

**Item #4:**  
**Resolution Authorizing Purchase Agreement For Rock Salt**

**VILLAGE OF LONG GROVE  
RESOLUTION NO. 2013-R-\_\_  
RESOLUTION APPROVING A PURCHASE OF ROCK SALT**

**WHEREAS**, the Village has determined that it desires to purchase rock salt through the State of Illinois Joint Purchasing Requisition Program ("**Rock Salt Purchase**"); and

**WHEREAS**, the Village Manager has recommended that the Village approve a proposal through the State of Illinois, Bureau of Strategic Sourcing & Procurement Joint Purchasing Requisition for the Rock Salt Purchase in a total expenditure amount not to exceed \$79,200.00, which is attached to this Resolution as Exhibit A; and

**WHEREAS**, the President and Board of Trustees, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the Recommended Proposal;

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1: Recitals.** The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

**Section 2: Approval.** The President and Board of Trustees hereby approves the Recommended Proposal at a total expenditure not to exceed \$79,200.00 and authorizes the Village Manager to execute a contract therefor; provided that the Village first receives an executed contract in a form acceptable to the Village Manager in consultation with the Village Attorney.

**Section 3: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law. Passed by the Board of Trustees of the Village of Long Grove, Illinois, on March 13, 2013.

PASSED THIS 12<sup>TH</sup> DAY OF MARCH, 2013.

AYES:           ( ) Trustees XXXX, XXXXX, XXXXX

NAYS:           ( )

ABSENT:       ( )

APPROVED THIS 12<sup>TH</sup> DAY OF MARCH, 2013.

\_\_\_\_\_  
Village President, Maria Rodriguez

ATTEST:

\_\_\_\_\_  
Village Clerk, Karen Schultheis





RECEIVED

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VILLAGE OF LONG GROVE

# MEMORANDUM

TO: Local Governmental Units Authorized to Participate in Joint Purchasing

FROM: Tim Coleman, Bureau of Strategic Sourcing,  
Portfolio Manager – Commodities & Equipment 

DATE: February 28, 2013

SUBJECT: Deadline for Submission of Bulk Rock Salt (Sodium Chloride) Requirements for the 2013- 2014 Winter Season

### Action Required!

The State of Illinois, Bureau of Strategic Sourcing is planning to solicit bids for highway ice control ( bulk rock salt ) in May or June of 2013 for the 2013-2014 winter season.

Additionally, existing contracts ( 4017275, 4017276, 4017277, 4017278, 4017279, 4017280 ) contain a renewal option at the sole option of the State. Therefore, if you are a participant within one of those contracts and if your community's intention is to renew, then this must be identified.

**If your unit of government desires to be included** in this year's contract re-procurement solicitation, or wishes to renew one of the existing contracts with a renewal option, **you are required to complete the copy of the attached Joint Purchasing Requisition Form** and return it to the Bureau Of Strategic Sourcing no later than 5:00 P.M. March 29, 2013. Your choice is to "BID" or "RENEW" or not to be an active participant in the State's procurement efforts for the 2013-2014 season. **Note: Timeframe for submission is firm, and will not be extended.**

### The "RENEW" Renewal Process - Utilize Table B

If your governmental entity is a participant under one of the following contracts - ( 4017275, 4017276, 4017277, 4017278, 4017279, 4017280 ) - and upon receipt of your stated **desire to renew** with your updated ton quantity requirements, the State will work to finalize renewal on behalf of your governmental entity. Should you choose to renew, all terms and conditions shall remain the same as in the present contract, and you will be able to re-state desired quantities ( with cap on quantity increases not to exceed 20.% more than your past year's quantity ). **Utilize Table B** (only) to indicate your intent to renew and state your desired quantity requirements.

**Note** that a **renewal** option is **not available** under current contracts ( 4017034, 4017035, 4017036, 4017037, 4017038 ) and you should **Utilize Table A** (only) to indicate your intent to participant and state your quantity requirements for re-establishment by competitive bid new contract(s) for the 2013-2014 season.

## The "REBID" Procurement Process - Utilize Table A

Should a renewal option not exist, or should you wish to participate in the State's bid process for the 2013-2014 season, complete **Table A** (only) to indicate your intent to participate in the bid process, your minimum purchase requirement, and your desired quantities at 100.%.

The State seeks to combine the needs of hundreds of governmental entities across Illinois into a single bid document in an effort to consolidate buying power, and to make it easier for vendors to respond to the individual needs of those hundreds of communities through a single bid response. Award is to the lowest responsible bidder meeting the terms & conditions of the solicitation. A single contract is completed for each vendor for all locations awarded through the competitive process. Each governmental unit places its own orders with the vendor in compliance with the contract.

CMS does not set pricing, nor does CMS buy salt for resale. Vendors offer pricing under a competitive bid process, in accordance with the Illinois Procurement Code and rules and the Illinois Joint Purchasing Act. CMS strives to utilize a consistent approach, to the greatest degree possible, in seeking to achieve as competitive of a process as possible.

### Anticipated Terms – for the 2013-2014 Solicitation

This section applies to those units of government participating in the joint purchase of rock salt contract solicitation. Renewing entities will be governed under the existing contract(s). All participants will be required to abide by the respective contract terms and conditions. The major terms for the 2013-2014 season are expected to be as follows:

1. Rock salt specification shall be in accordance with AASHTO Specification M143, Sodium Chloride Type 1, Grade 1, or an acceptable approved alternate.
2. Quantities shown in the invitation for bid are estimates only. The total ton quantity submitted shall be considered sufficient to service the seasonal needs of the local governmental unit, and may be adjusted as stated herein.
3. The purchase percentage agreement is consistent with last season's bid. We are asking local government to identify their purchase percentage commitment ( choose one ) on the Requisition Form. ( Table-A Option )
  - 3.a. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 80.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. ( Please make selection on Requisition Form )
  - OR**
  - 3.b. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 100.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. ( Please make selection on Requisition Form )
  - 3.c. Each governmental unit is responsible for ensuring that the guaranteed purchase requirement is met before the end of the season ( June 30, 2014 ).
4. Each governmental unit shall be responsible for issuing their own purchase orders against the resulting contract.
  - 4.a. **Governmental units are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages.** Governmental units need to make every effort to place orders in full truckload quantity of ( 22 - 25 tons ). Requests for a quantity of less than a truckload will not be accepted.

4.b. Local governmental units reserve the right to purchase up to 50.% of the total award requirements prior to November 30, 2013 and the vendor shall notify each delivery point in advance of when shipment is to begin.

4.c. Vendors shall accept orders at any time during the period from the date of contract issue through the last day of the contract, or as mutually agreed upon by the vendor and contract participant.

5. Deliveries shall be accepted only on regular work days ( Monday through Friday and excluding all State holidays ) during regular work hours ( 7:30 a.m. to 4:00 p.m.), except when special arrangements have been made in advance with an appropriate agency or governmental representative at the delivery site.

All truck loads shall be covered with an approved weatherproof material, and all deliveries shall be Pre-Paid F.O.B. Destination as stated in the order document.

Truckloads containing foreign material such as mud, rocks, etc., may be rejected at the delivery site, and a replacement shipment scheduled by the contract vendor.

The State and Local Governmental Units reserve the right to require that some trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries are to be made as soon as possible after receipt of an order, maximum time from receipt of an order placed by local governmental units after December 1.st shall not exceed seven working days, or as modified by Contract Order Guidelines.

Each governmental unit shall be responsible for the processing of vendor invoices in a timely manner to ensure prompt payment is made directly to the vendor.

6. CMS intends to continue to include a liquidated damages clause similar to the following:  
From December 1, 2013 thru April 1, 2014; if the vendor is unable to make delivery within the required working days, governmental units shall have the right to retain \$.20 per ton per calendar day as liquidated damages on the undelivered portion of the order. If after seven days of liquidated damages assessment, the vendor has still failed to deliver as required, governmental units shall reserve the right to take action to remedy the failure of vendor performance in accordance with the contract.
7. For contract performance protection, the State will secure a performance bond from the contracted vendor, valued at 20.% of the total of the contract award dollar value.
8. In December 2013 the contract vendor(s) shall be required to have stockpile(s) in place located in or near Illinois covering 100.% of the total tonnage awarded for the northern regions of the State, and in January of 2014 the stockpile(s) located in or near Illinois covering 100.% of the tonnage awarded for all other regions of the State.
9. The contract price shall remain firm for the entire contract period up to the maximum 120.% guaranteed limit. Local governmental unit requirements over the maximum 120.% purchase threshold will be supplied by the vendor upon mutual agreement of the parties.

In the case of an emergency, efforts shall be made to have the vendor ship enough salt to aid affected local governmental units through the emergency situation.

**This is an Opt-in Process**

**Participation** in the State's procurement process for rock salt **is voluntary**, an opt-in process. CMS has no method to ensure vendor participation, nor control pricing that vendor's offer in the competitive bid process.

Local Communities are not inhibited nor restricted from seeking bids independently should they choose to do so. However, **by indicating** through this requisition process **your desire to either "RENEW" or to "REBID"** in the upcoming bid process, **you are committing your entity's participation**. The State will act in accordance with your submitted requisition.

We ask that you give immediate attention to this matter and allow reasonable mailing time or fax response submittal to ensure that we receive your salt request prior to the deadline. Return your Joint Purchasing Requisition via mail or Fax , **or both**, no later than **5:00 p.m. March 29, 2013**. Note that this **deadline is firm**, and will not be extended.

We thank you for your consideration and welcome your participation in the upcoming bid. Any questions you have in completing the form or concerning the rock salt bid/contract can be directed to the following:

Wayne Ilsley, CPPB, Buyer  
Department of Central Management Services  
Bureau Of Strategic Sourcing – Commodities & Equipment  
Room 801 William G. Stratton Office Building  
401 South Spring Street, Springfield, IL 62706  
Phone: (217) 782-8091 Fax: (217) 782-5187