

**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: Landscape Maintenance  
SUBMITTED BY: Eric Hendrickson, Forestry & Urban Landscape Supervisor, Public Works EH

**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Were Any Bids Withdrawn \_\_\_\_\_ Yes \_\_\_\_\_ No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 \$65,000.00 101.270.325.75770, 440.740.740.75770

**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, Forestry and Urban Landscaping Supervisor, Public Works *EH*

**Date:** December 10, 2013

**Subject:** Landscape Maintenance Contract Renewal

The Village of Lombard opened bids for the landscape maintenance contract on March 2, 2012. The lowest responsible bidder was received from Green Horizon, Inc. The original contract was from June 1, 2012 to December 31, 2013 with the option to extend the contract for up to two years.

We have contacted Green Horizon, Inc. and they have agreed to maintain their prices from the 2012-2013 contract for the 2014 calendar year. Green Horizon, Inc. has provided good service to the Village. The FY14 budget includes \$65,000.00 from the General Fund and Hotel/Motel for this service.

Staff recommends renewing the Landscape Maintenance contract with Green Horizon, Inc. 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: Green Horizon letter



# GREEN HORIZON, INC.

PROFESSIONAL LANDSCAPE SERVICES

960 N. Lombard Rd. • Lombard, IL 60148 • 630/620-1860 • Fax: 630/620-1429

## PROPOSAL FOR LANDSCAPE WORK

PROPOSAL SUBMITTED TO:

NAME: THE VILLAGE OF LOMBARD  
VILLAGE

STREET: 255 E. WILSON AVE.

CITY: LOMBARD, IL

ATTN: BILL HARVEY

E-MAIL: harveyw@villageoflombard.org

WORK TO BE PERFORMED AT:

LOCATION: VARIOUS LOCATIONS IN

STREET: SAME

CITY: LOMBARD

TELE #630-620-5985

DATE: 10/07/2013

We hereby propose to furnish all material and perform all the labor necessary for the completion of:

ANNUAL LANDSCAPE MAINTENANCE PROCEDURES, AS LISTED BELOW, FROM JANUARY 1, 2014 TO DECEMBER 31, 2014. SPECIFICATIONS AND LOCATIONS ARE AS DEFINED IN THE 2012-2013 BID PACKAGE.

	SPECIFIC TASK	ANNUAL COST	MONTHLY INVOICE \$	# OF INVOICES
1.	ANNUAL TRASH PICK UP	\$ 9,360.00	\$ 780.00	12
2.	WEEKLY/BI-WEEKLY MOWING	\$72,000.00	\$9,000.00	8
3.	SPECIALTY LANDSCAPE MTCE	\$20,500.00	\$2,562.50	8
4.	ANNUAL PLANTING BED MTCE	\$29,350.00	\$3,668.75	8

All work is to be handled in a professional manner by trained landscaping personnel. Green Horizon, Inc., guarantees that the work will be performed using standard industry horticultural procedures.

### COST AND TERMS OF AGREEMENT:

Total cost of this project is ONE HUNDRED, THIRTY-ONE THOUSAND, TWO HUNDRED, TEN DOLLARS AND NO/100'S, (\$131,210.00) AND IS TO BE PAID AS FOLLOWS: AT COMPLETION OF WORK. A service charge of 1% will be applied to any unpaid balance for each month, or part there of that the balance remains unpaid.

Any alteration or deviation from the above specifications involving extra costs, will be executed

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only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control.

Respectfully submitted by: GREEN HORIZON, INC. Per Ed Walendy

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED  
WITHIN 30 DAYS.

.....  
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_