

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved with changes 04/04/13

MINUTES

INFRASTRUCTURE COMMITTEE

March 7, 2013 - 7:00 P.M.

1. **Call to Order, Roll Call, and Establishment of a Quorum.** Chairman Dzierzanowski called the meeting to order at 7:00 P.M. Roll Call found Aldermen James Beifuss, Nanette Connelly, Nicholas Dzierzanowski, Alan Murphy, Russell Radkiewicz, James Smith and John Smith present.

Also in attendance were City Administrator Michael Guttman, Public Works Director Robert Flatter, Water Treatment Plant Supervisor Joe Munder, and Administrative Secretary Michelle Baldino.

Others in attendance were Sharon Durling, Northern Illinois Municipal Electric Collaborative (NIMEC), and Terry Boyer, Clark Dietz, Inc.

2. **Approval of Minutes.**

A. **Infrastructure Committee Minutes of February 7, 2013.** Alderman Nanette Connelly made a motion to approve the Infrastructure Committee Minutes of February 7, 2013, seconded by Alderman James Smith. Voting Yea: Aldermen Nanette Connelly, James Smith, James Beifuss, Nicholas Dzierzanowski, Alan Murphy, John Smith and Russell Radkiewicz. Motion was approved.

Without objection from Committee members, Chairman Dzierzanowski moved up item 5.A on the agenda.

5. **Items for Discussion and Approval**

A. **Municipal Electric Aggregation – Review and Approval of a Bid.** Mr. Flatter introduced Sharon Durling of NIMEC. He handed out the results of the electrical rates that were obtained from a bid opening earlier in the day (Exhibit A). Mr. Flatter reviewed the bid results with the Committee indicating that there were a total of seven bids received with First Energy Solutions submitting a one-year contract rate of 4.616 cents per kWh (kilowatt hour). Mr. Flatter indicated that NIMEC has worked with First Energy and they are highly recommended by NIMEC. Mr. Flatter stated that staff is recommending only a one-year contract with First Energy Solutions. NIMEC believes that a new bid next year, depending upon the market, would likely increase to at least 5.616 cents per kWh. However, even if next year's bid increases to 6.00 cent per kWh, it will still average cheaper than contracting for a two-year fixed price of 5.341 cents per kWh. Ms. Durling added that they were surprised and delighted to see the pricing received from First Energy. She agrees with Mr. Flatter's recommendation.

Alderman Murphy stated that he felt the bids came in higher than he expected as he has already personally and stated that he had secured a lower rate, last fall, on a two year contract with Exelon for his business account. He asked if Exelon was contacted to provide a bid. Ms. Durling stated that Consellation is Exelon and their rates are included. Alderman Murphy then asked if it would be more advantageous to secure a two-year contract. Ms. Durling stated that it makes sense to lock in at the low price, but the market is uncertain at this time. ComEd may lower their rates this June and if pricing were locked in for two years with First Energy it may become unfavorable. She further stated that the rate received from First Energy guarantees that ComEd rates would be matched if they drop below First Energy.

Mr. Flatter reminded Committee that the City will not be acting on the civic contribution option or the green renewable energy option, but the green renewable energy option will be offered to all residents at an additional cost of .05 cents per kWh (total of 4.666 cents per kWh) if they choose to "go green" themselves. Ms. Durling advised Committee that this option will be offered in the "opt out" letter which will be sent to all residents and small businesses.

Alderman Russell Radkiewicz made a motion, seconded by Alderman Nanette Connelly to concur with Staff's recommendation to authorize the City Administrator to execute a one-year agreement with First Energy as the electric supplier for residents and small businesses at a rate of \$4.616 cents per kw/h. Voting Yea: Aldermen Russell Radkiewicz, Nanette Connelly, James Beifuss, Nicholas Dzierzanowski, Alan Murphy, James Smith, and John Smith. Voting Nay: 0.

3. Public Participation / Presentations.

A. Lift Station No. 3 Improvements Project – Clark Dietz, Inc. Mr. Flatter introduced Mr. Terry Boyer of Clark Dietz, Inc. Mr. Boyer presented the Committee with details of proposed improvements to the City's Lift Station No. 3 located on Roosevelt Road near Washington Street in accordance with Exhibit B (attached). The proposed project includes improvements to safety, data communication, maintenance, electrical, pumps, and operations. Mr. Boyer stated that it is critical to have the addition of a fourth hydromatic pump which will be used in rotation with the other three pumps. Also included with the improvements is the addition of a raking bar screen to eliminate any rags. With regards to the 16 inch force main, Alderman Radkiewicz asked if money is also budgeted for repair/replacement. Mr. Flatter informed him that it would be a major expense to replace this pipe. During the improvements to the lift station, the force main will be cleaned and evaluated to give the City a better idea of its condition. Mr. Boyer stated that there are other methods that can be used such as re-lining the pipe, but it may not even be necessary.

Alderman Beifuss asked about the length of time after improvements, before the City may expect a major overhaul again. Mr. Boyer informed him that there is a 15-year time frame due to use and outdated equipment. He specified that the automation would most likely be the most costly because the computers go out of date sooner. Pumps could fail or be damaged. Mr. Flatter said that like the well pumps, the lift station pumps are also submerged in water, so this is an unknown. Mr. Guttman stated that the ~~length life of 15 years~~ 15 year life of improvements assumes proper preventative maintenance is in place.

