



## Executive Summary Board of Education Meeting

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DATE: March 6, 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** (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 a single year between April-November 2024 Landscaping Maintenance Services.

**Recommendation:**

The Facilities Committee members in attendance stated their support of the Administration's 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 with the option to renew in 2027 and 2028.