

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO : President and Village Board of Trustees
FROM : David A. Hulseberg, Village Manager
DATE : August 28, 2012 Agenda Date September 6, 2012
TITLE : Water & Sewer System Supplies Bid
SUBMITTED BY: Angela M. Podesta, Utilities Superintendent *AWP*

RESULTS:

Date Bids Were Published 7/11/12 Bidding Closed 7/25/12
Total Number of Bids Received 2
Total Number of Bidders Meeting Specifications 1
Bid Security Required _____ Yes X No
Performance Bond Required _____ Yes X No
Were Any Bids Withdrawn _____ Yes X No
Explanation:
Waiver of Bids Requested? _____ Yes X No
If yes, explain:
Award Recommended to Lowest _____ Yes X No
Responsible Bidder?
If no, explain: Lowest bid was incomplete and included a deviation that was unacceptable to the Village

FISCAL IMPACT:

Engineer's estimate/budget estimate \$25,000.00 (FY2012B), \$59,000.00 (FY2013)
Amount of Award \$25,000.00 (FY2012B), \$59,000.00 (FY2013)

BACKGROUND/RECOMMENDATION:

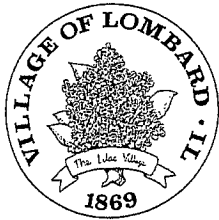
Award a contract in the full budget amount of \$25,000 for FY2012B and \$59,000 for FY2013 to Ziebell Water Service Products of Elk Grove Village, IL for the purchase of water and sewer supplies on an as needed basis.

Has Recommended Bidder Worked for Village Previously X Yes ___ No
If yes, was quality of work acceptable X Yes ___ No
Was item bid in accordance with Public Act 85-1295? X Yes ___ No
Waiver of bids - Public Act 85-1295 does not apply ___ Yes

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

To: David A. Hulseburg, Village Manager
Through: Carl S. Goldsmith, Director of Public Works
From: Angela M. Podesta, Utilities Superintendent *AMP*
Date: July 27, 2012
Subject: **Water/Sewer Supplies Bid**

Background

Seven years ago, Public Works identified the minimum quantities for water and sewer system supplies to be kept on-hand. At this time, Public Works also changed purchasing practices to buying items on an as-needed basis to maintain flexibility to meet changing requirements. Prices are obtained for all of the items kept in stock but purchases are only made to maintain designated inventory levels. A quantity of one is used for each item for the sole purpose of obtaining a base bid price for comparing the bids. Proposals required Bidders to provide prices for supplies in fourteen categories for both FY2012B and FY2013. The total cost of the bid was evaluated based upon the total of all categories for both fiscal years.

On Wednesday, July 25, 2012 bids were opened for Water & Sewer System Supplies. The Notice to Bidders was sent to three (3) vendors. Two companies picked up and returned the bid:

-Ziebell Water Service Products, Elk Grove Village submitted a complete bid of \$91,691.23 with no deviations.

-HD Waterworks Supply, Carol Stream, submitted a bid of \$82,356.42 which did not include pricing for FY2012B or FY2013 Category XIV – Fittings/Water. HD Waterworks Supply bid also included a deviation that pricing for Category II – Couplings/Water, Category III- End Couplings/Water and Category VI – Repair Sleeves/Water was contingent upon ordering a minimum of \$2750.00 per order which is counter to the Village's current purchasing practices. Therefore, the HD Waterworks Supply bid is deemed unresponsive.

The bid tabulation is attached. I recommend that the contract be awarded to the second lowest bidder, Ziebell Water Service Products for the entire budget of \$25,000 for FY2012B and \$59,000 for FY2013 for the purchase of water/sewer system supplies throughout the year on an as-needed basis.

Recommendation

I am recommending the Board of Trustees award a contract in an amount not to exceed \$25,000 for FY2012B and \$59,000 for FY2013 for Water/Sewer System Supplies to Ziebell Water Service Products of Elk Grove, IL. Please submit this recommendation to the Board of Trustees for their approval at the September 6, 2012 meeting.

VILLAGE OF LOMBARD

CONTRACT DOCUMENT NUMBER PWU-12B19

This agreement is made this 6th day of September, 2012, by and between, and shall be binding upon, the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as (the "Village") and (_____) hereinafter referred to as (the "Contractor").

Witnesseth That in consideration of the mutual promises of the parties delineated in the Contract Documents; the Contractor agrees to sell and the Village agrees to pay for the following described items as set forth in the Contract Documents:

Water & Sewer System Supplies such as Pipe, Brass and PVC Fittings, Valves, Fire Hydrants, Repair Sleeves, Castings, to be purchased on an as needed basis, in the amount not to exceed:

FY 2012B - \$25,000

FY 2013 - \$59,000

1. This Contract shall embrace and include all of the applicable Contract Documents listed below as if attached hereto or repeated herein:
 - a. Specification and Contract Document no. PWU-12B19 for FY 2012B & 2013 Water/Sewer System Supplies, consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) Invitation to Bid on Contract Document No. PWU-12B19 - Legal Notice
 - iv) General Terms, Conditions and Instructions
 - v) Specific Terms, Conditions and Instructions and Blue Prints
 - vi) Bid Proposal Form
 - vii) Plans and Specifications and Specification Deviation Form
 - b. The Contractor's Bid Proposal Dated July 24, 2012
 - c. Required Certificate of Insurance
2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items which are the subject matter of this Contract in an amount not to exceed \$25, 000 (FY 2012B) and not to

exceed \$59,000 (FY 2013) paid in accordance with the provisions of the Local Government Prompt Payment Act and the provisions of the Contract Documents.

- 3. Risk of loss, destruction or damage of or to goods under this Contract shall be on contractor until delivery of the goods to the Village and acceptance of the goods by the Village.
- 4. Contractor agrees to perform the terms of this Contract by December 31, 2013. Time is of the essence of this Contract.
- 5. Where the terms of this Contract conflict with the provisions of the Contract Documents, the Contract Documents shall be binding.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by Village President, and the Contractor have hereunto set their hands this 6th day of September, 2012.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Accepted this ___ day of _____, 20__.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 6th day of September, 2012.

Village President

Attest:

Brigitte O'Brien
Village Clerk