Alderman Murphy asked if there is adequate capacity ~~including~~ *included* in the project for bypass pumping so that there will be no additions at a later time. Mr. Boyer informed him that bypass pumping is included in pricing and they will reassess this situation in order to keep the lift station operational.

Mr. Flatter stated that this presentation was given in order to inform the Committee of the consent item for approval of a contract with Clark Dietz, Inc. to perform engineering and bid assistance for this project.

4. Items for Consent.

Chairman Dzierzanowski asked if any Committee members wanted discussion on the Items for Consent. There was no discussion. **Alderman Alan Murphy made a motion, seconded by Alderman James Smith to recommend approval of:**

- A. **Resolution No. 13-R-0015 – Contract Award – Strand Associates, Inc. for Construction Oversight Services related to the Well No. 12 Well House Project**
- B. **Resolution No. 13-R-0018 – Plat of Easement and Easement Agreement for City Utilities – DuPage Airport Authority**
- C. **Resolution No. 13-R-0021 – Change Order No. 1 & Final – Smith Road Quiet Zone Improvement Project**
- D. **Resolution No. 13-R-0023 – IDOT Local Agency Agreement for Federal Participation for Construction Cost for the Geneva Spur-Great Western Connector Path Project**
- E. **Resolution No. 13-R-0025 – Contract Award – Alaniz Landscape Group for the 2013 Right-of-Way Maintenance Program**
- F. **Resolution No. 13-R-0026 – Contract Award – RJN Group, Inc. for the 2013 Sanitary Sewer Evaluation Program**
- G. **Resolution No. 13-R-0027 – Contract Award – Clark Dietz, Inc. for the Lift Station #3 Improvement Project**

Voting Yea: Aldermen Alan Murphy, James Smith, James Beifuss, Nanette Connelly, Nicholas Dzierzanowski, Russell Radkiewicz, and John Smith. Voting Nay: 0.

5. Items for Discussion. None.

- A. **Municipal Electric Aggregation – Review of Bids and Approval of a Bid. See above.**

6. Unfinished Business. None.

7. New Business.

- A. **Submission of Joint Purchasing Requisition for the Purchase of Rock Salt through the Illinois State Joint Purchasing Contract.** Mr. Flatter handed out an agenda summary (Exhibit C) for approval of Resolution No. 13-R-0029 authorizing the Acting Mayor to execute the Joint Purchasing Requisition to the State with a “renewal” option recommended (the attached Requisition Form will be revised before execution and submission to specify the renewal option: Table B, not Table A). He explained that the City received the information today, with a submission deadline date of March 29th. Staff is recommending that the contract with Morton Salt be renewed for another year at the cost of

Infrastructure Committee Meeting

March 7, 2013

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\$53.71/ton delivered. The state's bid process last year did not show much of a difference in pricing. Mr. Flatter explained that submission of the requisition will obligate the City to purchase a minimum of 2,800 tons of rock salt for the 2013-2014 winter season.

Chairman Dzierzanowski asked about the new salt dome. Mr. Flatter informed him that money had been previously budgeted for a new salt dome, but that money had to be used to purchase salt years ago when the pricing had increased. He said that with the acquisition of 119 W. Washington, there is plenty of room for storage and there is no urgency at this time to build a new one. When the City Hall campus project gets underway, money will then have to be allocated for a new salt dome project.

Alderman Nanette Connelly made a motion, seconded by Alderman Russell Radkiewicz to approve Resolution 13-R-0029 authorizing the Acting Mayor to execute the State of Illinois Joint Purchasing Requisition for the guaranteed purchase of a minimum of 2,800 tons, and authorizing a maximum of 4,200 tons of rock salt through the State's renewal option for winter season 2013-2014. Voting Yea: Aldermen Nanette Connelly, Russell Radkiewicz, James Beifuss, Nicholas Dzierzanowski, Alan Murphy, James Smith, and John Smith. Voting Nay: 0.

8. Reports from Staff.

A. Quite Zone Update. Mr. Flatter stated that the City is getting closer to approval from the Federal Railroad Administration (FRA) for the Hawthorne Lane Railroad Crossing upgrades and should have confirmation within a week or two. After the approval, the City will file for a Notice of Establishment and the Quiet Zone will go into effect 60 days after filing.

9. Adjournment. At 7:55 P.M., Alderman Russell Radkiewicz made a motion to adjourn seconded by Alderman Alan Murphy. Motion was approved by voice vote.

Respectfully submitted,

Michelle Baldino
Administrative Secretary

Exhibit A.

