

## Executive Summary Board of Education Meeting

DATE: March 4, 2021

TOPIC: Landscaping Bid

PREPARED BY: Courtney Whited

#### Recommended for:

□ Discussion

☑ Information

Date: 3 4 21

Scott Anderson, Board President Lincolnwood School District 74

### Purpose/Background:

The Board of Education approves expenditures that are more than \$10,000. On January 14, 2021, the District provided legal notice to go out to bid for landscaping services. On January 25, 2021, the District received bids from three contractors for the 2021 and 2022 seasons. The bid documents require the bidders to complete the following services:

- · 35 weekly lawn mowing, shrub bed and tree ring maintenance
- $\cdot$  2 annual lawn weed and fertilizer applications.
- · 1 annual mulch of applicable areas

### Fiscal Impact:

Contour Landscaping
 Year 1: \$42,288 / Year 2: \$42,288 = Total \$84,576
 Fleck's Landscaping
 Year 1: \$46,439 / Year 2: \$46,439 = Total \$92,878
 ILT Vignocchi Landscaping
 Year 1: \$73,890 / Year 2: \$73,890 = Total \$147,780

Attached for review, please find the evaluation matrix used in determining the most qualified responsible bidder and the contract developed with assistance from the District's attorneys. The matrix provided for a Phase I evaluation, which required a minimum qualifying score of eight to move to the Phase II evaluation. Each bidder qualified to move to the Phase II evaluation process. The Phase II evaluation process required the administration to review six different components of each vendor's bid document and rate each component from 1 (least favorable) to 5 (most favorable). Overall, Contour Landscaping is the administrative recommendation with a score of 30 versus 27 for Fleck's Landscaping and 25 for ILT Vignocchi Landscaping. The most significant determining factors in the evaluation process was the cost and the references provided by each contractor. Legal counsel reviewed the bid from Contour, found it to be in order and cited no issues.

### Recommendation:

The Finance Committee concurs to recommend to the Board of Education to retain the services of Contour Landscaping Inc. with an annual cost of \$42,288 for both the 2021 and 2022 seasons, for a total of \$84,576.

Lincolnwood School District 74
Bidder Evaluation Process
Project: 2021 Landscape Bid

Date: January 25, 2021

# Phase I Evaluation

Must receive a minimum of eight (8) points to be evaluated for Phase II. If, less than seven points, the bidder is considered non-responsive and therefore, not qualified.

Bid Documents	ILT Vignocchi Landscaping	Fleck's Landscaping	Landscape Maintenance Services
Bid Bond	NA	NA	NA
Completed Proposal Form	1	1	1
References	1	1	1
Financials	NA	NA	NA
Qualification Statement	NA	NA	NA
Named Insurance Carrier	1	1	1
Claims/Suits (if none 1 point)	1	1	1
Bankruptcy (if none 1 point)	1	1	ב
Mandatory Site Visit	1	1	1
Pest Control License Application	1	1	1
Certification Form	1	1	1
Total	∞	000	<b>∞</b>

# **Phase II Evaluation**

Rate 1-5 (5-Excellent; 4-Very Good; 3-Good; 2-Poor; 1-Unsatisfactory)

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ILT Vignocchi Landscaping	\$147,780.00	3	3	5	5	5	5	26
Fleck's Landscaping	\$92,878.00	4	3	5	5	5	5	27
Contour Landscaping	\$84,576.00	5	5	5	5	5	5	30

Lincolnwood School District 74
Landscaping Bid Opening
Date: January 25, 2021
Time: 10:00 AM

By: Becky Allard & Jim Caldwell

Vendor	Submit	Insurance Verification	Certification Form	References Form	Applicator Licenses	Price Year One	Price Year One Price Year Two Total Price	Total Price
ILT Vignocchi Landscaping	Yes	Yes	Yes	Yes	Yes	\$73,890.00	\$73,890.00	\$147,780.00
Fleck's Landscaping	Yes	Yes	Yes	Yes	Yes	\$46,439.00	\$46,439.00	\$92,878.00
Contour Landscaping	Yes	Yes	Yes	Yes	Yes	\$42,288.00	\$42,288.00	\$84,576.00
						0.00		

# Lincolnwood School District No. 74 Bid Form – Landscape Maintenance Services 2021 – 2022

After having read all the Specifications and Instructions for Bidders, and understanding same, I hereby submit the following bid(s) for all labor, materials, tools, equipment, incidentals, and expertise necessary for the landscape maintenance needs of School District No. 74 in accordance with said Specifications:

	YI	EAR 1: April 1 December 1,		YE	AR 2: April 1 December 1,	, 2022 - 2022
	# of Times	Unit Price	Subtotal	# of Times	Unit Price	Subtotal
Lawn mowing*	35	996	34,860	35	996	34,860
Lawn weed & feed	2	1,764	3,528	2	1,764	3,528
Mulch	1	3,900	3,900	1	3,900	3,900
* including shrub bed & tree ring maintenance	Year 1	Total: \$ 42	7, 288	Year 2	Total: \$ 4	2,288

I acknowledge that the contract may be renewed for an additional two years in one-year increments (April 1, 2023, until December 1, 2023, and April 1, 2024, until December 1, 2024) and that the costs may be adjusted only in accordance with the terms of the Specifications stated in the Invitation to Bid. Should I be awarded the contract, I will enter into an agreement substantially in accordance with the Bid Specifications and subject to approval by legal counsel for School District No. 74.

Val 19	1-25-21
SIGNED	DATE
PRINT NAME OF SIGNATORY	PRINT TITLE OF SIGNATORY
CONTOUR LANDSCAPING INC.	363762 706 FEIN
3501 JARVIS ADDRESS	847-673-5149 PHONE
SKOKIE IL 60076 CITY STATE ZIP	847-673-5655 FAX
NAME OF CONTACT PERSON	CONTACT PERSON'S EMAIL

#### PLEASE INITIAL BELOW TO CONFIRM THAT:

BIDDER HAS COMPLETED THE BIDDER CERTIFICATION PAGES INCLUDED AT THE END OF THIS BID FORM.

BIDDER HAS INCLUDED THE FOLLOWING DOCUMENTATION WITH THE BID PROPOSAL:

- Letter from insurance representative certifying that the insurer has read the requirements as set forth in the General Conditions and will issue the required policies as specified in the General Requirements;
- b. Fully completed and signed originals of all Certification Forms;
- c. References Form:
- d. Copies of applicator and operator licenses for turf grass and ornamentals.

All bids are to be submitted to the following address no later than 10:00 a.m. on January 25, 2021:

ATTENTION:

Courtney Whited, Business Manager Lincolnwood School District #74 6950 N. East Prairie Rd. Lincolnwood. Illinois. 60712

Bid Specifications and Instructions and Bid Forms will be available at the above address between the hours of 8:00 a.m. and 4:00 p.m. on regular school days.

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR PARTS THEREOF WHICH ARE SEVERABLE AND RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES OR TECHNICAL DEFECTS IN BIDS OR THE BIDDING PROCESS AS WILL SERVE THE BEST INTERESTS OF THE DISTRICT AND THE RIGHT TO DISREGARD ALL NONCONFORMING, NON-RESPONSIVE, UNBALANCED OR CONDITIONAL BIDS. ALSO, THE DISTRICT RESERVES THE RIGHT TO REJECT THE BID OF ANY BIDDER WHEN THE DISTRICT BELIEVES THE BID IS NOT RESPONSIVE OR THE BIDDER IS UNQUALIFIED OR OF DOUBTFUL FINANCIAL OR TECHNICAL ABILITY OR FAILS TO MEET ANY OTHER PERTINENT STANDARD OR CRITERIA ESTABLISHED BY THE SCHOOL DISTRICT IN DETERMINING THE LOWEST RESPONSIBLE BID. THE BIDDER WAIVES THE RIGHT TO CHALLENGE THE DISTRICT'S DISCRETION IN DETERMINING THE LOWEST RESPONSIBLE BIDDER.

Note: The bid opening shall be conducted in compliance with the Governor's Disaster Proclamations and Executive Orders in response to the ongoing coronavirus pandemic. If limitations on in-person gatherings have been implemented at the time of the bid opening, each bidder may be limited in the number of individuals who may attend or the meeting may be conducted electronically. All visitors to School District buildings will be required to submit to temperature checks and symptom screenings and comply with social distancing and face covering requirements at all times, and shall certify that they have not tested positive for COVID-19 and have not been in close contact with a suspected or confirmed case of COVID-19 in the prior 14 days.

### **CERTIFICATIONS**

The undersigned hereby affirms that:

- \* He/She is a duly authorized agent of the vendor.
- \* He/She has read and agrees to the request for bids.

I certify that I am submitting the following offers as my firm's bid. I understand by virtue of executing and returning with this bid this required response form, I further certify full, complete, and unconditional acceptance of the contents of this request for bids except as noted herein.

Print Name: DAVID BISKUP Title: GENERAL MANAGER
Company Name: CONTONR LAMSCAPING INC.
Address: 3501 JAR VIS
City State ZIP: 5 Ko KZE, IL 6076 Telephone: 847-673-5149
Fax: 847-673-5655 E-Mail: DAVE G CAN CONTON. CON
Signature: Date: 1-25-21
COLLECTIVE BARGAINING
The undersigned hereby certifies that SOME OR ALL / NONE (check one) of my firm's employees are represented by an exclusive bargaining representative recognized and certified by a labor relations board. I certify that I have provided copies of all collective bargaining agreements that my firm is subject to. I further certify that I have disclosed information on all petitions for certification, decertification, or any other action pertaining to collective bargaining that are presently outstanding but have not yet resulted in a signed collective bargaining agreement.
Signature: Date: 1-75-2

### ANTI-COLLUSION CERTIFICATION OF COMPLIANCE AVID SISKUP, being first duly sworn, deposes and says: that he/she is GENERAL MANAGER of CONTOUR LANGUAGE INC. (owner, president, partner, etc.) (name of company) the party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract. Date: 1-25-21 Signature: SEXUAL HARASSMENT The undersigned hereby certifies that my firm has complied with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law. CERTIFICATE OF ELIGIBILITY TO BID CONTOUR LAND SARTY INC. (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended. Date: [-75-7] Signature:

### DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 et seq. ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

- 1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
- 2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.
- 3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.
- 4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.
- 5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.
- 6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.
- 7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For:	CONTOUR LANDSCAPTAGING	Ву:	2000-1	
	(company name)		(signature)	
lts: _	GENERAL MANAGER	Date:	1-25-21	
	(owner, president, partner, etc.)			

# Lincolnwood School District No. 74 Landscape Maintenance Services – 2021-2022 References

Bidder Name: CONTOUR LAWSCAPING INC.
Reference #1 Name: SKOKIE/MONTON GROVE SCHOOL DISTRICT #6
Contact Person: JOHN TINETTI - COORDINATOR OF BUILDINGS AND GROUNDS
Phone: 224-935-7072 Email: TINETTIDQ SKOKIE69, NET
Reference #2 Name: SULTA MOLLOY EDUCATION CENTER
Contact Person: KYLE OMAYEY - BUDDENG ENGINEER
Phone: 847-966-860 x 2508 Email: KOMALLEY & NTDSE, ORG
Reference #3 Name: MONTON GROVE SCHOOL DISTRICT 70
Contact Person: 50HNSON
Phone: 847-965-6200 Email: 550 HNSON @ MGSD 70,0RG
Reference #4 Name: SHORE COMMUNITY SERVICES
Contact Person: DEBORAH SHULRUF
Phone: 847-987-2030 X214 Email: DSHULRULG SHORE SERVICES, ORE
Reference #5 Name: CTL GROUP (PORTLAND CEMENT)
Contact Person: CRATS HOFFMAN
Phone: 847-972-3138 Email: CHOFFMAN@CILERONP.com



Corkill Insurance Agency, Inc. 25 Northwest Point Blvd., Suite 625 Elk Grove Village, IL 60007

