



# Agenda Cover Memorandum

Meeting Date: July 10, 2017

Meeting Type:  Committee of the Whole  City Council  Budget Workshop

Item Title: Approve a purchase order for two (2) Riding Mowers to Russo's Power Equipment Inc. in the amount of \$15,790.00

Item Type:  Transfer  Budget Amendment  Purchase Order  Other

Action Requested:  Approval  For Discussion  Feedback Requested  For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247 Email: wzingshe@parkridge.us

Background:

This item was first presented as an Action Item at the Committee of the Whole on June 12, 2017, at which time the Committee approved the motion on a roll call vote of 7/0. At the June 19 Council meeting, the item was deferred until further investigation could be done on combining resources for lawn maintenance with the Park District.

Staff does not feel that this is an appropriate action for the following reasons:

- The City uses summer help (seasonal college employees) to assist full time employees with this work. The cost per hour for the seasonal help is \$10. The cutting of these areas takes three (3) full days each week.
- The approximately 3.6 acres maintained in house includes the public buildings and lots (see attached). Our crews also perform other landscape maintenance while on site such as mulching, weeding, herbicide, fertilization, restoration, etc.
- The Park District currently outsources about a quarter of their grass cutting and has a contract in place. In addition, they also cut all seven (7) school fields as they use School District property for baseball, football and soccer. They would not have the time or staff to take on extra work. The City has a contract in place for the maintenance of 43 acres (cul de sacs and medians). In the future, when these contracts expire, we can try to work with the Park District on a joint bid event with a mutually agreeable contract.
- Public Works should have equipment to cut grass to be able to handle complaints from residents, Aldermen, contractor no-shows, or in times of heavy seasonal growth. Staff should have the ability to make the City presentable and follow the City codes. Historically, these mowers last over 15 years. Using 15 years as a basis, the mowers cost approximately \$1,052.66 per year in total.
- Grounds personnel, currently two (2) full time employees, perform a myriad of other duties, including litter pickup, planting and watering. During the winter months, they are in charge of snow removal and salting of the parking lots, sidewalks, stairs and various other winter activities including winter only trimming. These employees are necessary.
- The current program of Grounds Maintenance cutting 3.6 acres and the outsourcing of the 43 acres has worked well and results in almost no complaints. If we hired the Park District to perform this work it would just be a 'pass through' of money resulting in no real savings to the residents. If we kept our necessary employees, we would see higher productivity in other areas, but it would result in higher costs.
- When the City next bids out the outsourced areas, we could add the 3.6 acres maintained by the City as an Option. However I think we would find that by using our summer help for these areas we are actually saving money, controlling the maintenance of our public sites better, and keeping the "face of Park Ridge" as beautiful as it deserves to be.

Vendor and Transaction History:

Vendor Status:  Current  New

Is Purchase Order Request supported by existing contract:  Yes  No If Yes, date:

Is this an Annual Recurring Purchase Order:  Yes  No

Bid Process Used:  N/A  Price Quotes  Bid  RFP

Have Goods been received or Statement of Work completed:  N/A  Yes  No

If Overage, approved by Department:  Yes  No Details:



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Recommendation:

Approve a purchase order for two (2) Riding Mowers to Russo's Power Equipment Inc. in the amount of \$15,790.00

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$15,790.00

If Yes, is this a Budgeted Item:  Yes  No  Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object) 551 6020 990400

Attachment:

- Quotes
- Maintenance areas

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**CITY TURF CUTTING AREAS BY SQUARE FEET**

**Belle Plaine and Talcott- 876 sq. ft.**

**City Hall- 8640 sq. ft.**

**Devon-**

- **West side- 47,250 sq. ft.**

**West to East- 5250, 6950, 6850, 6900, 7425, 11700, 2175**

- **Business District- 10,436 sq. ft. (minus beds)**

**West to East- 3300, 3220, 3120, 2352 = 11,992 total**

**Euclid Lot- 5406 sq. ft.**

**Hanson- 2550 sq. ft.**

**Lutzow- 850 sq. ft.**

**Library- 39,739 sq. ft.**

**Malone- 737 sq. ft.**

**North Fire Station- 14,965 sq. ft.**

**South Fire Station- 8,900 sq. ft.**

**Prairie Lot- 1331 sq. ft.**

**Shop- 1128 sq. ft.**

**South Park Pump Station- 5270 sq. ft.**

**Touhy lot- 3924 sq. ft.**

**Train Station- 783 sq. ft.**

**Uptown Lot and Washington- 2936 sq. ft.**

**TOTAL SQUARE FEET= 157,277 SQ. FT. 3.6 ACRES**

**\*Three full days of cutting with the summer help**

**\*Four full days of cutting with a two man crew.**

**\*If the grass is thick, double cutting is required**

**\*The Park Ridge Park District currently farms out some of their areas each Spring because they cannot keep up with their own turf.**

