



CITY COUNCIL MEETING

STAFF REPORT

Meeting Date: February 2, 2026	Subject: Resolution No. 3217 Approve bid process; accept proposal and award a contract to Green Sweep Asphalt Services, LLC for street sweeping services contract Staff Member: Martin Montalvo, Operations Manager Department: Public Works
Action Required	Advisory Board/Commission Recommendation
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A
Staff Recommendation: Staff recommend that City Council adopt the Consent Agenda.	
Recommended Language for Motion: I move to adopt the Consent Agenda.	
Project / Issue Relates To:	
<input checked="" type="checkbox"/> Council Goals/Priorities: Financial Health	<input type="checkbox"/> Adopted Master Plan(s): <input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

To approve or deny the bid process, accept the preferred bidder and award a street sweeping service contract to Green Sweep Asphalt Services LLC. in the amount of \$399,000.00.

EXECUTIVE SUMMARY:

Street Sweeping is needed to keep our street and parking lot surfaces clean, reduce debris and litter from entering the areas streams and rivers. Street sweeping is a key Best Management Practice used in the operation and maintenance of the City's stormwater system. Sweeping ensures proper flow of rainwater into the stormwater system and maintains the structural integrity of the street and lot surfaces.

This service contract provides monthly sweeping of all city streets, twice a month sweeping of main bike lanes, quarterly sweeping and detailed cleaning of city lots, as well as special sweeping for various activities such as additional leaf removal; emergency spill response; accident debris removal; and adverse weather conditions.

On December 3, 2025, an invitation to bid to provide street sweeping services was advertised in The Daily Journal of Commerce. On January 7, 2026, the City received five (5) bid packages. All five (5) bids were deemed responsive and scored for acceptance based on the criteria outline within the Request for Proposal.

This contract is a three-year contract which includes an option to extend the contract for two (2) additional one (1) year periods. The proposed rates are included in Attachment 1: Street Sweeping Services RFP: Bid Rate. Bidders were required to commit to a fixed hourly rate per equipment type. For bidding purposes annual cost was calculated utilizing estimated hours for completing the work. Actual hours will vary annually based on the level of effort to complete the work. The contract requires that street sweeping materials be disposed of in compliance with the latest state and federal regulations. The cost of disposal will be a "Pass Through Cost" with a percentage fee for handling and transportation of the material. The contract allows for annual adjustments of the initial bid rates based on the previous 12-month Consumer Price Index.

EXPECTED RESULTS:

This contract will assist the City in removing harmful pollutants from roadways and assist in maintaining compliance with the City's National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permits.

TIMELINE:

Contract is an initial three (3) period with the option of two (2) additional one-year extensions.

CURRENT YEAR BUDGET IMPACTS:

The fiscal year (FY) 2025-26 Stormwater Operations Budget currently allocates \$399,000.00 annually to Street Sweeping Services.

COMMUNITY INVOLVEMENT PROCESS:

This contract was publicly advertised and competitively bid in accordance with the provision of Oregon Revised Statutes, Chapter 279, Public Bids and Contracting and Wilsonville Code 2.3.14, Contracts with the City; and the Attorney General's Model Rules which the City has adopted as its contracting rules.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

This contract will help protect the quality of the environment by removing pollutants from the roadways prior to entering the waterways, in compliance with the City's National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permits. It will also help assure the safety of the roadways for the commuting public and protect the City's infrastructure from long term impairment.

ALTERNATIVES:

Reject the contract and begin an in-house street sweeping program. An interim contract would be needed to bridge the start-up time for the program. An in-house program would require at least two street sweepers: a regenerative air sweeper and a mechanical broom sweeper. The average cost of new sweeper units is currently \$450,000 per unit and have a six-to-eight-month lead time. Three new full time equivalent (FTE) employees, two sweeper operators (Road Maintenance Specialist) and a mechanic (Equipment Mechanic II) would also be required to support the program. The city would still bare the cost of materials disposal and required increased operational funds for equipment maintenance and materials. First year and annual recurring cost are outlined below.

Item	Year One	Recurring
Regenerative Air Sweeper	\$ 450,000.00	
Mechanical Sweeper	\$ 450,000.00	
Mechanic II	\$ 122,634.00	\$ 122,634.00
Roads Maintenance Specialist	\$ 118,581.00	\$ 118,581.00
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Waste Disposal	\$ 90,000.00	\$ 90,000.00
Operational Funds for Fleet and PW	\$ 20,000.00	\$ 20,000.00
TOTALS	\$ 1,369,796.00	\$ 469,796.00

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3217
 - a. Professional Service Agreement for Street Sweeping Services
 - b. Bid Rate Sheet