West Chicago	Fixed Rate: 1, 2, 3 yr	Rate Gmt'y	Early Term Fee	Ownership	Credit Rtg (Moody/S&P)	Cust Svc (ICC)	IL Aggregations (# of A/Cs)	Ind'l Green	Call Center	Power Sources	Changes to Agreement	New A/Cs, same rate?
ComEd rate:	8.3 + .2											
Constellation	1: 5.052 2: 5.865 3: 6.338*	1: Yes 2: Yes 3: No*	None	Wholly owned subs'd'y, Exelon (NYSE-EXC)	Baa1/BBB-	**	(11) 100,000	Yes	Maryland	Coal: 9% Nuclear: 67% Nat Gas: 5% Other: 19%	Low	Yes
Energy.Me	1: 5.045 2: 5.750 3: 6.116	Yes	None	Privately owned; in energy field one yr.	Privately Owned	N/A	(3) 2,000	Yes	Chicago	Coal: 45% Nuclear: 35% Nat Gas: 16% Other: 4%	High	YES
First Energy	1: 4.616 2: 5.341 3: 5.717	Yes	None	Parent: FirstEnergy Corp (NYSE-FE)	Baa2/BBB-	**	(135) 350,000	Yes	Ohio	Coal: 47% Nuclear: 35% Nat Gas: 14% Other: 4%	None	Yes
Homefield	1: 5.000 2: 5.640 3: 5.974	Yes	None	Parent: Ameren Corp (NYSE-AE)	Baa3/BB+	**	(139*) 400,000	Yes	Illinois	Coal: 64% Nuclear: 18% Nat Gas: 11% Other: 7%	Low	Yes
Integritys	1: 0.000 2: 0.000 3: 0.000	Partial	None	Integritys Energy Group (NYSE- TEG)	Baa1/BBB+	**	(46) 140,000	Yes	Michigan	Coal: 55% Nuclear: 29% Nat Gas: 12% Other: 4%	Low	Res'l: Yes Comm'l: No
MC Squared	1: 5.038 2: 5.775 3: 6.191	Yes	1: none 2: none 3: \$25	Parent: DPL and AES (NYSE- AES)	Parent: Ba1/BBB-	**	(25) 125,000	NO	Penn	Coal: 41% Nuclear: 35% Nat Gas: 20% Other: 4%	Medium	Yes
Nordic	1: 5.263 2: 5.842 3: 6.196	Yes	None	Privately owned; in energy field eight years	Private LLC Backed by EDF N. Amer Rtnng A3	**	(3) 40,000	Yes	Illinois	Coal: 48% Nuclear: 35% Nat Gas: 12% Other: 5%	None	Yes
Verde	1: 5.065 2: 5.690 3: 6.042	Yes	None	Privately owned; in energy field three yrs	Guarantor: Shell Energy	*	(13) 50,000	Yes	Conn	Coal: 43% Nuclear: 40% Nat Gas: 12% Other: 5%	None	Yes

CITY OF WEST CHICAGO Lift Station No. 3 Improvements

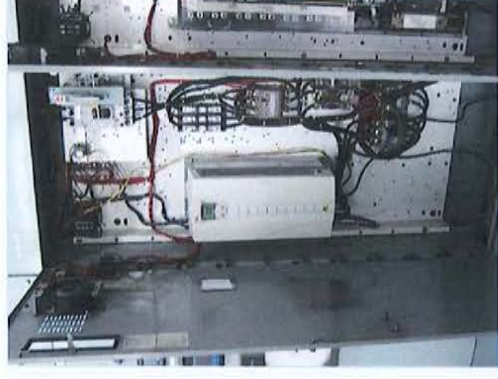


Presented by:
Terry Boyer, Clark Dietz



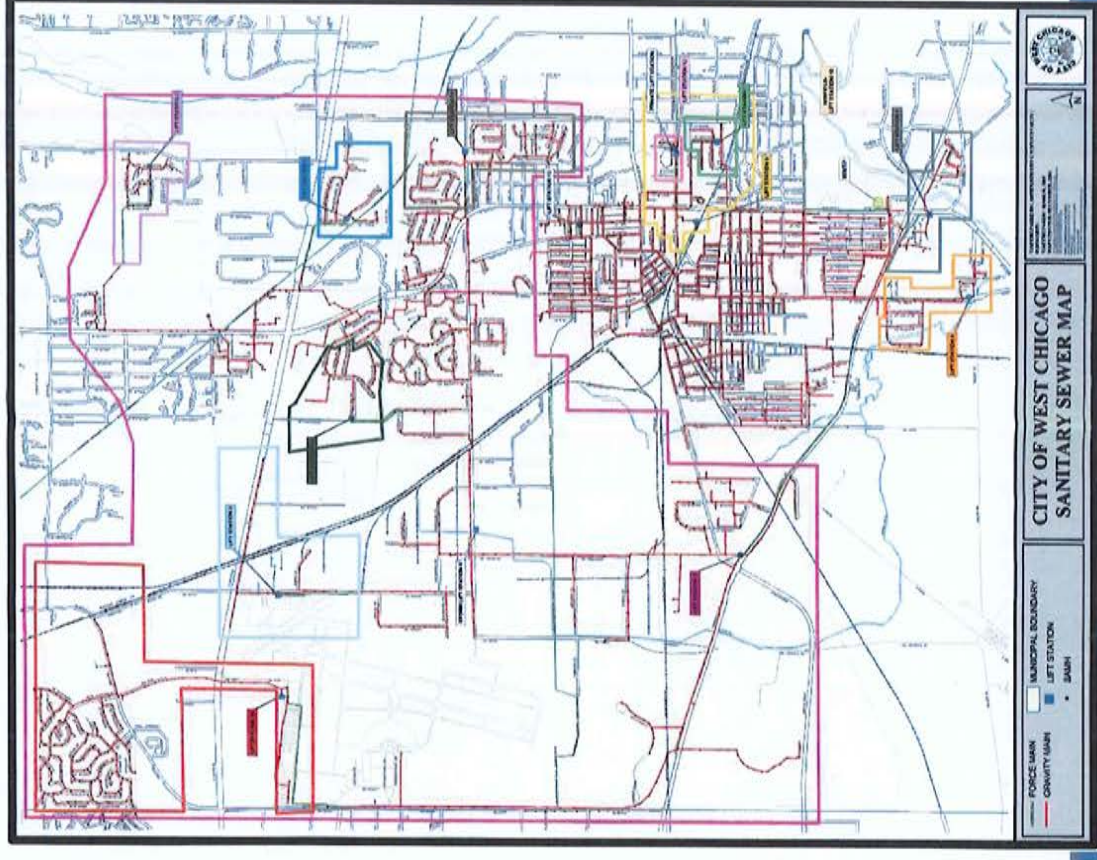
Agenda

- Collection System Background
- Lift Station No. 3 Information
- Proposed Lift Station No. 3 Improvements
- Current Lift Station Improvements at Other Locations



