

BRUNSWICK CITY SERVICES, UTILITIES, TECHNOLOGY & CABLE COMMITTEE

Agenda OCTOBER 24, 2022 6:30 PM

1. Discussion Items

RES. NO. 95-2022 - An emergency resolution authorizing the City Manager to enter into an agreement with Air Force One, Inc. for replacement of HVAC Units and improvement of existing ductwork and damper systems at the Brunswick Area Television Studio in an amount not to exceed \$57,803.02 - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Carl DeForest*)

RES. NO. 96-2022 - A resolution authorizing the City Manager to enter into a three (3) year agreement with NEO Landscape Management to provide cemetery maintenance and caretaker services in an annual amount not to exceed \$18,690.01 pursuant to submitted bid prices. - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Paul Barnett*)

2. General Discussion

3. Adjournment

PROPOSED LEGISLATION



DATE: 10/24/2022

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Tom Keppler

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 95-2022** - An emergency resolution authorizing the City Manager to enter into an agreement with Air Force One, Inc. for replacement of HVAC Units and improvement of existing ductwork and damper systems at the Brunswick Area Television Studio in an amount not to exceed \$57,803.02 - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Carl DeForest*)

BACKGROUND: NOPEC has awarded the City of Brunswick a grant to improve energy efficiency. Air Force One, Inc., through the Sourcewell Cooperative Pricing Program, will replace old and faulty HVAC units and improve current ductwork and damper systems servicing the Brunswick Area Television studio. According to the Sourcewell Cooperative Pricing Program, all requirements necessary to accomplish this scope of work will cost \$57,803.02.

PURPOSE AND EXPLANATION: This will improve energy efficiency and replace HVAC units that are old and faulty that are expensive and difficult to repair.

IMPLEMENTATION SCHEDULE: Earliest time allowed by law.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: \$57,803.02 from a portion of the 2022 NOPEC grant. Eligible NOPEC Grant expenses will be charged to 336-2022-56800.

RECOMMENDED ACTION:

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes

Suspension of Rules Yes

If emergency or suspension of the rules, why the request?

Asking this to be an emergency with suspension of the rules in order to allow time to order the units and complete the installation as soon as possible to be able to take advantage of the utility savings anticipated with this project and to minimize the possibility of costly repairs to the outdated HVAC. The supply chain continues to be a factor as well.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _____

BY:

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AIR FORCE ONE, INC. FOR REPLACEMENT OF HVAC UNITS AND IMPROVEMENT OF EXISTING DUCTWORK AND DAMPER SYSTEMS AT THE BRUNSWICK AREA TELEVISION STUDIO IN AN AMOUNT NOT TO EXCEED \$57,803.02.

WHEREAS: The City of Brunswick is a member of the Sourcewell joint purchasing program as authorized by this Council and Ohio Revised Code Section 9.48;

WHEREAS: The proposed replacement of HVAC units and improvement of existing ductwork and damper systems at the Brunswick Area Television Studio is through the Sourcewell joint purchasing program; and

WHEREAS: The cost will be paid from a portion of the 2022 NOPEC Grant awarded to the City to improve energy efficiency.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby authorized and directed to enter into an Agreement with Air Force One, Inc. through the Sourcewell joint purchasing program for replacement of HVAC units and improvement of existing ductwork and damper systems at the Brunswick Area Television Studio in an amount not to exceed \$57,803.02.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that immediate passage is necessary to allow for placement of the order and installation as soon as possible to take advantage of utility savings, minimize costly repairs to existing systems and minimize supply chain delays. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading _____

Rules Suspended: AYES _____ NAYS _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Laura E. Timura

PROPOSED LEGISLATION



DATE: 10/24/2022

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Paul Barnett

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 96-2022** - A resolution authorizing the City Manager to enter into a three (3) year agreement with NEO Landscape Management to provide cemetery maintenance and caretaker services in an annual amount not to exceed \$18,690.01 pursuant to submitted bid prices. - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Paul Barnett*)

BACKGROUND: Bids were opened on October 13, 2022 with one bidder. NEO Landscape is the lowest and best bid. Enclosed is a copy of the bid tabulations. The current contract expires December 31, 2022. This work is for the maintenance and internment services at two city owned cemeteries.