> Phone 847-758-1000 Fax 847-758-1200

January 25, 2021

Contour Landscaping, Inc. 3501 Jarvis Avenue Skokie, IL 60076-4016

Re: Lincolnwood School District No. 74

Landscape Maintenance Services 2021-2022

### To Whom It May Concern:

As the agent of Contour Landscaping, I confirm that they will be able to meet all insurance requirements of the contract for Lincolnwood School District No. 74 – Landscape Maintenance Services 2021-2022. If you have any questions, or if I can be of further service, please call. Thank you for allowing Corkill Insurance Agency to service your insurance needs.

Sincerely,

Matthew Wadley Account Manager

MWADLEY

### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS TIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES \_OW. 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 have ADDITIONAL INSURED provisions or be endorsed.

Cork	UCER ill Insurance Agency orthwest Point Blvd., Ste 625 Brove Village, IL 60007			CONTACT NAME: PHONE (A/C, No, Ext): (847) 7 E-MAIL ADDRESS:	758-1000	FAX No): (8	47) 758-	1200
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INSU	DEN			INSURER B : IMT Ins	urance Cor	mpany	142	257
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	3501 Jarvis Avenue			INSURER D :				
	Skokie, IL 60076-4016			INSURER E :				
				INSURER F:				
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ACORD 25 (2016/03)

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• View up to date information on how Illinois is handling the Coronavirus Disease 2019 (COVID-19) from the State of Illinois Coronavirus Response Site (https://coronavirus.illinois.gov/)

AGR (/sites/agr/Pages/default.aspx) Pesticides (/sites/agr/Pesticides/Pages/default.aspx)

### Licensee

### Licensee

**Full Name** 

**SCOTT SCHOELLER** 

License No

CA32908

License Type

COMMERCIAL APPLICATOR

**Expiration Date** 

12/31/2021 12:00 AM

**Categories** 

General Standards, Ornamental, Turf, Aquatic

## Company

Company Name

CONTOUR LANDSCAPING INC

**Address** 

3501 JARVIS AVE SKOKIE Illinois, 60076 County

Cook

### PESTICIDES (/SITES/AGR/PESTICIDES/PAGES/DEFAULT.ASPX)

Pesticide Use and Regulation (/sites/agr/Pesticides/Pages/Pesticide-Use-And-Regulation.aspx)

Certification and Licensing (/sites/agr/Pesticides/Pages/Certification-and-Licensing.aspx)

Dicamba (https://www2.illinois.gov/sites/agr/Pesticides/Pages/Dicamba.aspx)

Dicamba FAQ (/sites/agr/Pesticides/Pages/DicambaFAQ.aspx)

DriftWatch (https://il.driftwatch.org)

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Pesticide Use and Misuse (/sites/agr/Pesticides/Pages/Pesticides-Uses-Misuses.aspx)

Pesticide Misuse Complaint Form

(/sites/agr/Pesticides/Documents/pesticidemisusecomplaintform.pdf)

Aerial Pesticide Application Questions and Answers (/sites/agr/Pesticides/Pages/Aerial-Pesticide-Application-Q-A.aspx)

Agrichemical Facilities Containment Program

(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Facilities-Containment-Program.aspx)

Containment Requirements for "On-farm" Agrichemicals

(/sites/agr/Environment/Agrichemicals/Pages/containment-requirements-for-the-on-farm-storage-of-agrichemicals.aspx)

Agrichemical Container Recycling Program

(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Container-Recycling-Program.aspx)

Pesticide Clean Sweep Program (/sites/agr/Pesticides/Pages/Pesticide-Clean-Sweep-Program.aspx)

**Groundwater Monitoring Well Network** (/sites/agr/Environment/Groundwater/Pages/default.aspx)

### **Contact Information**

Springfield, IL 62702-1813

Illinois Department of Agriculture State Fairgrounds 801 E. Sangamon Ave

Agency Directory (https://cmsapps.illinois.gov/TeleDirectory)

Program Directory (/sites/agr/Pages/Programs.aspx)



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