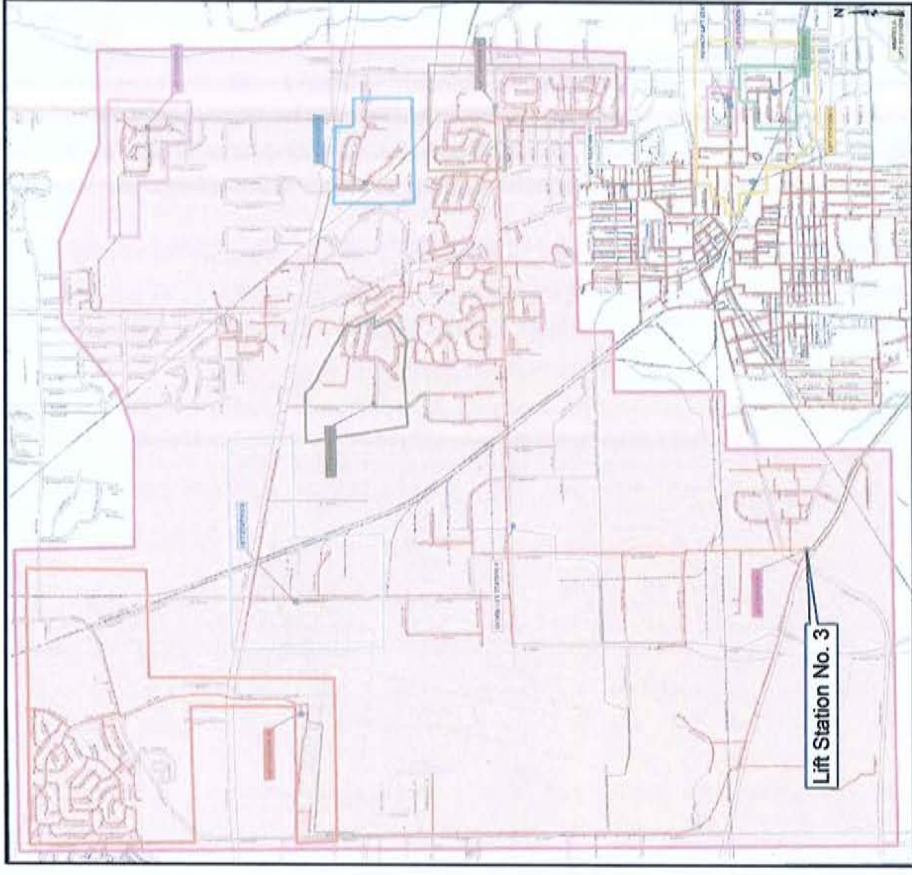
Sanitary Collection System

- Sanitary Sewer Map
- Lift Station Service Areas
- Gravity Sewer Service Areas
- WWTP
- Lift Station No. 3 is the Largest Lift Station in the Collection System



Lift Station No. 3 Service Area

- Service Area Approximately 9,700 Acres
- Collects Flow from Lift Stations No. 2, 6, 9, 11, 14, and 15
- Daily Average Flow of 2.0 mgd
- 70% of the Flow to the WWTP



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Lift Station No. 3 Facility

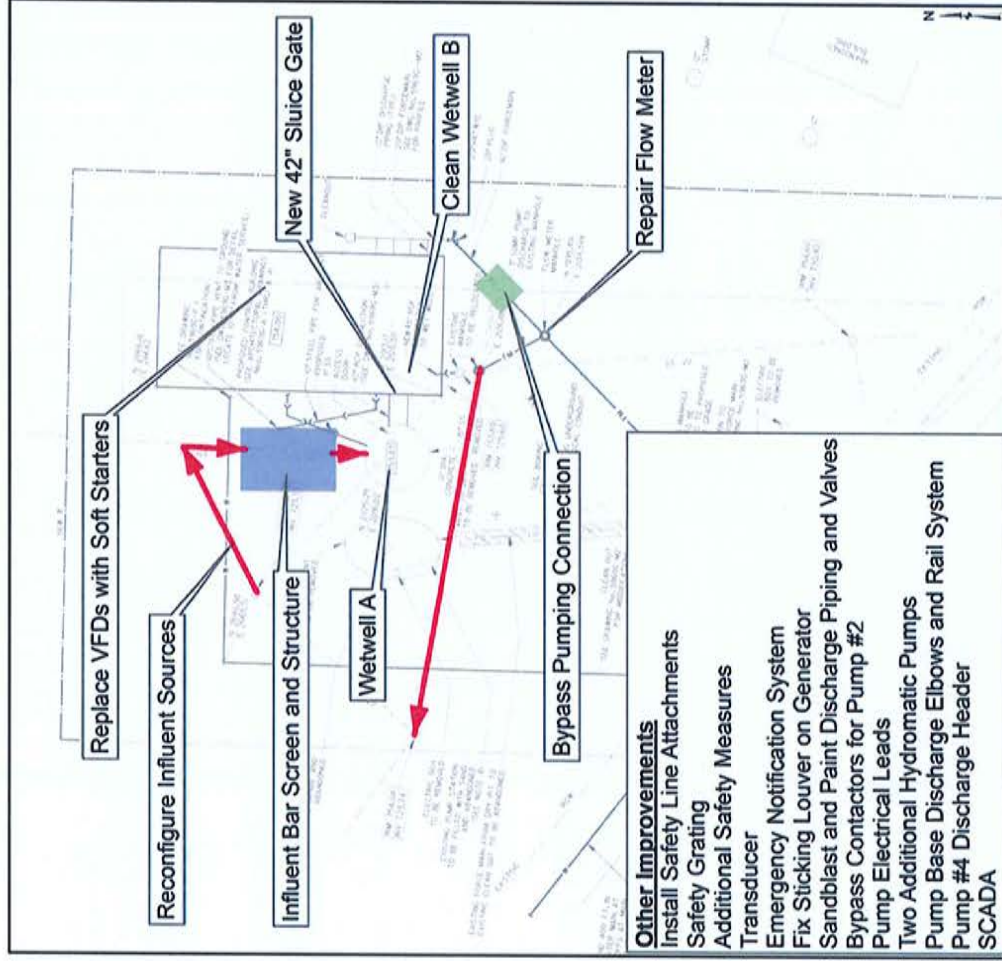
- Three Pumps (Space for Fourth Pump)
 - Facility Operates Approximately 10 Hours Per Day Between Two Pumps
 - Wet Weather Increases Flow to the Lift Station
 - Discharges into 9,000 ft Long Force Main (16-inch)
 - Equipped with Variable Frequency Drives (VFDs)
 - Built in 1966, Upgraded in 1998



