



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: May 4, 2020

Prepared By: Jon R. Oliphant, AICP, Planning & Development Director

Agenda Item: Consent Agenda – City Watering/Maintenance Authorization

Explanation: Staff solicited bids for our annual watering and maintenance of the perimeter square planters/parking lot landscaping and the four community entrance signs that have landscaping. This year's bid also included watering and maintenance of City Hall, Police Department, and the Veterans Memorial at Glendale Cemetery following last year's retirement of our custodian, who had previously done much of this work. Finally, the bid document provided for the watering of annuals and decorative grasses that will be within a planter that is planned for construction in the near future on the Brecklin's BP lot. The Garden Club has historically maintained the landscaping in a planter that has been in that location for many years.

A virtual bid opening took place on April 24 at City Hall. The contractors were asked to give separate costs for the maintenance and watering work at each location. The contractors were asked to provide bids for the watering based on an average of three days a week (depending on the precipitation for that week) through September for the northeast Square parking lot, all planters on the Square, and the four entrance signs that have or will have annuals and decorative grasses. An average of one day per week has been allocated for the southeast Square parking lot, City Hall, and the Police Department.

The maintenance of the perimeter Square planters, four entrance signs, two Square parking lots, and trimming of the bushes and removal of undesired growth on the east side of City Hall would be done three times per year. Maintenance at the other areas at City Hall and Police Department would be done one time per month. Trimming and spraying around the Memorial would be emphasized in the days and weeks leading up to Memorial Day and Veterans Day.

Only one bid was submitted, which was from JIMAX Landscape in Peoria. JIMAX has provided these services to the City during the current fiscal year and staff has generally been satisfied with their work. The bid tabulation sheet is enclosed.

Fiscal Impact: JIMAX submitted a bid that totals \$9,818.88. The FY 20-21 budget includes \$12,000 in TIF, \$10,000 in Streets, \$5,000 in City Hall, and \$3,000 in Cemetery.

Recommendation/

Committee Discussion Summary: Staff recommends authorization to enter into an agreement with JIMAX Landscape at a not-to-exceed amount of \$9,818.88.

Action Requested: Authorization to enter into the landscaping services agreement with JIMAX.

2020 Square/Entrance Signs Watering/Maintenance Bids							
Bid Opening: April 24, 10:00 am, City Hall							
Contractor	Square Watering	Square Maint.	Signs Watering	Signs Maint.	City Hall/PD Watering	City Hall/PD/Cemetery Maint.	TOTAL
JIMAX Landscape, LLC	\$1,927.68	\$815.10	\$2,688.72	\$614.31	\$1,077.57	\$2,695.50	\$9,818.88