



Executive Summary Facilities Committee Meeting

DATE: February 18, 2025

TOPIC: Landscaping Maintenance Bid 2025-26, 2027, 2028

PREPARED BY: Courtney Whited and Jim Caldwell

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The Board of Education approves contracts and expenditures over \$10,000.

On January 16, 2025, the District provided legal notice in *The Lincolnwood Review* to bid for landscaping services. Contour Landscaping, Inc. was the only company that attended a mandatory site visit on January 24, 2025. Contour followed up with a bid packet submitted on time for the February 4th bid opening.

The specifications required the bidders to complete the following base-level services during the 2025 and 2026 seasons with the option to extended over the course of two (2) additional seasons, 2027 and 2028:

- 35 weekly lawn mowings, shrub bed and tree ring maintenance
- 2 annual lawn weed and fertilizer applications.
- 1 annual mulch of applicable areas

Attached for review, please find the bid evaluation matrix, bid tabulation, Contour's bid form, and the instructions to bidders.

The matrix provided two phases of evaluation. Aside from being the sole bidder, Contour Landscaping, Inc. is the administrative recommendation with a favorable evaluation score of 26 points out of a possible 26 points available.

Legal counsel reviewed the bid packet from Contour, found it to be in order, and cited no issues.

Fiscal Impact:

\$78,888.00 (Year 1: \$39,444 + Year 2: \$39,444 which is a 6.7% annual decrease on prior year)

The District paid Contour Landscaping, Inc. a base of \$42,288 for April-November 2024 Landscaping Maintenance Services.

Recommendation:

The Facilities Committee concurs with the Administrative recommendation to the Board of Education to approve the bid from Contour Landscaping, Inc. for 2025-2026 Seasonal Landscaping Maintenance in the amount of \$78,888.00 with the option to renew in 2027 and 2028.