Issues at Lift Station No. 3

- Pump #2 Broken Pump Base Seat
- Original 1966 Force Main
- VFD Issues
- Pump Clogging
- Safety Concerns
- Flow Sensors/Level Transducer
- Flow Isolation
- Maintenance Access Issues

Proposed Improvements



Safety Improvements

- Install Safety Line Attachments
 - Safety Harness at Wet Well Hatch
- Safety Grating
 - Permanent Wet Well Hatch Platform
- Additional Safety Measures
 - Safety Harness Attachments on all Ladders
 - Improved Security



Data and Communication

Improvements

- Replace Flow Meter
 - Current Flow Meter Not Functional
- Transducer
 - Current Transducer Not Functional
- Emergency Notification System
 - Uses Outdated Autodialing System



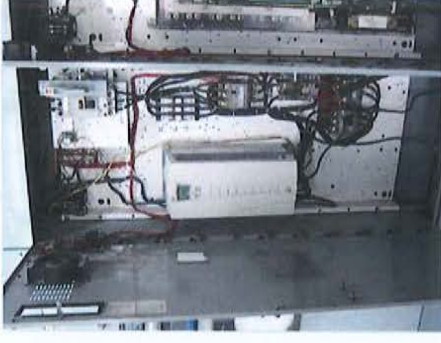
Maintenance Improvements

- Replace Sluice Gate
 - Sluice Gate Not Functional
- Clean Wet Well B
 - Requires Flow Isolation for Access
- Fix Sticking Louver on Generator
- Sandblast and Paint Discharge Piping and Valves



Electrical Improvements

- Replace VFDs with Soft Starters
 - 3 Different VFDs Installed and Not All are Fully Functional
- Bypass Contactors for Pump #2
 - Removed when VFD was Replaced
- Pump Electrical Leads
 - Improve Cable Configuration



Pump Improvements

- One Additional Hydromatic Pump
 - 2 Pumps Operational with 1 on Standby and Spare Available
- Pump Base Discharge Elbows and Rail System
 - Compatible Equipment with the Installed Pumps



Pump #4 Improvements

- Additional Hydromatic Pump
 - All Similar Pumps at Facility
- Pump Base Discharge Elbows and Rail System
 - Compatible Equipment with the Installed Pumps
- Pump #4 Discharge Header
 - Compatible Equipment with the Installed Pumps



Operational Improvements

- Bypass Pumping Connection
- Reconfigure Influent Sources
 - Isolate All Inflows
- Influent Bar Screen and Structure
- Bypass Pumping During Construction
- SCADA



Project Cost

Total Project Cost	\$1,540,000
Safety Improvements	\$9,000
Data and Communication Improvements	\$20,000
Maintenance Improvements	\$54,000
Electrical Improvements	\$130,000
Pump Improvements	\$80,000
Pump #4 Improvements	\$90,000
Operational Improvements	\$630,000
Bypass Pumping During Construction	\$50,000
Contingency	\$210,000
Engineering	\$260,000

Improvement Benefits

- Safety Improvements
 - Improves Safety
- Data and Communication Improvements
 - Provides valuable information on the lift station operation.
 - Provides redundancy for the pump controller and notification system.
- Maintenance Improvements
 - Will improve lift station operation by allowing easier and more routine wet well cleaning.
 - Required for numerous other improvements.

Improvement Benefits

- Electrical Improvements
 - Prolongs pump motor life and saves energy.
 - Provides redundancy for the pump controllers.
- Pump Improvements
 - Simplifies maintenance and improves reliability.
 - Only one pump type used at lift station.
- Operational Improvements
 - Provides redundancy to the lift station.
 - Better protects pumps from damage.

