

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 : Tim Sexton, Acting Village Manager
DATE : December 10, 2013 Agenda Date: December 19, 2013
TITLE : Renewal of Contract for: Parkway Tree Trimming
SUBMITTED BY: Eric Hendrickson, Urban Landscape and Forestry Supervisor, EH
Public Works

RESULTS:

Date Bids Were Published N/A Bidding Closed N/A

Total Number of Bids Received N/A

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Were Any Bids Withdrawn _____ Yes _____ No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? _____ X Yes _____ No

If yes, explain:

See attached memo.

Award Recommended to Lowest _____ Yes _____ No

Responsible Bidder?

If no, explain:

See attached memo.

FISCAL IMPACT:

Amount of Award \$65,000.00 240.270.112.75350

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 _____ Date _____

Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

To: Tim Sexton, Acting Village Manager

Through: Carl S. Goldsmith, Director of Public Works *CS*

From: Eric Hendrickson, Urban Landscaping and Forestry Supervisor, *EH*
Public Works

Date: December 10, 2013

Subject: Parkway Tree Trimming Contract Renewal

The Village of Lombard opened bids for the Parkway Tree Trimming contract on October 12, 2012. The lowest responsible bidder was received from Nels J. Johnson Tree Experts. The original contract was from January 1, 2013 to December 31, 2013 with an option to extend the contract from January 1, 2014 through December 31, 2014.

We have contacted Nels J. Johnson Tree Experts, and they have agreed to maintain their prices from the 2013 contract for the 2014 calendar year. Nels J. Johnson Tree Experts has provided good service to the Village. The FY14 budget contains \$65,000.00 for this service.

Staff recommends renewing the Parkway Tree Trimming contract with Nels J. Johnson Tree Experts in an amount not to exceed \$65,000.00. This is the final extension of the contract and will expire December 31, 2014. Please present this item to the Board of Trustees at the December 19, 2013 meeting for their approval.

Encl: Nels J. Johnson Tree Experts letter



912 Pitner Avenue • Evanston, IL 60202 • ph: 847.475.1877 • fx: 847.475.0037 • nelsjohnsontree.com

October 3, 2013

Mr. William Harvey
Lombard Public Works
255 E. Wilson
Lombard, Illinois 60148

Dear Bill:

Nels J. Johnson Tree Experts, Inc. would like to renew the tree trimming contract PWO 1315, with the Village of Lombard under the same terms and conditions.

It has been a pleasure working with your department in the past and we look forward to another tree pruning season. If you have any questions please do not hesitate to contact me.

Sincerely,

Nels J. Johnson Tree Experts, Inc.

A handwritten signature in blue ink that reads "Erik N. Johnson".

Erik N. Johnson
Vice President

ENJ/cz

OCT - 4 2013