

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Nathan Plunkett, Street Superintendent

DATE: September 19, 2022

SUBJECT: **Recommendation for Leaf Hauling and Disposal Services**

Request

Approve the resolution for the award of Leaf Hauling and Disposal Services.

Background

The City of Wheaton Public Works Department has a fleet of three street sweepers that removes debris from city streets each spring through fall. During October and November, the three street sweepers tend to collect approximately 2,000 cubic yards of leaves from city streets. The leaves are piled in the City's Public Works Material Yard before being hauled to a composting facility outside of Wheaton in November and early December. Typically, long box semi-trucks with a capacity of up to 100 cubic yards per truck are used to haul the leaves, and approximately 20 loads are needed to remove the 2,000 cubic yards of leaves. Public Works is not able to haul the leaves with city dump trucks as each truck can only hold about 14 cubic yards each, and over 140 loads would need to be hauled if this was done with Public Works six tandem axle dump trucks. Since leaf hauling is mostly done in November and early December, Public Works does not have any tandem axle dump trucks available for leaf hauling as the trucks are already prepped for winter operations during this time with salt boxes and salt spreaders.

Scope of Work

A contractor will provide semi-trucks to haul leaves from the Public Works Material Yard to a compost facility outside of Wheaton.

Bid Results

A bid was received from the following vendor:

- Utility Transport Services, Inc. - \$22,000

Procurement Review

A formal solicitation was issued to four (4) vendors, but only one response was received. Staff reached out to the remaining three (3) vendors to determine why they did not submit a proposal. All three (3) vendors stated that they were short staff and could not service the City's account.

Procurement staff reviewed the solicitation from Utility Transport Services, Inc. for conformity with the City's terms and conditions and insurance requirements. Utility Transport Services, Inc. is compliant with the solicitation requirements.



Budget Impact

A total of \$13,000 is budgeted in the General Fund for this project. The project amount exceeds the budget by \$9,000. The General Fund has the reserves available to accommodate the additional cost.

Recommendation

Staff recommends that the City Council adopt the resolution authorizing the execution of Agreement No. 322 with Utility Transport Services, Inc. for Leaf Hauling and Disposal Services for a total amount not to exceed \$22,000. This agreement is effective for one (1) year with the City's option to extend at the same prices and terms for three (3) additional one-year terms.

The Agreement with its exhibits, bid package and responses are on file in the City Clerk's office and available for review.

RESOLUTION R-2022-

**A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 322 WITH
UTILITY TRANSPORT SERVICES, INC. FOR LEAF HAULING AND DISPOSAL SERVICES FOR A TOTAL
AMOUNT NOT TO EXCEED \$22,000**

WHEREAS, the City of Wheaton, Illinois, ("City") is an Illinois home rule municipality pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City prepared a bid package (Bid Number 22-148) for Leaf Hauling and Disposal Services; and

WHEREAS, the City solicited bids in a public bidding process and bids were publicly opened and read on August 24, 2022, at 11:00 AM; and

WHEREAS, the City received one response from Utility Transport Services, Inc. to provide Leaf Hauling and Disposal Services in the amount of \$22,000; and

WHEREAS, staff has determined that pricing submitted by Utility Transport Services, Inc. is fair and reasonable; and

WHEREAS, the City budgeted funds in the General Fund in an amount of \$13,000 for Leaf Hauling and Disposal Services and the General Fund has the reserves available to accommodate the additional cost; and

WHEREAS, both parties agree to the terms and conditions set forth in the bid proposal and the agreement contained in the City's bid package for Leaf Hauling and Disposal Services; and

WHEREAS, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into an agreement with Utility Transport Services, Inc. located at 2044 West 163rd street, Unit 2, Markham, Illinois 60428 for Leaf Hauling and Disposal Services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wheaton, Illinois, that:

The Mayor is hereby authorized to execute, and the City Clerk is hereby directed to attest to City of Wheaton Agreement No. 322 with Utility Transport Services, Inc. for Leaf Hauling and Disposal Services; and that a copy of that certain City Agreement No. 322 is on file with the City Clerk's office, and is incorporated herein as if fully set forth as Exhibit A.

ADOPTED this 19th day of September 2022.

Mayor

ATTEST:

City Clerk

Roll Call Vote:

Ayes:
Nays:
Absent: