

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO : President and Village Board of Trustees
FROM : William T. Lichter, Village Manager
DATE : October 5, 2004 Agenda Date: October 21, 2004
TITLE : Bid Opening For: Sidewalk Ice and Snow Removal
SUBMITTED BY: Keith J. Surges, Operations Superintendent

RESULTS:

Date Bids Were Published _____ Bidding Closed _____
Total Number of Bids Received _____
Total Number of Bidders Meeting Specifications _____
Bid Security Required _____ Yes _____ No
Performance Bond Required _____ Yes _____ No
Were Any Bids Withdrawn _____ Yes _____ No
Explanation:
Waiver of Bids Requested? _____ XX Yes _____ No
If yes, explain:
See Attached Memo
Award Recommended to Lowest _____ Yes _____ No
Responsible Bidder?
If no, explain:

FISCAL IMPACT:

Engineer's estimate/budget estimate \$35,000
Amount of Award \$35,000 2715.756420 1155.756420 Project #5523
2712.756420 Project #5523 7402.756420 Project #5523
8110.756420 Project #5523

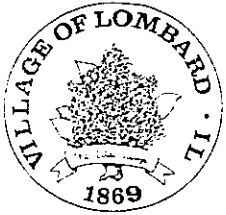
BACKGROUND/RECOMMENDATION:

See attached memo.

Has Recommended Bidder Worked for Village Previously X Yes ___ No
If yes, was quality of work acceptable X Yes ___ No
Was item bid in accordance with Public Act 85-1295? ___ Yes X No
Waiver of bids - Public Act 85-1295 does not apply X Yes

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX [Signature] _____ Date 10/6/04
Village Manager XX [Signature] _____ Date 10/11/04



To: William T. Lichter, Village Manager

From: Keith J. Surges, Operations Superintendent

A handwritten signature in black ink, appearing to be "KJS", enclosed in a hand-drawn circle.

Date: October 21, 2004

RE: Sidewalk Ice and Snow Removal Contract for FY 2005

On November 6, 2003, the Village Board approved the contract with Norman Spencer, Inc., for the Sidewalk Ice and Snow Removal contract. I am requesting your approval to extend the Sidewalk Snow and Ice Removal Contract for an additional year. Attached is a letter from Norman Spencer, Inc. indicating their willingness to provide the same service and unit pricing for an additional year. The work Norman Spencer, Inc. performed this past year has met or exceeded our expectations. Norman Spencer, Inc. is a Lombard contractor and therefore can respond to the needs of the commuters in matters of minutes at any time of the day or night.

To exercise the renewal option, the Village Attorney has said that a motion of the Village Board must approve the item. There is no need to sign a new contract. If approved by the Board, staff would send confirming letters with signature space for Norman Spencer, Inc. to accept extension of the contract. I would recommend renewal of the contract for one additional year in an amount not to exceed \$35,000 under the same terms, conditions and prices for this fiscal year. Please note that when the Board approves the extension, Public Works will have all Sidewalk Ice and Snow Removal services provided by Norman Spencer, Inc. I would also request a waiver of bids as a formality.

Please place this item on the October 21, 2004 agenda for consideration by the Village Board.

Should you have any questions, feel free to contact me.

N·S·I·
LANDSCAPE
150 E. 22nd Street
Lombard, IL 60148



(630) 705-4140 ext. 230
FAX (630) 705-1056

Keith Surges
Operations Superintendent
Village of Lombard

September 27th, 2004

Dear Keith,

We are pleased to accept your extension of the attached service proposal for the 2004-2005 season. Per the agreement all terms and conditions remain in force. For your records I have attached a copy of our insurance certificates. You should receive originals by mail. NSI Landscape and Snow Removal and R. Allen Fox are pleased to be selected to again provide this service. As a team we will strive for service excellence. We again plan to use experienced workers and stage from our Lombard location. As the season approaches we will contact you regarding material staging and any input you may have to assure first class service for our village.

We look forward to working together again. Please call either Bob Fox or me if you have any questions

Byron Spencer
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Fax as above
Mobile 630-988-5517