



At the Heart of Community

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road
Lake Zurich, Illinois 60047

Phone (847) 540-1696
Fax (847) 726-2182
LakeZurich.org

MEMORANDUM

Date: May 18, 2020
To: Ray Keller, Village Manager
From: Sarosh Saher, Community Development Director
CC: Mary Meyer, Building Services Supervisor
Re: Bid Award: Weed Abatement (Mowing) Contract

Issue

The FY 2020 budget includes \$15,000 in the General Fund for obtaining the services of a landscape contractor for weed abatement / grass mowing services, particularly for properties in violation of Section 4-4-2 of the Lake Zurich Municipal Code related to weed cutting requirements, or for properties that have been abandoned by owners or are undergoing foreclosure.

Competitive bidding was conducted for these services. The Village received two (2) bids for the requested services.

Village Strategic Plan. This agenda item is consistent with the following objectives under Goal #2 – Development:

- Become more business friendly and customer oriented.

Background

In accordance with Section 4-4-2, the Community Development Department enforces maintenance of properties, including maximum allowed weed/growth height of no greater than 8 inches. Those properties found to be in violation and do not comply with Village warnings are forwarded to a Village-hired landscaping contractor for cutting.

A Request for Proposals (RFP) was sent out on April 13, 2020 to nine local area landscape companies, requesting submission of proposals by May 5, 2020. The contract period would cover the Village's requirements for weed abatement and mowing from June 1, 2020 through May 31, 2021.

Services requested include mowing, weed-eating, edging, and either blowing, mulching or removing clippings from the property. Additional services (extras) conducted at the request and authorization of the village would include abatement of dangerous and noxious weeds and removal of rubbish, refuse and flammable materials from the property, plant bed cleaning, bush trimming and any other work requested and/or authorized by the village.

Analysis

The bid opening on May 5, 2020 yielded two (2) bids. The lowest responsible bid was received from Milieu Landscaping out of Wheeling, IL. The company has been in business since 1987 and intends to mobilize its team from a yard in Wauconda. The company also provides its services to other area municipalities such as Long Grove, Arlington Heights, Niles and Wheeling.

The bid results are summarized below:

Name of Bidder	Average Bid Amount (per acre)
Milieu Landscaping (Wheeling, IL)	\$110
Natural Environments (Lake Zurich, IL)	\$148

Recommendation

Award a contract for the 2020 Weed Abatement and Mowing Services to Milieu Landscaping of Wheeling, IL in the amounts as specified in the bid document and averaging at \$110 per acre.

Respectfully Submitted,



Sarosh Saher, AICP
Community Development Director

Attachments:

1. Bid Results and Tabulation
2. Bid Submittal - Milieu Landscaping
3. RFP for Weed Abatement (Mowing) Services



MILIEU

LANDSCAPING

48 E. Hintz Rd.

Wheeling, IL 60090

Office: 847-465-1160 Fax: 847-465-1159

Email: hello@milieuland.com

Website: <http://milieuland.com>

April 18, 2020

Village of Lake Zurich – Attention: Sarosh Saher

Subject: RFP Weed Abatement Services

Thank you for the opportunity to propose our services for the 2020 RFP Weed Abatement Services. Our bid package is enclosed.

Our firm has been servicing clients like the Village of Lake Zurich since 1987. The proposed services would be provided by a team of people operating from our yard in Wauconda Yard. Our mission is to safely provide excellent landscape services to clients in a responsible manner.

Timeframe:

- Milieu will service all requests within 5 business days.

Fee Schedule (all fees include travel, labor, and equipment):

- ½ acre or less - \$70/cut
- ½ acre to 1 acre (\$50 per ½ acre)
- Greater than 1 acre (\$90/acre)
- Removal of rubbish - \$70 per cubic yard
- Plant bed cleaning - \$4/sq ft. – minimum of \$75/visit
- Bush Trimming - \$10 per linear ft. -minimum of \$75/visit
- Labor rate for auxiliary requests - \$55/man hour.- minimum of \$75/visit

COI:

- Insurance documentation is attached/enclosed

Hold Harmless & Confirmations (sections 4 & 8):

- Milieu accepts and agrees to sections 4&8 of the bid document

Billing:

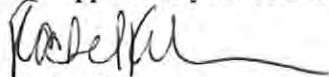
- Invoicing terms are net 30.