Other Current Lift Station Improvements

Lift Station	PLC Control Panel	Float Control Panel	Pump Control Panel	Electrical	Heating	Security
#1	✓	✓	✓			
#2	✓	✓	✓	✓	✓	
#3	✓	✓		✓	✓	✓
#4	✓	✓	✓	✓	✓	✓
#5	✓	✓	✓	✓	✓	
#6	✓	✓		✓	✓	✓
#7	✓	✓		✓	✓	✓
#9	✓	✓	✓	✓		
#11	✓	✓	✓	✓		
#12	✓	✓		✓		
#14	✓	✓		✓	✓	✓
#15	✓	✓		✓	✓	✓

Questions?

Clark Dietz
ENGINEERS

CITY OF WEST CHICAGO LIFT STATION NO. 3 IMPROVEMENTS

CITY OF WEST CHICAGO

Exhibit C.

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 13-R-0029 - Submission of Joint Purchasing Requisition For The Purchase of Rock Salt Through The Illinois State Joint Purchasing Contract

AGENDA ITEM NUMBER: _____

COMMITTEE AGENDA DATE: March 7, 2013
COUNCIL AGENDA DATE: March 18, 2013

STAFF REVIEW: Robert E. Flatter, P.E., Director of Public Works

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

As approved annually by City Council, via the State of Illinois Joint Purchasing Contract, the Public Works Department purchases rock salt for use on the City's roadways during winter weather conditions. The table below illustrates quantities of rock salt delivered during past winter seasons:

<u>WINTER SEASON</u>	<u>QUANTITY OF ROCK SALT DELIVERED</u>
2007-2008	4,100
2008-2009	3,900
2009-2010	4,200
2010-2011	4,200
2011-2012	2,800
2012-2013	Estimated 2,800 (minimum order required)

As this past year has shown, it is difficult to forecast quantity and number of snow and ice events. Therefore, for the 2013-2014 winter season, to ensure an adequate quantity of salt is reserved, staff recommends planning for and/or maintaining purchases of 3,500 tons (2,800 tons minimum and 4,200 tons maximum).

For 2013-2014, the State of Illinois official joint purchase contract for rock salt will be awarded sometime during August/September 2013. To enable the state to have an accurate total quantity for the bidding process, the State of Illinois Bureau of Strategic Sourcing & Procurement requires that those units of government wishing to participate in the joint purchase of rock salt, submit a completed Joint Purchasing Requisition to their agency no later than 5:00 p.m. March 29, 2013. When submitting rock salt estimated usage for next winter, the City of West Chicago has three options:

1. Have the State renew our existing State contract (Contract No. 4017275) for one additional year with Morton Salt, Inc. of Chicago, Illinois. Existing price per ton F.O.B destination is \$53.71. Conditions of renewal, as outlined on the Joint Purchasing Requisition, are that the City may not exceed more than a 20% increase of last season's quantity, and price will remain the same as last season's price. The City has been satisfied with Morton Salt's product, delivery and services this year.
2. Have the State solicit bids for 2013-2014. The City must choose/agree to purchase either a minimum 80% or 100% of the estimated usage amount; and the vendor shall agree to furnish not less than 120% of the amount.
3. The City of West Chicago could solicit bids for rock salt delivery. However, staff does not believe that a City of West Chicago only bid would result in pricing less than that as may be obtained through the State's program, and there is no formal commitment from DMMC or other municipalities to solicit a joint bid.

CITY OF WEST CHICAGO

For the 2011-2012 winter season, the City of West Chicago elected to renew its contract with North American Salt Company paying \$76.48 per ton delivered. For 2012-2013, the City of West Chicago participated in the State of Illinois' Joint Purchasing Program with Morton Salt, Inc. submitting a bid of \$53.71 per ton delivered.

Submission of the Joint Purchasing Requisition **will obligate** the City to purchase rock salt. Therefore, staff recommends choosing the not less than 80% option; with a requisition for 3,500 tons of rock salt (2,800 minimum). Budget figures for the joint purchase of rock for FY 2013 are estimates; the actual contract amount and vender will not be known until August/September 2013. As indicated above, the vendor is required to furnish not less than 120% of the requisitioned (4,200 tons).

In addition, staff recommends accepting the "renewal option" outlined in the attached Joint Purchasing Requisition to the State of Illinois Bureau of Strategic Sourcing & Procurement for the purchase of 3,500 tons of rock salt (2,800 minimum purchase required and 4,200 maximum purchase available) for FY 2013 (2013-2014 winter season).

ACTIONS PROPOSED:

Approve of Resolution No. 13-R-0029 authorizing the Mayor to submit the attached Joint Purchasing Requisition to the State of Illinois Bureau of Strategic Sourcing & Procurement for the guaranteed purchase of a minimum of 2,800 tons, and authorizing a maximum purchase of 4,200 tons, of rock salt through the State's "renewal" option, for winter season 2013-2014.

