DATE: March 21, 2011

# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

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|---|---|
| File Number: | **2011-0127** |
| Orig. Department: | **Village Clerk** |
| File Name: | **Approval of the February 21, 2011 Parks, Recreation & Environmental Initiatives Minutes** |

## BACKGROUND:

## BUDGET IMPACT:

## REQUESTED ACTION:

I move to approve the Minutes of the Regular Meeting of the Parks, Recreation & Environmental Initiatives Committee of February 21, 2011.

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0187**

Orig. Department: **Recreation and Parks Department**

File Name: **Bulk Material Bid Award**

## BACKGROUND:

The Bulk Material unit price bids were opened on March 14, 2011 at 11:00 AM. This bid was for three (3) years, four bids were received. Low unit prices are as follows:

| | | Delivery | Pick Up |
|---|---|---|---|
| Conserv FS, Tinley Park, | grass seed | $64.50/lb | $64.50/lb |
| | athletic field paint | $41.30 5 gal | $40.00 5 gal |
| | Diamond Dry 40 | $9.07 bag | n/a |
| National Seed | calcined clay bulk | $220 ton | n/a |
| | Sparkle/ marking lime | $3.60 bag | $3.25 bag |
| | calcined clay bag | $6.45 bag | $6.45 bag |
| Homer Industries, LLC | dark bark mulch | $24.00 cyd | $24.00 cyd |
| | play surface | $16.00 cyd | $16.00 cyd |

## BUDGET IMPACT:

The funds for these unit prices will come from the 2011, 2012, 2013 Parks Budget 283-4003-451-6199, 6230, 6330 not to exceed the budgeted line items for each account.

## REQUESTED ACTION:

I move to recommend to the Village Board to accept the unit price bid amount for a three year contract as stated in the specifications from Conserv FS for grass seed, athletic field paint, and Diamond Dry at the bid prices

And

National Seed for Sparkle/ marking lime, Calcined clay bag, and Calcined clay bulk at the bid prices

And

Homer Industries, LLC for dark bark mulch, and wood play surface at the bid prices

And

Authorize the Village Manager to execute the contracts

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0167**

Orig. Department: **Recreation and Parks Department**

File Name: **Carpet Installation 14600 S. Ravinia 2nd Floor Bid Award**

## BACKGROUND:

Five bids were received on 2/21/2011 at 11:00 AM for carpet installation at the 14600 S. Ravinia building, 2nd Floor. West Flooring Company of Diamond, IL was the low qualified bidder at $24,342.00. Other bidders were: Mr. David's Flooring International Ltd., $24,834.00, Bailey's Carpet One, $22,845.00 (did not qualify), Integral Flooring Systems, $29,500.00, and Scharm Floor Covering, $20,128.00 (did not qualify).

## BUDGET IMPACT:

Funds will come from the 054-0000-499-7010. $183,256.00

## REQUESTED ACTION:

I move to recommend to the Village Board to approve accepting the low qualified bid from West Flooring Company for the bid price of $24,342.00.

And

Authorize the Village Manager execute the contract.

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0166**

Orig. Department: **Recreation and Parks Department**

File Name: **153rd to 151st Bike Bath Extension Engineering Quotes**

## BACKGROUND:

We have received three quotes for the engineering portion of the bike path extension from 108th and 153rd to Wolf Road and 151st. This is a section of our bike path system that has not been addressed to connect the subdivisions on the west side of town to the center of town. The quotes are as follows: Hitchcock Design Group, $77,700.00, Christopher B. Burke, $45,352.75, and W-T Civil Engineering, LLC, $62,450.00.
On March 21, 2011, this item was reviewed and approved by the Parks, Recreation, and Environmental Initiatives Committee and referred to the Board for approval.

## BUDGET IMPACT:

The funds will be come from the Capital account 054-0000-499-7070, $40,000.00 budgeted.

## REQUESTED ACTION:

I move to accept the quote from Christopher B. Burke in the amount of $45,352.75 with a budget adjustment of $5352.75;

And

To waive the bid process;

And

Authorize the Village Manager to execute the contract.

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0178**

Orig. Department: **Recreation Department**

File Name: **Centennial Park Aquatic Center - Lifeguard Staff Uniforms & Equipment**

## BACKGROUND:

In preparation for the 2011 pool season, staff is in need of ordering lifeguard uniforms and equipment. Due to limited vendors that carry the needed supplies, staff is requesting approval to waive the bid process for the purchase of uniforms and equipment and accept the lowest quotes for supplies needed with one exception for lanyards.

Requests for proposals were sought for six (6) different types of lifeguard uniforms/supply items. Six (6) companies provided proposals. After review of the proposals, staff recommends accepting the lowest quote for each item as follows:

Recreonics for item #3 (female board shorts), for a total cost of $495.20.

The Lifeguard Store for items #1 (#2 (male swimsuits), #4 (Seal Easy Kit w/valve), #5 (mini whistle), and #6 (break-away lanyards), at a total cost of $8,030.00. The exception for lanyards: The recommended lanyard is .05 cents more than the lowest quote; however the recommended lanyards have preferred features for the guard staff and match those used in 2010. Total lanyard expense is $10.00 more than the lowest quoted lanyards.

## BUDGET IMPACT:

These items have been budgeted for and costs will come out of the $16,000.00 budget from account 283-4005-451-6050 (uniforms & equipment).

## REQUESTED ACTION:

I move to recommend to the Village Board to approve waiving the bid process and approve accepting the proposals for lifeguard uniforms and equipment from the following vendors as follows:

Recreonics for item #3 (female board shorts), for a total cost of $495.20.