While making your decision, please consider the following:

- Milieu has a perfect safety record with all of our school, park and municipal landscape services
- Milieu has landscape designers, landscape architect, licensed applicators, licensed turf experts, licensed irrigation technicians, and more on staff. (see enclosed licenses and certificates). We are a member of ILCA and have won many awards from the association (including landscape maintenance in 2018 for the Village of Wheeling).
- List of Municipal References (attached).
- Certificate of Insurance (attached).
- Milieu Design LLC is owned solely by Brian Frank. He is active in the business on a day-to-day basis.

- Milieu has a perfect history of completing all municipal contracts. Moreover, we have never been involved in any litigation nor arbitration with any past client.
- Milieu has a permanent commercial business office at 48 E. Hintz Rd., Wheeling, IL. We have used this as our commercial office for 3 decades.

I do appreciate your consideration and welcome discussing this with you further. Please let me know the next steps.



Rachel Kehm
Client Care Manager

Enclosures



MILIEU

LANDSCAPING

References:

Village of Long Grove
3110 Old McHenry Road
David Lothspeich 847-634-9440

Village of Arlington Heights
222 N. Ridge Ave, Arlington Heights, IL 60005
Dru Sabatello 847-809-6058

Village of Niles
6849 Touhy Ave, Niles, IL 60714
Fred Braun 847-588-7900

Village of Wheeling
77 W. Hintz Rd, Wheeling, IL 60090
Vince Hoffman 847-344-4291

South Barrington Park District
3 Tennis Club Lane
Paul Burrus 847-381-7515

Bloomington Park District
172 S Circle Ave
Joe Potts 630-529-3650



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tower Insurance and Risk Management Service 477 E. Butterfield Road Suite 303 Lombard IL 60148	CONTACT NAME: Barbara Prange
	PHONE (A/C, No, Ext): (630) 871-0400 FAX (A/C, No): (630) 445-0023
	E-MAIL ADDRESS: bprange@toweriarms.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Acuity Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: CL201705067 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Underground-Explosion GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			295029	2/1/2020	2/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			295029	2/1/2020	2/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined single \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			295029	2/1/2020	2/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	295029	2/1/2020	2/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased & Rented Equipment Physical Damage Coverage			295029	2/1/2020	2/1/2021	\$100,000 limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Barbara Prange/BARB <i>Barbara J Prange</i>

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MILIEU
LANDSCAPING

Rachel Kehm

Client Care Manager

Mobile: (847) 409-8799

Email: rachel@milieuland.com



48 E Hintz Rd, Wheeling, IL 60090
O: (847) 465-1160 F: (847) 465-1159
WWW.MILIEULAND.COM

Weed Abatement Services (Mowing Contracts)**Proposals**

	Natural Environments	Milieu Landscaping
Timeframe provided	not provided	within 5 business days
Fee schedule		
Lots less than 1/2 acre	\$85.00	\$70.00
1/2 to 1 acre	\$125.00	\$50 per 1/2 acre
greater than 1 acre (cost per acre)	\$150.00	\$90.00
<i>Average rate (per acre)</i>	<i>\$148/acre</i>	<i>\$110/acre</i>
Breakdown provided	not specified	include travel, labor, equipment
Additional items		
debris removal (per cubic yard)	\$100.00	\$75.00
plant bed cleaning (per sq.ft.)	not provided	\$4/sq.ft.; min \$75/visit
Bush trimming	not provided	\$100/lin.ft.; min \$75/visit
Hourly rate (when requested)	\$65.00	\$55/hr; min \$75/visit
Liability Insurance	not provided	provided
Hold Harmless	not provided	provided
Billing timeframe	not provided	30 days
experience	35 years	33 years
references	none	provided



At the Heart of Community

VILLAGE OF LAKE ZURICH

REQUEST FOR PROPOSAL

For

WEED ABATEMENT SERVICES

Dated: April 13, 2020

PROJECT AWARD TIMELINE	
Release RFP	April 13, 2020
Deadline for Submission of Proposals	May 4, 2020 at 10:00 am
Evaluation of Proposals and Selection Process	May 4, 2020 – May 18, 2020
Award of Contract (tentative)	End of May 2020

Community Services Facility

Community Development Department

505 Telser Road

Lake Zurich, IL 60047

Phone: 847-540-1696 x8150

Sarosh.Saher@LakeZurich.org

Mary.Meyer@LakeZurich.org

NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Village of Lake Zurich Community Development Department is requesting proposals for weed abatement / grass mowing services, particularly for properties in violation of Section 4-4-2 of the Lake Zurich Municipal Code related to weed cutting requirements, or for properties that have been abandoned by owners or are undergoing foreclosure. In accordance with Section 4-4-2, the Community Development Department enforces maintenance of properties, including maximum allowed weed/growth height of no greater than 8 inches. Those properties found to be in violation and do not comply with Village warnings are forwarded to the Village-hired landscaping contractor for cutting. If you wish to be awarded abatement contract with the Village of Lake Zurich, please submit proposals via mail to:

Sarosh Saher, Community Development Director

Community Services Facility

505 Telser Road

Lake Zurich, IL 60047

Sealed proposals may be either mailed or hand delivered. If the proposal is sent by mail, the vendor shall be responsible for actual delivery of the proposal to the proper office before the deadline. All proposals received after the date and time specified will be rejected. Faxed and emailed responses will not be accepted – **all faxes and emailed responses received will be rejected.**

SUBMISSION REQUIREMENTS.

All proposals must include:

- 1) **Timeframe:** The typical timeframe expected, from time we advise contractor of request to cut, to cut completion.
- 2) **Fee Schedule:** The fee schedule must include unit cost for cutting lots as follows. The unit in this case is land area measured in one-half (½) acre or one acre units:
 - a. Lots less than one-half (½) acre – include cost per ½ acre.
 - b. Lots one-half (½) acre to one (1) acre – include cost per ½ acre.
 - c. Lots larger than one (1) acre – include cost per acre.

The fee schedule should include a breakdown of costs to include:

- a. Total unit cost for basic mowing services per occurrence (visit).
- b. Breakdown of the total cost inclusive of travel costs, equipment considerations, actual labor, etc.
- c. Additional items (extras) as requested and authorized by the Village to include:
 - i. Removal of rubbish, refuse and flammable materials
 - ii. Plant bed cleaning
 - iii. Bush trimming
 - iv. Other items as requested and/or authorized by the Village of Lake Zurich

- 3) **Liability Insurance:** The service provider (landscape contractor) shall, throughout the duration of the contract, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of the service provider, its agents and employees, performed in connection to this contract. The service provider must maintain the following minimum limits:
 - a. **Combined Single Limit Per Occurrence** - \$1,000,000
 - b. **General Aggregate:** - \$2,000,000
- 4) **Hold Harmless:** The service provider shall indemnify, defend, and hold harmless the Village of Lake Zurich from an against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of the service provider's performance of services under this agreement. Providers indemnification shall include any and all expenses, costs, attorney's fees and liability incurred by the Village in defending of such claims, whether the same proceed to judgements or not. Further, the Service Provider at its own expense shall, upon written request by the Village, defend any such suit or action brought against the Village of Lake Zurich.
- 5) **Billing Timeframe and Terms:** Provide the typical timeframe expected for billing information and your terms.
- 6) **Experience:** Number of years in business.
- 7) **References:** Provide a minimum of 3 references (if possible, municipal clients preferred).
- 8) **Confirmations:** Provide confirmation that no employee will engage in alcohol or illegal drug use during or prior to performing services. Secondly, provide confirmation that any damage to equipment is the sole responsibility of the service provider (landscape contractor).

AWARD OF CONTRACT

The Village will use the following criteria as the basis for evaluation of the proposals and the award recommendation:

1. Experience, resources, and qualifications of the firm.
2. Fee schedule.

CONTRACT PERIOD

The contract period shall cover the Village's requirements for weed abatement from June 1, 2020 through May 31, 2021.

SCOPE OF WORK

The contractor is responsible for furnishing all labor, methods, processes, tools, machinery, equipment, transportation and services necessary for mowing services. Such services will at a

minimum include mowing, weed-eating, edging, and either blowing, mulching or removing clippings from the property.

Additional services (extras) conducted at the request and authorization of the village may include abatement of dangerous and noxious weeds and removal of rubbish, refuse and flammable materials from the property, plant bed cleaning, bush trimming and any other work requested and/or authorized by the village.

TERMINATION OF CONTRACT

The Village of Lake Zurich retains the right to terminate the service agreement by giving ten (10) days written notice to the service provider.

CLEAN UP

All weeds, rubbish, debris and flammable materials that are ordered to be removed from parcels shall be deposited at an approved dumpsite. The service provider shall be responsible for disposal, including costs of removing all debris through the duration of the service agreement.

PROTECTION OF EXISTING IMPROVEMENTS

The service provider shall be responsible for the protection of public and private property adjacent to the work site, from damages and shall exercise all due caution to avoid damage to said property. Unless otherwise provided, the service provider shall repair or replace all existing improvements (i.e. sidewalks, driveways, fences, signs, structures, etc.) damaged as a result of their operations.