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**E L M H U R S T   P A R K   D I S T R I C T**  
**B O A R D   O F   P A R K   C O M M I S S I O N E R S**  
**M E M O R A N D U M**

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**DATE:** April 22, 2019

**TO:** Board of Park Commissioners

**FROM:** James W. Rogers, Executive Director  
 Angela Ferrentino, Director of Facilities  
 Joseph Cogswell, Landscape Architect

**RE: 2019 SPRING TREE PLANTING BID**

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**ISSUE**

Bids were requested for the 2019 Spring Tree Planting Project.

**DISCUSSION**

The scope of the 2019 Spring Tree Planting Project includes planting a total of eighty-one (81) trees; eight (8) new tree memorials, five (5) replacement tree memorials, and sixty-eight (68) trees for general landscaping throughout the District, including but not limited to York Commons, Wild Meadows, Crescent, Eldridge, and Berens Parks along with several memorial trees at Wilder Park.

The project was let out for bid on March 22, 2019. Requests for sealed bids were advertised in the Elmhurst Suburban Life, and posted on the District website. Staff sent forty-six (46) letters of invite/bid packages to landscape contractors in the Chicagoland area. Fourteen (14) bid packets were downloaded by prospective bidders. One (1) sealed bid was submitted and publicly opened on April 11, 2019. A copy of the bid tally sheet is attached. The project is scheduled to start on April 26, 2019 (Arbor Day) and be completed within 14 business days.

Americana Landscape Group, Inc., of Elgin, IL submitted the lowest responsible base bid in the amount of \$35,507. Funds in the amount of \$32,000 have been allotted in the FY19 General Fund for general landscaping tree planting, donations of \$3,444 were collected for the new tree memorials, and funds of \$2,038 are available to cover the cost of replacing the dead tree memorials.

	Bid Amount	Available Budget
General landscaping throughout the District	\$30,025	\$32,000
New Tree Memorials	\$ 3,444	\$ 3,444
Replacement Tree memorials	<u>\$ 2,038</u>	<u>\$ 4,902</u>
Total:	\$35,507	\$40,346

Moreover, to provide clarity on the single bid received, the average market bid amount(s) for the previous three (3) years of historical bid data has been provided in the table below. It appears even though only (1) bid was received for the 2019 Spring Tree Planting, the bid remained under the average market value for the scope of work included in the contract when compared to the previous (3) year historical bid data averages. Additionally, the late bid opening in the season, due to employee turnover, may have attributed to the limited quantity of bids received.

	<u>Tree Quantity</u>	<u>Average Bid Amount</u>	<u>Lowest Bidder</u>
2016 Spring Tree Planting	62	\$26,715	\$22,169
2017 Spring Tree Planting	75	\$43,032	\$25,641
2018 Spring Tree Planting	82	\$40,121	\$22,702
2019 Spring Tree Planting	81	\$35,507	\$35,507

Positive reference checks for Americana Landscape Group were received from the public works department of the Village of West Dundee, Village of Hawthorne Woods, and City of Elgin, Americana also completed the District's 2018 tree planting and the work was completed to the specifications. A records search was completed with the Illinois Department of Labor (IDOL) and Dun & Bradstreet, Inc. with no violations found.

### **RECOMMENDATION**

That the Board of Park Commissioners (1) accept the base bid of \$35,507 submitted by Americana Landscape Group, Inc., Elgin, IL as the lowest most responsible bidder and; (2) authorizes the Executive Director to execute said contract.

Thank you.

Attachment: Bid Tally Sheet