

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> October 24, 2016
	<b>Agenda Item No.</b> 42B <b>Roll Call No.</b> <u>16-1840</u> <b>Communication No.</b> <u>16-598</u> <b>Submitted by:</b> Benjamin R. Page, Park and Recreation Director

**AGENDA HEADING:**

Accepting and approving bid from Beautiful Lawns by Longs LLC for leaf removal at Woodland/St. Ambrose Cemetery.

**SYNOPSIS:**

Recommendation for approval of bid # JQ17-025 from Beautiful Lawns by Longs LLC to remove leaves at the Woodland/St. Ambrose Cemetery, 2019 Woodland Avenue (approximately 49 acres). Leaves are to be transported by the contractor to Laurel Hill Cemetery, 3601 East Court Avenue and deposited in a designated area on the east end of the property.

**FISCAL IMPACT:**

Amount: \$30,500

Funding Source: PK200220/Cemetery FY2017, page 153

**ADDITIONAL INFORMATION:**

The City of Des Moines Finance Department secured one (1) bid for the Park and Recreation Department for leaf removal services at Woodland/St. Ambrose Cemeteries. Leaves are to be transported by the contractor to Laurel Hill Cemetery and deposited in a designated area.

The Procurement Division solicited bids by invitation to 15 potential bidders. Three (3) companies attended a mandatory pre-bid meeting to better understand the scope of the work on September 29, 2016 at Woodland Cemetery. The scope of the work included:

- Leaves may be vacuumed or blown and loaded. They are not to be mowed or mulched unless they are bagged during the mulching process and removed. However, in certain cemetery sections (approximately five {5} acres) the Cemetery Operations Supervisor may permit mulching of the leaves.
- All fence lines and roadways are to be cleared of leaves as well as the overall blocks, including areas around markers, monuments, mausoleums and infrastructure. Additionally, the right-of-way areas outside the cemetery are to be cleared.
- Contractor is to provide all equipment for the work and the work is to be completed during daylight hours including weekends and any holidays.

- To allow maximum leaf fall prior to the commencing work, the work start date will be determined by the City and needs to begin, at the latest, within the week following notice to contractor, with a goal of completion in 28 days (weather permitting). If snowfall prevents removal of leaves, the contractor may suspend work and receive partial payment based on the percentage of work completed (as determined by the Cemetery Operations Supervisor) and the work must be completed by April 15, 2017.
- Contractor must notify the Cemetery Operations Supervisor of blocks that have been completed at the end of each day to allow for inspection the following day. All blocks of the cemeteries must be inspected/approved in this manner until all blocks have been approved.
- Leaves can be moved to roadways for removal; however, no section of a roadway is to remain blocked for more than 24 hours. The main access to the cemeteries cannot be blocked at any time.
- The contractor receiving award shall be responsible for any damages to any City property, including plant materials (trees, scrubs, floral, turf, etc.) or structures (building, signs, monuments, storm sewers, manholes, parking equipment, etc.), as a result of the awarded contractor's operations.
- Route within Laurel Hill Cemetery may be outlined by the City, depending on nature of the hauling equipment, and must be strictly adhered to in order to preserve roadways.

The leaf removal service is needed because there are more than 225 mature trees in the Woodland Cemetery. The cemetery crew of nine (9) individuals is mobilized to maintain the other City cemeteries (approximately 200 acres) which have fewer mature trees and less headstones. The highest priority of the crew is burial services and other revenue generation duties during the fall of the year.

The City's municipal cemeteries are a "perpetual care" cemetery meaning it's the City's responsibility to maintain the grounds with mowing, leaf removal, pruning of trees/shrubs and such work as may be necessary to keep the lots, graves and grounds in neat condition. If leaves remain on the grass, it looks unsightly and covers headstone markers.

In the prior three (3) years of bidding this project, the awarded bid amounts were just under \$25,000. The project is complex, time-consuming and requires the proper equipment to ensure the quality of care required by a perpetual care cemetery. The bid amount is less than the expense of the City to perform the work with expenses such as labor cost, employee benefits, fuel/vehicle maintenance, and leaf removal equipment. Further, vehicles and equipment would need to be borrowed from another City department for three (3) to four (4) consecutive weeks weather permitting.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Administration Building, 400 E. Court Avenue Ste.116. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).