

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MARCH 12, 2012 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the January 9, 2012 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes. Trustee Berglund seconded the motion. Motion carried.
- b. After review of the draft minutes from the February 27, 2012 Special Joint Meeting of the Municipal Services, Finance & Administration, and Public Safety Committees, Chairman Mistele made a motion to approve the minutes. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Annual Maintenance Contracts

- a. Administrator Halik advised that last year, on April 4, 2011, the Village held a public bid opening for the annual janitorial services contract. Although nine bid documents were picked-up by various vendors, and six of them attended the mandatory pre-bid meeting, only two vendors submitted completed bids. However, the low bidder, Eco Clean Maintenance, Inc., submitted a bid that was 8%, or \$1,512, lower than the contract price from the previous vendor. The Municipal Services Committee recommended awarding the contract to the low bidder and the Village Board awarded the contract to Eco Clean Maintenance, Inc. on April 11, 2011. Eco Clean has provided janitorial services to the Village since that time. Halik advised that staff is very pleased with both the quality of work and level of customer service provided by Eco Clean. Their representatives also work well with staff to address cleaning issues as they arise. The current contract with Eco Clean is a one-year contract, but provides for a one-year extension at the discretion of the Village. Eco Clean has indicated that they would accept a one-year extension of the contract and would further agree to no increase in the current contract price. The current contract price for FY 11/12 is \$17,388.00/yr. or \$1,449.00/mo. Therefore, the FY 12/13 contract price would remain the same. Halik advised that staff would recommend that the competitive bidding process for this particular maintenance contract be waived and a new one-year contract extension be offered to Eco Clean Maintenance, Inc. at the same contract price as last year. The Committee concurred with staff's recommendation and recommended that this item be included under the consent agenda of the Board meeting for consideration.
- b. Administrator Halik advised that the Village's Landscape Fertilization Services Contract includes turf fertilization and herbicide treatment of Village rights-of-

ways, parks, and specified facilities, such as water tower sites, the Village Hall, etc. Halik stated that in 2007 this scope of work was removed from the previous landscape maintenance contract in the hopes that if the work was performed by a specialized contractor it would result in higher quality. At that time, after a competitive bidding process, the low bid was received by Spring- Green Lawn & Tree Care, Plainfield, and the contract was awarded to them. Spring-Green has provided the service to the Village since that time. Spring-Green has offered to again freeze the contract price for a fourth straight year in order to keep the Village contract for this work. Halik advised that since the 2007 season, the general appearance of the turf areas within Village parks and on rights-of-ways has vastly improved. Clearly, separating the fertilization/herbicide work from the mowing contract has enabled a specialized vendor to deliver higher quality services. Staff is very pleased with both the quality of services and responsiveness provided by Spring-Green. Therefore, staff would recommend that the competitive bidding process for this particular maintenance contract be waived and a new one-year contract be offered again to Spring-Green at the same contract price as last year. The Committee concurred with staff's recommendation and recommended that this item be included under the consent agenda of the Board meeting for consideration.

- c. Administrator Halik advised that the Village's three-year contract with Clarke Mosquito Control to provide mosquito abatement services for the Village expired after the 2011 season. Therefore, staff has met with representatives from Clarke Mosquito to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke. The result is that Clarke has agreed to offer continued services to the Village for a new three year term. Although the price of pesticides and fuel has risen, Clarke has agreed to hold the prior contract price of \$24,231.36 for the 2012 season. The 2013 and 2014 seasonal program would increase by 2% annually. Therefore, the cost of the 2012 program would be \$24,231.36, the cost of the 2013 program would be \$24,715.00, and the cost of the 2014 program would be \$25,210.00. Staff is also recommending, similar to the last contract, that an additional \$6,000.00 be budgeted for various optional services such as adulticiding, both localized and community wide, should the need arise to combat the continuing threat of WNV. Halik advised that the technical treatment terms of the contract, including Village-wide catch basin treatment four times a year, or roughly once a month during the summer season, will remain unchanged. The contract will still include the use of new insecticides, specifically Altocid XR® and Vectolex WSP®, which are sustained release products that can provide the required coverage for up to 120 days without re-treatment. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to West Nile Virus, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August. The Committee concurred with staff's recommendation and recommended that since this is a multi-year contract, the item should be discussed under new business on the Board agenda.

5. REPORT – Municipal Services Department

- a. Administrator Halik shared both the January and February monthly permit activity reports showing that we have taken in about \$8,000 in permit revenue for the month of January, and another \$8,000 in the month of February. Halik stated that, although revenues remain low, this represents approximately 87% of our projected total revenue for fiscal year 2011/12.

- b. Administrator Halik shared the water system pumpage report. The report indicates that so far in the fiscal year we have pumped about 2.5% less water this year than we have in the same time frame from last fiscal year. We have currently pumped about 77% of our pumpage projection nine months into the year, so we are still on-target with our FY 2011/12 pumpage projection of 375,000,000 gallons.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

(none)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 6:20 PM.

(Minutes transcribed by: Tim Halik, 4/4/12)