PURPOSE AND EXPLANATION: The purpose is of this legislation is to provide for the contracting of mowing, trimming and internment services at the two City owned cemeteries.

IMPLEMENTATION SCHEDULE: A contractor needs to be available starting January 1, 2023 and continue through December 31, 2025 to provide service as needed.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: \$14,500.01 per year for 3 years for a total of \$43,500.03 for Mowing/Maintenance. \$4,190.00 per year for 3 years for a total of \$12,570.00 for Internments. The combined total of \$18,690.01 per year for 3 years for a total of \$56,070.03. Payments relating to this contract are subject to sufficient Council appropriations pursuant to ORC 5705, which are procedurally budgeted annually. Approved Cemetery Mowing/Maintenance expenses are charged to account #001-0440-54260. Approved Internments expenses are charged to account #001-0440-54264. The 2023 Budget is expected to be proposed and adopted by the City Council prior to 01/01/2023.

**RECOMMENDED
ACTION:**

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

**ADDITIONAL
INFORMATION:**

Cemetery Maintenance and Caretaker Services Bids 11-13-2022

Revised 10-13-2022

	Existing Contract NEO Landscape			Bid From NEO Landscape Management		
Mowing /Maintenance	Proposed Rate Per Month		X 7 Months per year	Proposed Rate Per Month		X 7 Months per year
2023	1,357.14		9,499.98	2,071.43		14,500.01
2024				2,071.43		14,500.01
2025				2,071.43		14,500.01
Open and Close Graves	Proposed Rate Per Burial	Estimated Burials Annually	Estimated Cost	Proposed Rate Per Burial	Estimated Burials Annually	Estimated Cost
Adult Weekdays	475.00	2.00	950.00	570.00	2.00	1,140.00
Adult Weekends (Sat. and Sun.)	575.00	1.00	575.00	670.00	1.00	670.00
Infant Weekdays	475.00	1.00	475.00	570.00	1.00	570.00
Infant Weekends (Sat. and Sun.)	575.00	1.00	575.00	670.00	1.00	670.00
Cremations	475.00	2.00	950.00	570.00	2.00	1,140.00
	Total Burials		3,525.00			4,190.00
Estimated Annual Total Cost						
2023			13,024.98			18,690.01
2024			13,024.98			18,690.01
2025			13,024.98			18,690.01
	Grand Total for 3 Years		39,074.94			56,070.03

Note: The existing rates for the existing contract are from the 2022 contract.

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _____

BY:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO
A THREE (3) YEAR AGREEMENT WITH NEO LANDSCAPE
MANAGEMENT TO PROVIDE CEMETERY MAINTENANCE AND
CARETAKER SERVICES IN AN ANNUAL AMOUNT NOT TO EXCEED
\$18,690.01 PURSUANT TO SUBMITTED BID PRICES.

WHEREAS: The City of Brunswick received one (1) bid for the provision of cemetery
maintenance and caretaker services for Westview and Bennett's Corners
Cemeteries in accordance with public bidding requirements; and

WHEREAS: The one (1) received public bid was opened on October 13, 2022, with NEO
Landscape Management determined to be the lowest and best bidder.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby
authorized and directed to enter into a three (3) year Agreement with NEO
Landscape Management, the lowest and best bidder, for the provision of cemetery
maintenance and caretaker services in an annual amount not to exceed \$18,690.01
pursuant to submitted bid prices, subject to annual appropriations by City Council
as required by law.

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest
period allowed by law.

PASSED: 1st Reading _____

2nd Reading _____

3rd Reading _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____

Clerk of Council
Laura E. Timura