COMMITTEE RECOMMENDATION:

RESOLUTION NO. 13-R-0029

**A RESOLUTION AUTHORIZING THE ACTING MAYOR TO SUBMIT THE
JOINT PURCHASING REQUISITION TO THE STATE OF ILLINOIS
BUREAU OF STRATEGIC SOURCING & PROCUREMENT
FOR ROCK SALT FOR SEASON 2013-2014**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Acting Mayor is hereby authorized to submit the joint purchasing requisition to the State of Illinois Bureau of Strategic Sourcing & Procurement for 3,500 tons of rock salt for the 2013-2014 winter season, thus committing the City to a minimum purchase of 2,800 tons, and authorizing a maximum purchase of 4,200 tons of rock salt for the 2013-2014 winter season, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 18th day of March, 2013.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Ruben Pineda, Acting Mayor

ATTEST:

Nancy M. Smith, City Clerk



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Malcolm Weems, Director

MEMORANDUM



TO: Local Governmental Units Authorized to Participate in Joint Purchasing

FROM: Tim Coleman, Bureau of Strategic Sourcing,
Portfolio Manager – Commodities & Equipment *TSC*

DATE: February 28, 2013

SUBJECT: Deadline for Submission of Bulk Rock Salt (Sodium Chloride)
Requirements for the 2013- 2014 Winter Season

Action Required!

The State of Illinois, Bureau of Strategic Sourcing is planning to solicit bids for highway ice control (bulk rock salt) in May or June of 2013 for the 2013-2014 winter season.

Additionally, existing contracts (**4017275, 4017276, 4017277, 4017278, 4017279, 4017280**) contain a renewal option at the sole option of the State. Therefore, if you are a participant within one of those contracts and if your community's intention is to renew, then this must be identified.

If your unit of government desires to be included in this year's contract re-procurement solicitation, or wishes to renew one of the existing contracts with a renewal option, **you are required to complete the copy of the attached Joint Purchasing Requisition Form** and return it to the Bureau Of Strategic Sourcing no later than 5:00 P.M. March 29, 2013. Your choice is to "BID" or "RENEW" or not to be an active participant in the State's procurement efforts for the 2013-2014 season. **Note: Timeframe for submission is firm, and will not be extended.**

The "RENEW" Renewal Process - Utilize Table B

If your governmental entity is a participant under one of the following contracts - (**4017275, 4017276, 4017277, 4017278, 4017279, 4017280**) - and upon receipt of your stated **desire to renew** with your updated ton quantity requirements, the State will work to finalize renewal on behalf of your governmental entity. Should you choose to renew, all terms and conditions shall remain the same as in the present contract, and you will be able to re-state desired quantities (with cap on quantity increases not to exceed 20.% more than your past year's quantity).

Utilize Table B (only) to indicate your intent to renew and state your desired quantity requirements.

Note that a **renewal** option is **not available** under current contracts (**4017034, 4017035, 4017036, 4017037, 4017038**) and you should **Utilize Table A** (only) to indicate your intent to participant and state your quantity requirements for re-establishment by competitive bid new contract(s) for the 2013-2014 season.

The "REBID" Procurement Process - Utilize Table A

Should a renewal option not exist, or should you wish to participate in the State's bid process for the 2013-2014 season, complete **Table A** (only) to indicate your intent to participate in the bid process, your minimum purchase requirement, and your desired quantities at 100.%.
006 5.2.000

The State seeks to combine the needs of hundreds of governmental entities across Illinois into a single bid document in an effort to consolidate buying power, and to make it easier for vendors to respond to the individual needs of those hundreds of communities through a single bid response. Award is to the lowest responsible bidder meeting the terms & conditions of the solicitation. A single contract is completed for each vendor for all locations awarded through the competitive process. Each governmental unit places its own orders with the vendor in compliance with the contract.

CMS does not set pricing, nor does CMS buy salt for resale. Vendors offer pricing under a competitive bid process, in accordance with the Illinois Procurement Code and rules and the Illinois Joint Purchasing Act. CMS strives to utilize a consistent approach, to the greatest degree possible, in seeking to achieve as competitive of a process as possible.

Anticipated Terms – for the 2013-2014 Solicitation

This section applies to those units of government participating in the joint purchase of rock salt contract solicitation. Renewing entities will be governed under the existing contract(s). All participants will be required to abide by the respective contract terms and conditions. The major terms for the 2013-2014 season are expected to be as follows:

1. Rock salt specification shall be in accordance with AASHTO Specification M143, Sodium Chloride Type 1, Grade 1, or an acceptable approved alternate.
2. Quantities shown in the invitation for bid are estimates only. The total ton quantity submitted shall be considered sufficient to service the seasonal needs of the local governmental unit, and may be adjusted as stated herein.
3. The purchase percentage agreement is consistent with last season's bid. We are asking local government to identify their purchase percentage commitment (choose one) on the Requisition Form. (Table-A Option)
 - 3.a. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 80.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. (Please make selection on Requisition Form)
 - OR**
 - 3.b. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 100.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. (Please make selection on Requisition Form)
 - 3.c. Each governmental unit is responsible for ensuring that the guaranteed purchase requirement is met before the end of the season (June 30, 2014).
4. Each governmental unit shall be responsible for issuing their own purchase orders against the resulting contract.
 - 4.a. **Governmental units are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages.** Governmental units need to make every effort to place orders in full truckload quantity of (22 - 25 tons). Requests for a quantity of less than a truckload will not be accepted.

4.b. Local governmental units reserve the right to purchase up to 50.% of the total award requirements prior to November 30, 2013 and the vendor shall notify each delivery point in advance of when shipment is to begin.

4.c. Vendors shall accept orders at any time during the period from the date of contract issue through the last day of the contract, or as mutually agreed upon by the vendor and contract participant.

5. Deliveries shall be accepted only on regular work days (Monday through Friday and excluding all State holidays) during regular work hours (7:30 a.m. to 4:00 p.m.), except when special arrangements have been made in advance with an appropriate agency or governmental representative at the delivery site.

