



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: December 4th, 2023 Staff Member/Dept: Juerg Stauffacher/Facilities Maintenance

Agenda Item: Recommendation to Approve Contract for Services with Bigwood Landscape

Recommended Motion:

I move to approve Contract #24046 with Bigwood Landscaping for snow removal.

Reasons for Recommendation:

- The city contracts snow removal for city owned sidewalks. The city has a zero-tolerance snow policy for sidewalks
- Bigwood Landscaping has staff and knowledge to get the job done very cost effective.

Policy Analysis and Background (non-consent items only):

The contract is on an hourly basis. The Purchase order amount of \$32000.- is based on previous years average total and is budgeted in the facility maintenance division's Professional Services line item.

Sustainability Impact:

None

Financial Impact:

Adequate funds exist in account: 01-4194-4200 Professional services city beautification

Attachments:

1. Contract Bigwood Landscaping
2. Purchase order 24046
- 3.



Snow Contract For 2023-2024 Season

HOURLY RATES

| | |
|--|----------------------|
| Snow Staking-Fiberglass Stakes (labor Included) | \$4 per stake |
| Handwork (shoveling, snowblower, de-icing, etc.) | \$60 |
| Roof Shoveling | \$75 |
| Tracked Snow Blower/Loader (Dingo) | \$100 |
| Sanding Truck (using a sand/ice melt mixture) | \$105 plus materials |
| Plow Truck | \$105 (\$70 minimum) |
| Loader with Blower Attachment | \$150 (\$95 minimum) |
| Removal of Roadway Snow Berms | \$40 per occurrence |

Standard Policies

Our standard residential removal frequency is three inches (3”) or greater. We are not responsible for gravel on lawns or general sod, paver, or blacktop damage. Our standard commercial removal frequency is zero tolerance to prevent ice and snow build-up (bare surface). In Ketchum, this is required by the municipality.

Except in the case of minimum charges, all account billings will be in fifteen (15) minute increments. **All payments are due within 30 days of the billing date.** After that any unpaid balance will be assessed a 2.00% finance charge per month. Big Wood Landscape reserves the right to terminate service if payments are not received in a timely manner.

Plow Trucks & Equipment

Specific equipment used to clear driveways and/or roads will be determined by Big Wood Landscape. Route drivers typically begin their shift by 4:00am. In the event of heavy snowfall or consecutive storms, we may be able to return to the property the same day. **Year-round customers of Big Wood Landscape are given priority.**

Hand Labor

Unless previously arranged, equipment operators removing driveway snow are not scheduled to provide handwork for entries, walkways, or garage doors. Typically, this will be completed by a separate crew after plowing is complete.

Roof Shoveling

Roof shoveling is only by customer request and is scheduled on non-snow removal days.

- Yes, please provide machinery for driveway and/or roadway snow removal**
- Yes, please provide hand labor for entries, paths, walkways, and garage doors**

Client Name (Printed)

Mailing or E-Mail Address

Signature

Physical Address of Service



CITY OF KETCHUM
 PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 24046

| | |
|--|---|
| To: 1338 BIG WOOD LANDSCAPE, INC. P.O. BOX 310 KETCHUM ID 83340 | Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340 |
|--|---|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|------------|------------|--------------|------------------------|------------|-------|
| 11/27/2023 | BANCONA | BANCONA | Facilities Maintenance | 0 | |

| Quantity | Description | Unit Price | Total |
|----------|--------------------------------------|------------|-----------|
| 1.00 | SNOW REMOVAL FY 2024 01-4194-4200 | 32,000.00 | 32,000.00 |
| | SHIPPING & HANDLING | | 0.00 |
| | TOTAL PO AMOUNT | | 32,000.00 |

 Authorized Signature