City of Hudson, Ohio

Staff Report

File Number: 17-200

Meeting Date: 12/27/2017 **Version:** 1 **Status:** Consent Agenda Ready

In Control: City Council **File Type:** Resolution

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER, DURING THE YEAR 2018, 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 2018 approved budget.

Legislative History

Resolution No. 16-190, similar legislation for the year 2016, passed December 6, 2016.

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 2018.

Timing Considerations

We request emergency legislation to expedite the process of obtaining bids and pricing beginning in January 2018.

Fiscal Impact

X 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

RESOLUTION NO. 17-200 OFFERED BY: MAYOR BASIL

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER, DURING THE YEAR 2018, 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 2018, 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 2018, 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 2018, 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: 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 6: 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 27, 2017

David A. Basil, Mayor

ATTEST:

Melissa Raber

~~Elizabeth Slagle, Clerk of Council~~
Melissa Raber, Clerk of Council Pro Tempore

I certify that the foregoing Resolution No. 17-200 was duly passed by the Council of said Municipality on December 27, 2017.

Melissa Raber

~~Elizabeth Slagle, Clerk of Council~~

Melissa Raber, Clerk of Council Pro Tempore

"EXHIBIT A" - Resolution No. 17-200

2018 - Contracts for Competitive Bidding or Charter-Authorized Cooperative Purchasing

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

Equipment/Services or Materials

Contract Type	Budget	Budget Areas
Snow Control: PP Snow and Ice Removal	$180,000	Public Properties
General Landscaping Maintenance	$207,000	Public Properties
Golf Pro Items	$65,000	Golf
Chemicals	$74,000	Golf
Food / Beverage	$60,600	Golf
Beer and Wine	$30,300	Golf
Snow Plow Cutting Edges	$40,000	Fleet
Snow Plow Guards	$10,000	Fleet
Animal Control	30,000	Service
Road Salt & Conveying exp. Sept. 2018	$320,000	Service
Snow Control: Cul-De-Sac Snow Plow	$55,000	Service
Substation Preventative Maintenance	$50,000	HPP
Traffic Signal Maintenance	$50,000	HPP
Bulk Rock Salt	$148,080	Water Resources

Special Projects

Project Type	Budget	Budget Areas
Street Paving	$24,000	Cemetery
Veteran Trail Phase 4 Construction	$800,000	Parks
Golf – Cart Paths Construction	$525,00	Parks
Oak Grove Connector Trail	$163,000	Parks
Barlow Farm Park Connector Trail	$90,000	Parks
Hudson Springs Park – Lake Dredging / Culvert Pipe	$50,000	Parks
Parking Deck Sealing	$35,000	Public Properties
Barlow Community Center Roof	$110,000	Public Properties
Owen Brown Pole Line Removal and Conduit Installation	$100,000	HPP
303 Transmission line Isolation Valve Project	$210,000	HPP
Milford Road Water Tower Driveway	$25,000	Water
Water Well Rehab	$35,000	Water

Equipment Replacement

Equipment Type	Budget	Budget Areas
Greens Mowers (x4)	$30,000	Parks
Utility Carts (x6)	$55,000	Parks
Playground Replacement	$30,000	Parks
Skate Park Renovation	$250,000	Parks
Turf Utility Vehicles	$20,000	Parks
Veterans Way – Shade Units	$20,000	Parks
Golf Cart Lease	$58,000	Golf
Leaf Vacuum Trailers (X2), attenuator	$150,000 ($75,000 each)	Service
Wire Handling Trailers	$40,000	HPP

Fleet Replacement Schedule

Vehicle Type	Budget	Budget Areas
Ford Explorer (x2) - Police	$29,464 and $28,192	Fleet
Ford Ranger - Engineering	$28,000	Fleet
Ford F150 – Community Development	$30,701	Fleet
Ford F250 –Electric (HPP)	$28,551	Fleet
Ford F250 – Water	$33,833	
Ford F350 – Service / Streets	$41,198	Fleet
Ford F550 – Service / Streets	$68,577	Fleet
Street Sweeper – Service / Streets	$265,000	Fleet
Sterling Snow & Ice 2.5 ton	$185,000	Service

Miscellaneous

Type	Budget	Budget Areas
Equipment Rental	$25,000.00	PW
Concrete / limestone / gravel	$39,000	Service/Dist./San/Storm
GPS Maintenance	$35,000	Fleet
Guardrail Maintenance	$5,000	Service