
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

DATE: March 9, 2020

TO: Board of Park Commissioners

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

RE: 2020 SPRING TREE PLANTING BID

ISSUE

Bids were requested for the 2020 Spring Tree Planting Project. This project meets the Vision 2020 Plan Theme: Meet community need for parks, open space, and outdoor amenities.

DISCUSSION

The scope of the 2020 Spring Tree Planting Project includes planting a total of 80 trees consisting of 4 new tree memorials and 76 trees for general landscaping throughout the District, including but not limited to Berens, Butterfield, Conrad Fischer, East End, Eldridge, Marjorie Davis, Pioneer, Plunkett, and York Commons Parks.

The project was let out for bid on January 21, 2020. Requests for sealed bids were advertised in the Elmhurst Suburban Life, and posted on the District website. Staff sent 53 letters of invite/bid packages to landscape contractors in the Chicagoland area. Seventeen (17) bid packets were downloaded by prospective bidders. Six (6) sealed bids were received and publicly opened on February 19, 2020. A copy of the bid tally sheet is attached. The project is scheduled to start on March 30, 2020 with anticipated completion by May 1, 2020.

Americana Landscape Group, Inc. of Elgin, IL submitted the lowest responsible base bid in the amount of \$31,574. Funds in the amount of \$40,375 have been allotted in the FY2020 General Fund for general landscaping tree planting.

Positive reference checks for Americana Landscape Group were received from the Hoffman Estates Park District, City of West Chicago, and the Village of Streamwood. Moreover, Americana completed the District's 2018 and 2019 tree planting projects with work completed satisfactorily according to 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 \$31,574 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