**\*Our current X-Mark riding mowers were purchased in 1999 and 2000.**

**\* The Grounds Department applies all turf fertilizer and broadleaf control in house.**

**\*THESE MANPOWER NUMBERS ARE FOR TURF CUTTING ONLY! Not included is time spent trimming shrubs, weeding mulch areas and shrub borders, spraying round-up and other herbicides, rose maintenance, perennial maintenance, leaf collection, litter pickup, irrigation when needed and restoration needs.**

CAROL STREAM LAWN AND POWER  
 1370 ARMY TRAIL ROAD  
 CAROL STREAM, ILLINOIS 60188  
 630-483-0888 CSLAWNPOWER@GMAIL.COM

(847) 318-5326

(847) 318-5326

**SOLD TO:**  
 CITY OF PARK RIDGE  
 1200 WEST ELM STREET  
 PARK RIDGE, IL 60068

**SHIP TO:**  
 CITY OF PARK RIDGE  
 1200 WEST ELM STREET  
 PARK RIDGE, IL 60068

3185326

TERMINAL: 12

KEEP THIS INVOICE AS IT IS YOUR ONLY COPY.

**NO RETURNS OR SERVICE WARRANTIES WITHOUT RECEIPT.**  
**No returns on special order or electrical parts.**  
**There is a 15% restocking fee on returns.**

**SHIPPED VIA: CUSTOMER PICKUP**  
 9:52:51 PAGE: 1 OF 1

ACCT. NO.	DATE	INVOICE NO.	SALESMAN	STORE	P/O NUMBER	SPECIAL INFORMATION
3185326	5/04/17	396371	001/001	1	Y	

ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1			WREWSTX48FX691E SN-	STANDER X 48 FX691	9390.00	7899.00	7899.00
1	1			WREWSPN48SFX730E SN-	SPORT I 48 730E	9400.00	7599.00	7599.00
2	2			WRI72410045	WHL ASSY 20X10.00 8 B	278.50	199.00	398.00
2	2			WRI95430009	MULCH KIT AERO 48 ALL	239.95	215.96	431.92

PRICE REFLECTED ON THIS QUOTE  
 ARE VALID FOR 30 DAYS

QUOTE ONLY

SUB TOTAL ----> 16327.92  
 MISC. -----> 0.00  
 LABOR -----> 0.00  
 TAX 7.750 ---> 0.00  
 INVOICE TOTAL-> 16327.92

REC'D BY \_\_\_\_\_

**IMPORTANT NOTICE**

It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to do so. For all need shall be in connection with the sale of this item/item.

**McGrath, Mike**

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**From:** Alsip Lawnmower <alsiplawnmower@gmail.com>  
**Sent:** Thursday, May 04, 2017 4:21 PM  
**To:** McGrath, Mike  
**Subject:** Wright Quote

Hi Mike,

The following is the information you had requested in regards to two Wright Stander lawnmowers:

**STANDER X**

WSTX48FX691E

MSRP: \$9590.00

20% OFF (CASH DISCOUNT): -\$1918.00

*(16% OFF IF FINANCED: -\$1534.40)*

**FINAL SALE PRICE: \$7672.00**

***(IF FINANCED: \$8055.60)***

**STANDER SPORT INTENSITY**

WSPN48FX730E

MSRP: \$9460.00

20% OFF (CASH DISCOUNT): -\$1892.00

*(16% OFF IF FINANCED: -\$1513.60)*

**FINAL SALE PRICE: \$7568.00**

***(IF FINANCED: \$7946.40)***

- **OEM MULCH KITS: \$227.53 EACH (both take the same mulch kits)**
- **SPARE RIM & TIRE ASSY FOR WSTX: \$221.99 EACH**
- **SPARE RIM & TIRE ASSY FOR WSPN: \$256.99 EACH**

WSTX has approximate 1 week lead time; it is in stock at the distributor's warehouse.

WSPN has approximate 3 week lead time; it is not currently in stock at the distributor's warehouse.

Please let me know if you have any other questions or if you would like to place an order for the units. Thank you!

**Sarah Freedom**  
*Alsip Lawnmower Repair, Inc.*  
11550 S. Pulaski Road