

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

040091

TO : President and Village Board of Trustees
FROM : William T. Lichter, Village Manager
DATE : April 6, 2004 Agenda Date: April 15, 2004
TITLE : Bid Waiver for: Total Landscaping Contract
SUBMITTED BY: John Burg, Acting Director of Public Works

John Burg (handwritten signature)

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Were Any Bids Withdrawn Yes No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? X Yes No
If yes, explain:

Award Recommended to Lowest Responsible Bidder? Yes No
If no, explain:

FISCAL IMPACT:

Engineer's estimate/budget estimate 2712.756420 (10,000), 2713.756120(41,000), 2740.755700 (76,700), 7101.755700 (70,000)

Amount of Award \$197,700

BACKGROUND/RECOMMENDATION:

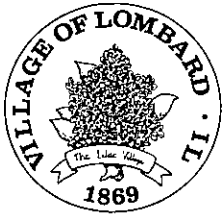
See attached memo.

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 Ronald J. Flood Date 4/2/04
Village Manager XX William T. Lichter Date 4/7/04

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: William Lichter, Village Manager
From: John Burg, Acting Director of Public Works
Date: April 6, 2004
Subject: Total Landscaping Services Contract

As approved by the Village Board in February, I initiated the proposal process for the Total Landscaping Services Contract. First, I sent Statements of Qualifications to 27 landscaping firms. 10 contractors returned the Statement of Qualifications. After we reviewed the Statements of Qualifications, we narrowed down the number of qualified contractors to 5. I sent the Request for Proposals to the 5 companies. The mandatory pre-proposal meeting was held on March 26, 2004, and 3 firms were present for this meeting. On April 2, 2004 I opened the 2 proposals we received. The results were as follows:

Green Horizon, Lombard	\$157,079
Pezza Landscape, Warrenville	\$158,704

The low proposal submitted by Green Horizon represents a 6% decrease in price from the last contract. Green Horizon has worked for the Village for the last eight years. When Green Horizon took over the contract, the number of landscaping complaints fell to almost zero. Green Horizon has done an excellent job for the Village over the years. References from other clients were also good.

This contract includes maintenance of sites such as the Village Hall Complex, Fire Stations, and the Train Station, mowing of hundreds of locations around town such as medians and water pumping stations, and sod for utility cuts. Finally, this contract provides for the planting of flowers, bushes, trees, and other landscaping on a proposal basis. Green Horizon will give us proposals on landscaping, and the Village has the right to accept or reject the proposals if the prices are not competitive. There were no actual quantities for planting materials in the proposal because it is impossible to estimate the many types of flowers and bushes that will be installed.

The contract is for a two-year period from June 1, 2004 to May 31, 2006 with a potential extension for two one-year periods. I recommend a waiver of bids and award of a contract for the Total Landscaping Services to Green Horizon, Inc. of Lombard in an amount not to exceed \$197,700 for June 1, 2004 through May 31, 2005 and in an amount not to exceed \$197,700 for June 1, 2005 through May 31, 2006 with a potential extension for two one-year periods. This amount includes funds for additional plantings around town such as flowers, bushes, trees, and sod. Please present this to the Village President and Board on April 15 for their consideration.