All truck loads shall be covered with an approved weatherproof material, and all deliveries shall be Pre-Paid F.O.B. Destination as stated in the order document.

Truckloads containing foreign material such as mud, rocks, etc., may be rejected at the delivery site, and a replacement shipment scheduled by the contract vendor.

The State and Local Governmental Units reserve the right to require that some trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries are to be made as soon as possible after receipt of an order, maximum time from receipt of an order placed by local governmental units after December 1.st shall not exceed seven working days, or as modified by Contract Order Guidelines.

Each governmental unit shall be responsible for the processing of vendor invoices in a timely manner to ensure prompt payment is made directly to the vendor.

6. CMS intends to continue to include a liquidated damages clause similar to the following:
From December 1, 2013 thru April 1, 2014; if the vendor is unable to make delivery within the required working days, governmental units shall have the right to retain \$.20 per ton per calendar day as liquidated damages on the undelivered portion of the order. If after seven days of liquidated damages assessment, the vendor has still failed to deliver as required, governmental units shall reserve the right to take action to remedy the failure of vendor performance in accordance with the contract.
7. For contract performance protection, the State will secure a performance bond from the contracted vendor, valued at 20.% of the total of the contract award dollar value.
8. In December 2013 the contract vendor(s) shall be required to have stockpile(s) in place located in or near Illinois covering 100.% of the total tonnage awarded for the northern regions of the State, and in January of 2014 the stockpile(s) located in or near Illinois covering 100.% of the tonnage awarded for all other regions of the State.
9. The contract price shall remain firm for the entire contract period up to the maximum 120.% guaranteed limit. Local governmental unit requirements over the maximum 120.% purchase threshold will be supplied by the vendor upon mutual agreement of the parties.

In the case of an emergency, efforts shall be made to have the vendor ship enough salt to aid affected local governmental units through the emergency situation.

This is an Opt-in Process

Participation in the State's procurement process for rock salt **is voluntary**, an opt-in process. CMS has no method to ensure vendor participation, nor control pricing that vendor's offer in the competitive bid process.

Local Communities are not inhibited nor restricted from seeking bids independently should they choose to do so. However, **by indicating** through this requisition process **your desire to either "RENEW" or to "REBID"** in the upcoming bid process, **you are committing your entity's participation**. The State will act in accordance with your submitted requisition.

We ask that you give immediate attention to this matter and allow reasonable mailing time or fax response submittal to ensure that we receive your salt request prior to the deadline. Return your Joint Purchasing Requisition via mail or Fax , **or both**, no later than **5:00 p.m. March 29, 2013**. Note that this **deadline is firm**, and will not be extended.

We thank you for your consideration and welcome your participation in the upcoming bid. Any questions you have in completing the form or concerning the rock salt bid/contract can be directed to the following:

Wayne Ilsley, CPPB, Buyer
Department of Central Management Services
Bureau Of Strategic Sourcing – Commodities & Equipment
Room 801 William G. Stratton Office Building
401 South Spring Street, Springfield, IL 62706
Phone: (217) 782-8091 Fax: (217) 782-5187



ILLINOIS

JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of
Central Management Services
801 Wm. G. Stratton Building
401 S. Spring Street
Springfield, IL 62706
Fax: (217) 782-5187

_____ No Thank You,
But keep on mailing list.

Opt-Out-> Our unit does not want to participate in the 2013-2014 Contract Re-procurement.
Notice:-> Please complete and return the Contact information below to remain on the mailing list.

Joint Purchasing #: L5930-5930

Date: 03 / 18 / 2013

Government Unit: City of West Chicago

Mailing Address: 475 Main Street

City / State / Zip: West Chicago, IL 60185

County: DuPage

Contact Person: Robert E. Flatter

Telephone Number: 630-293-2255

Fax Number: 630-293-2971

Contact Email: rflatter@westchicago.org

Delivery Point
135 W. Grandlake Blvd. West Chicago, IL 60185
<- Please provide Email Address

***** Participant, Complete Only One - Either "Table-A" or "Table-B" Below *****

Table A: Complete this table to have the State SOLICIT BIDS for your governmental entity			
ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
<u>AASHTO M143 Road Salt or Equivalent</u>	<u>(Total Tonnage)</u>	<u>(22 - 25 Ton / Truck)</u>	<u>(Local Governmental Use Only)</u>
Rock Salt, Bulk	<u>3,500</u>	Tons	<u>\$250,000.00</u>

Please note your Purchase Commitment Percentage for total tonnage quantity stated above (choose one):

OPTION 1 X 80% minimum purchase requirement/120% maximum purchase requirement

OPTION 2 100% minimum purchase requirement/120% maximum purchase requirement

***** Participant, Complete Only One - Either "Table-A" Above or "Table-B" Below *****

Table B: Complete this table to have the State RENEW for your governmental entity (ONLY)			
ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
<u>AASHTO M143 Road Salt or Equivalent</u>	<u>(Total Tonnage)</u>	<u>(22 - 25 Ton / Truck)</u>	<u>(Local Governmental Use Only)</u>
Rock Salt, Bulk	<u> </u>	Tons	<u> </u>

Note: Renewal is available ONLY under Contracts PSD 4017275, 4017276, 4017277, 4017278, 4017279, or 4017280 for the CY' 2012-2013 season. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 5% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Check Contract: PSD 4017275 () 4017276 () 4017277 () 4017278 () Contract 4017279 () 4017280 ()

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Printed on Recycled Paper

Acting Mayor

TITLE