The Lifeguard Store for items #1 (female swimsuits), #2 (male swimsuits), #4 (Seal Easy Kit w/valve), #5 (mini whistle), and #6 (break-away lanyards), at a total cost of $8,030.00.

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0185**

Orig. Department: **Recreation Department**

File Name: **Recreation Department Events - For Discussion Only**

## BACKGROUND:

Recent Events:

Winter Follies at Winter Wonderland Ice Rink
Snowman Readings
December 15, 2010
Event Recap attached
Budget Recap attached

Winter Follies at Winter Wonderland Ice Rink
Turkey Bowling
January 27, 2011
Event Recap attached
Budget Recap attached

Cinderella's Ball
Orland Park Civic Center
January 29, 2011
Event Recap attached
Budget Recap attached

Upcoming Events:

Theatre - Spring Musical
Carl Sandburg High School Performing Arts Center
The Wizard of Oz (RSC)
April 29, 30, and May 1
Event Plan attached
Staff Plan attached

## BUDGET IMPACT:

## REQUESTED ACTION:

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0189**

Orig. Department: **Recreation Department**

File Name: **Special Recreation 2011 Vacation Trip**

## BACKGROUND:

The annual Special Recreation Vacation Trip will be held from Tuesday, July 5, 2011 through Sunday, July 10, 2011 at Double JJ Resort in Rothbury, Michigan. The direct costs of this program are paid for by the participants. The trip is funded by registration fees. The fee for this trip is $900.00 for residents and $1,125.00 for non-residents. The registration is estimated to be between 21-25 people. Six (6) staff will be supervising the trip. Participants and staff will be transported using Village vehicles.

A $500.00 deposit has been sent to Double JJ Resort. Staff is requesting approval for the Village to make the remaining payments to Double JJ Resort. Payments for this all inclusive resort are: $8,240.00 (80% of $10,300.00 total) due on May 4, 2011. The final payment of $2,060.00 is due June 7, 2011, which is one month prior to arrival. These amounts will be funded through registration fees.

## BUDGET IMPACT:

This item has been budgeted for in Account Number 283-4008-451-9010. (Registration and Fees)

## REQUESTED ACTION:

I move to recommend to the Village Board to approve payment to the Double JJ Resort in Rothbury, Michigan in the amount of $10,300.00.

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# REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2011-0194**

Orig. Department: **Village Manager**

File Name: **Centennial Park Amenities at Lake Sedgewick**

## BACKGROUND:

As you know, Centennial Park is one of the premier park facilities in Orland Park. The park has become a destination for activities all year round with cold weather activities at the ice rink, sled hill and the winter wonderland and warm weather attractions at the Centennial Park Aquatic Center, baseball and soccer fields, bike trails, fishing piers, boat launch and more.

The Recreation Department staff has been researching the possibility of expanding activities and activating Lake Sedgewick with pedal-boats and kayaks. For this first year the proposed season for these new activities would be Memorial Day weekend through Labor Day weekend to correspond with Aquatic Center operations. The clerical staff at CPAC would process all payment for rentals working in conjunction with an attendant stationed at the Lake. Proposed hours for rentals will also correspond with the pool. Plans to add these amenities include the following initiatives for your consideration;

Staff proposes that the Village purchase two pedal boats (4 seat models) at a cost not to exceed $3,000.00. The four seat models will allow families or couples to participate in small groups which staff believes would make this outing more appealing.

Use of an exissting dock at the Lake is being researched by Parks and Facilities Director Frank Stec. A locking mechanism will be added to secure the boats when not in use. The work included will be funded through existing park development funds.

A partnership with Chicago Kayak is also being considered. This organization appears to be willing to provide kayaks to the Village for use by visitors to Centennial Park throughout the season. Staff is currently considering six kayaks that could be rented. Staff hopes to be able to secure both double and single seat kayaks. These kayaks will be secured away from the water Monday through Friday and after hours on weekends. In exchange for the kayaks and training, Chicago Kayak has requested use of Centennial Pool on three or four dates over the summer for kayak lessons. Specifically, they hope to practice rollovers in the safety of the pool. CPAC staff will already be present preparing for an 11am opening and staffing the pool for swim practices thus requiring no additional staff costs.

A formal agreement with Chicago Kayak will be brought back to the Committee and Board for approval once it is prepared.

Staff is working on the logistics of providing renters with information about the functions of the watercraft as well as rules and topography of Lake Sedgewick. Staff is also preparing a waiver to be signed by renters and policies for personal floatation devices

provided by the Village.

Research on similar amenities in communities was done to consider the rental rates. Because this is a new initiative that may appeal to those who are visiting the park for baseball tournaments or swimming, staff is recommending a low rental rate for the 2011 season. Pedal Boats - $10 per hour per boat (up to four passengers) and Kayaks - $5 per hour per person or $20 per half day (5 hour maximum) per person and $25 full day per person

Should the Committee and Village Board approve of this initiative; staff will proceed with programming for an opening of May 28, 2011.

## BUDGET IMPACT:

Parks Equipment 281-4003-451.6160 funds will be used to secure equipment and supplies. Costs will not exceed $3000 for pedal boats and an additional nominal amount yet to be determined for other equipment and supplies. Funds are available in the Parks budget.

## REQUESTED ACTION:

I move to recommend approval to the Village Board to allow staff to advance plans to provide pedal boat and kayak rental on Lake Sedgewick for the 2011 season.