CITY OF KEWANEE
CITY COUNCIL AGENDA ITEM

MEETING DATE	December 27, 2016	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5027	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to enter into an agreement with Pat's Landscape Service for the planting, care and maintenance of the downtown planters.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Melinda Edwards, City Clerk	
FISCAL INFORMATION	Cost as recommended:	$4,973.00
	Budget Line Item:	01-65-518
	Balance Available	FY18 Budget
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	Provides for the planting care and maintenance of the annuals in the downtown planters for three years	
BACKGROUND	Pat's Landscape Service had an informal agreement with the City for the care and maintenance of the planters in the past. The informal agreement did not meet the guidelines of the purchasing policy.	
SPECIAL NOTES	Staff also sent a request for proposals for the Spring Hanging Baskets, for which there were no proposals received.	

ANALYSIS	Staff advertised through a request for proposal for the planting, care, and maintenance of the downtown planters. The proposal was sent directly to Sunnyfield and Pat's Landscape Service, as well as posted on the City website. The only company to respond was Pat's Landscape Service. The planters would not be visually appealing if they were empty. Staff is not available for the planting, care, and maintenance, including watering of the hanging baskets.
PUBLIC INFORMATION PROCESS	A Request for Proposals was sent out to local businesses and posted on the City's website.
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends adoption.
REFERENCE DOCUMENTS ATTACHED	Request for Proposal.