town Hall Painting                         | Public Properties          |
| Town Hall Window                           | Public Properties          |
| Barlow Community Center Roof               | Public Properties          |
| Hudson Public Power Relocation and Remodel | HPP                        |
| Prospect Substation Improvement Design     | HPP                        |
| Prospect Substation Improvements           | HPP                        |
| Hines Hill Substation Design               | HPP                        |
| Fiber Optic Aerial Installation            | Broadband                  |
| Fiber Optic Underground Installation       | Broadband                  |
| Brine Well Construction                    | Water                      |
| Water Well Rehab                           | Water                      |
| Fire Hydrant Painting                      | Hudson Fire Department     |

**Equipment Replacement**

| <b><u>Equipment Type</u></b> | <b><u>Budget Areas</u></b> |
|------------------------------|----------------------------|
| Replace Salt Spreader        | Cemetery                   |
| Replace Rough Mower          | Golf                       |
| Replace Greens Roller        | Golf                       |
| Replace Skid Steer<br>Truck  | Parks                      |
| Replace Infield Rake         | Parks                      |
| Backyard Digger              | HPP                        |

**Fleet Replacement Schedule**

| <b><u>Vehicle Type</u></b>           | <b><u>Budget Areas</u></b> |
|--------------------------------------|----------------------------|
| Tow Motor                            | Fleet                      |
| Ford Fusion - Police                 | Fleet                      |
| Chevy Tahoe - Police                 | Fleet                      |
| Ford Explorer Transit Van – Cable TV | Fleet                      |
| Ford F250 – Service and Electric     | Fleet                      |
| Brine Truck - Service                | Fleet                      |
| Ford 550 - Water                     | Fleet                      |
| Digger Derrick - Electric            | Fleet                      |
| Leaf Vacs (x2)                       | Service                    |
| Track Hoe Excavator – Storm Water    | Storm Water                |

**Miscellaneous**

| <b><u>Type</u></b>            | <b><u>Budget Areas</u></b> |
|-------------------------------|----------------------------|
| Equipment Rental              | PW                         |
| Concrete / limestone / gravel | Service/Dist./San/Storm    |
| GPS Maintenance               | Fleet                      |
| Guardrail Maintenance         | Service                    |