

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 22, 2014**

SUBJECT: Change Orders for Renewal of Annual Contracts: Fuel, Landscape, Street Striping, Street Sweeping and Swath Mowing Services

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Alex Romero - Public Works Operations Manager, for
Norm Davis, PE - Public Works Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Change Orders

SUMMARY BACKGROUND: The Proposed Budget for Fiscal Year 2014/2015 includes several essential annual Public Works Maintenance, Service and Supply programs. Five of these programs are currently under contract. These contracts can be extended up to a maximum of five years before they need to be re-bid. Town staff has negotiated a Change Order to each of the following contracts, extending the contract for another year as detailed below.

- a.) **Fuel Services:** Town staff has negotiated a Change Order to the current contract for fuel services with Bennett Oil Company. This contract provides fuel for all vehicles and equipment in the Town fleet. The current contract expires on June 30, 2014. This would be the first year of extension on this contract. Bennett Oil Company has not increased their cost. This Change Order reflects the extension of the contract.
- b.) **Landscape Services:** Town staff has negotiated a Change Order to the current contract for landscape services with Koehler Enterprises, dba: K-ler Land Works Maintenance. This contract provides for Landscape Services throughout the Town. The current contract expires on June 30, 2014. This would be the second year of extension on this contract. Koehler Enterprises, dba: K-ler Land Works Maintenance has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.
- c.) **Street Striping:** Town staff has negotiated a Change Order to the current contract for street striping services with Traffic Safety, Inc. This contract provides for Street Striping Services throughout the Town. The current contract expires on June 30, 2014. This would be the second year of extension on this contract. Traffic Safety, Inc. has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.
- d.) **Street Sweeping:** Town staff has negotiated a Change Order to the current contract for street sweeping services with Tryton Enterprises, LLC. This contract provides for Street Sweeping Services throughout the Town. The current contract expires on June 30, 2014. This would be the second year of extension on this contract. Tryton Enterprises, LLC has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.

- e.) **Swath Mowing:** Town staff has negotiated a Change Order to the current contract for swath mowing services with Larry's Mowing Service. This contract provides for Swath Mowing Services for the Town. The current contract expires on June 30, 2014. This would be the second year of extension on this contract. Larry's Mowing Service has not increased their cost and kept the current service levels. This Change Order reflects the extension of the contract.

These annual contracts address the goals for maintaining minimum critical core tasks for safe Town roadways and facilities.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the Change Orders to the existing contracts extending the expiration date for another fiscal year, **OR**
- 2.) Not approve the Change Orders and direct staff to bid these programs, **OR**
- 3.) Approve and not approve the Change Orders, in any combination, **OR**
- 4.) Direct staff to pursue other options

ACTION OPTION: Motion to approve:

- a.) the Change Order to the contract with Bennett Oil Company for Fuel Services, **AND**
- b.) the Change Order to the contract with Koehler Enterprises, dba: K-ler Land Works Maintenance for Landscape Services, **AND**
- c.) the Change Order to the contract with Traffic Safety, Inc. for Street Striping Services, **AND**
- d.) the Change Order to the contract with Tryton Enterprises, LLC for Street Sweeping Services, **AND**
- e.) the Change Order to the contract with Larry's Mowing Service for Swath Mowing Services

thereby extending these contracts for Fiscal Year 2014/2015, **OR** Motion not to approve any of the Change Orders. **VOTE.**

RECOMMENDATION: Staff recommends approval of these Change Orders extending these contracts for Fiscal Year 2014/2015.

FISCAL ANALYSIS:

Fuel Services:

Funding:

This item, administered by the Fleet division of the Public Works department, provides for fuel service for the entire Town fleet, and is paid for by the individual departments to more accurately reflect the cost of providing services.

Landscape Services

Total Annual Landscape Contract Amount: \$238,365.00

	<u>Annual Streets</u>	<u>Annual Parks</u>	<u>Facilities</u>
Town of Prescott Valley	\$57,662.00		
Stoneridge CFD Parks		\$59,117.00	
Stoneridge CFD Medians	\$18,220.00		
Pronghorn Ranch CFD Parks		\$46,075.00	
Pronghorn Ranch CFD Medians	\$15,871.00		

Quailwood CFD Parks		\$31,937.00	
New Library/ College Building			\$5,925.00
Trail Main	\$3,558.00		
TOTALS:	\$95,311.00	\$137,129.00	\$5,925.00

Fiscal Analysis:

202-5510-631-3230 Landscaping Service (TPV):	\$124,000.00	(Budgeted FY 14-15)
Annual Landscape Maintenance Cost:	(\$61,220.00)	
Annual Weed Control Maintenance:	(\$32,367.00)	
Balance:	\$30,413.00	
501-7010-642-3230 - WW	\$4,000.00	(Budgeted FY 14-15)
Annual Weed Control Maintenance - Wastewater:	(\$3,892.20)	
Balance:	\$107.80	
511-7020-641-3230 - WTR	\$16,000.00	(Budgeted FY 14-15)
Annual Weed Control Maintenance - Water:	(\$15,568.80)	
Balance:	\$431.20	
600-1005-614-3230 Stoneridge Landscaping Service:	\$84,160.00	(Budgeted FY 14-15)
Annual Landscape Maintenance Cost:	(\$18,220.00)	
Stoneridge Park Maintenance:	(\$59,117.00)	
Balance:	\$6,823.00	
601-1010-614-3230 Pronghorn Landscaping Service:	\$57,000.00	(Budgeted FY 14-15)
Annual Landscape Maintenance Cost:	(\$15,871.00)	
Pronghorn Park Maintenance:	(\$46,075.00)	
Balance:	(\$4,946.00)	
602-1015-614-3230 Quailwood Park Maintenance:	\$30,200.00	(Budgeted FY 14-15)
Quailwood Park Maintenance Cost:	(\$31,937.00)	
Balance:	(\$1,737.00)	
101-4505-653-3230 Library Landscape Maintenance:	\$6,500.00	(Budgeted FY 14-15)
Annual Landscape Maintenance Cost:	(\$5,925.00)	
Balance:	\$575.00	

Striping:

202-5510-631-4370 Street Repair & Maintenance:	\$366,870.00	(Budgeted FY 14-15)
Annual Street Striping:	(\$78,500.00)	
Balance:	\$255,500.00	

Sweeping:

202-5510-631-4370 Street Repair & Maintenance:	\$366,870.00	(Budgeted FY 14-15)
Annual Street Sweeping	<u>(\$34,860.00)</u>	(Estimated on 700 mi)
Balance:	\$299,140.00	

Swath Mowing:

202-5510-631-3230 Landscaping Service (TPV):	\$124,000.00	(Budgeted FY 14-15)
Estimated Annual Cost of Swath Mowing:	<u>(\$24,000.00)</u>	(Dependent upon No. of Requested Services)
Balance:	\$100,00.00	

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____