
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 8, 2021

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Daniel Payne, Director of Parks

RE: 2021 TREE MAINTENANCE CONTRACT

ISSUE

Trees are one of the District's greatest assets and proper tree maintenance is essential for maintaining tree health. The previous tree maintenance contract expired on December 31, 2020.

DISCUSSION

The District annually contracts with an established and professional tree service company to perform tree maintenance including aerial pruning, line clearing, hazardous tree removals, and stump grinding. The proposed 2021 Parks Department Contractual Services budget includes \$29,000 for tree maintenance and removals.

Bid specifications were developed and requests for sealed bids were advertised through a legal notice in the Elmhurst Suburban Life on January 29, 2021 and a public bid opening was held on February 18, 2021. Ten bid packets for the project were picked up by or emailed to contractors with four contractors submitting sealed bids. Additionally, the bid documents specified the option to extend the agreement through 2022 depending on the 2022 budget, the District's needs, and the District's satisfaction with the services provided in the first year.

Acer Tree Service submitted the lowest prices in six of the twelve categories of services specified, while Dawsons Tree Service, Inc. submitted the lowest prices in five of the twelve categories, and one category was the same price for both contractors. Contractor references and qualifications were reviewed. Following review, Acer Tree Service was determined to be non-responsive due to concerns over equipment availability and overall workforce size. Dawsons Tree Service, Inc. has been the District's tree maintenance contractor for the past six years and has a solid understanding of the District's operations, parks, and tree care needs along with the equipment and workforce to complete the work.

RECOMMENDATION

That the Board of Park Commissioners reject Acer Tree Service's bid as non-responsive and award the 2021 Tree Maintenance Contract to Dawsons Tree Service, Inc. with the option to extend the contract to 2022 and authorize the Executive Director to execute said contract.

Thank you.

Attachments: Bid Tally Sheet

2021 Tree Maintenance Contract

BID OPENING: February 18, 2021 @ 1:00 PM

COMPANY					TREE REMOVAL			STUMP GRINDING			STUMP HOLE RESTORATION			AERIAL PRUNING		
	CONTRACTOR'S COMPLIANCE	SUBSTANCE ABUSE PREVENTION	REFERENCES	ADDENDUM #1	(Per Inch)			(Per Inch)			(Per Hole)			Price per Day for Crew	Price per Hour (2 hr. min)	Price per Tree for Crown Thinning
					1"-12"	13"-24"	25" +	1"-12"	13"-24"	25" +	1"-12"	13"-24"	25" +			
Accr Tree Service	✓	✓	✓	✓	7 ⁰⁰	15 ⁰⁰	23 ⁰⁰	3 ⁰⁰	5 ⁰⁰	5 ⁰⁰	35 ⁰⁰	126 ⁰⁰	175 ⁰⁰	1,685 ⁰⁰	195 ⁰⁰	125 ⁰⁰
Dawsons Tree Service	✓	✓	✓	✓	12 ⁰⁰	20 ⁰⁰	24 ⁰⁰	3 ⁰⁰	3 ⁵⁰	4 ⁵⁰	20 ⁰⁰	50 ⁰⁰	50 ⁰⁰	1,850 ⁰⁰	385 ⁰⁰	265 ⁰⁰
Trees "R" Us Inc.	✓	✓	✓	✓	20 ⁰⁰	26 ⁰⁰	34 ⁰⁰	5 ⁰⁰	5 ⁰⁰	5 ⁰⁰	65 ⁰⁰	96 ⁰⁰	136 ⁰⁰	2,280 ⁰⁰	350 ⁰⁰	475 ⁰⁰
Winklers Tree	✓	✓	✓	✓	18 ⁰⁰	28 ⁰⁰	38 ⁰⁰	7 ⁰⁰	7 ⁰⁰	7 ⁰⁰	100 ⁰⁰	150 ⁰⁰	225 ⁰⁰	2,232 ⁰⁰	837 ⁰⁰	250 ⁰⁰

Douglas 2-18-21
WITNESS DATE

Stembrod 2-18-21
TREASURER DATE