

**Item #5:  
Resolution Awarding Landscape Maintenance Contract**

VILLAGE OF LONG GROVE  
RESOLUTION NO. 2015-R-\_\_

**RESOLUTION AWARDING A CONTRACT FOR  
VILLAGE LANDSCAPE MAINTENANCE SERVICES**

**WHEREAS**, The Village Manager solicited quotes for landscape maintenance services on Village property, including without limitation the Village Hall property, village parking lots, areas adjacent to public rights of way, and certain median areas in the Village ("***Landscape Maintenance***") from eighteen (18) landscaping companies; and

**WHEREAS**, The Village posted public notice requesting Landscape Maintenance bids in the Daily Herald, at the Village Hall (3110 Old McHenry Road) and on the Village's Web Page on March 2, 2015; and

**WHEREAS**, quotes from two (2) companies for Landscape Maintenance services were received on April 6, 2015, one of which was Milieu Design Inc.; and

**WHEREAS**, The Village Manager confirmed that the Landscape Maintenance quote from Milieu Design Inc. was comparable to the contract amount from prior years and less than the other landscaping company that submitted a quote; and

**WHEREAS**, the Village Manager has reviewed the proposals received and determined that the proposal of Milieu Design Inc. was the most favorable to the interests of the Village; and

**WHEREAS**, the Village Manager has recommended that the Village approve a proposal for the landscape maintenance of village-owned properties from Milieu Design Inc. in an amount of \$18,800.00 (the "***Recommended Proposal***") for the 2015 season, which Recommended Proposal is attached to this Resolution as Exhibit A; and

**WHEREAS**, the President and Board of Trustees, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the Recommended Proposal;

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1: Recitals.** The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

**Section 2: Award.** The Village of Long Grove hereby approves the Recommended Proposal and awards the contract for Landscape Maintenance ("**Contract**") to Milieu Design Inc., for the Recommended Proposal for a total amount not to exceed \$18,800.00 for the 2015 Season, with options to extend to 2016 for \$19,200.00 and 2017 for \$19,500.00, as detailed in the Contract, and conditioned upon the receipt of all contractually required documentation and such other additional information that may be requested by the Village Manager in accordance with the Contract that is acceptable to the Village of Long Grove. To the extent that there are any variances in the Recommended Proposal or the bidding process, the Village Board finds those variances nonmaterial.

**Section 3: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 14<sup>th</sup> day of April, 2015.

AYES: ( ) Trustees:

NAYS: ( ) None

ABSENT: ( ) Trustees

APPROVED this 14<sup>th</sup> day of April, 2015.

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Village President Angela Underwood

ATTEST:

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Village Clerk Heidi Locker-Scheer

**EXHIBIT A**  
**The Recommended Proposal**  
**(Milieu Design, Inc.)**

<b>2015 LANDSCAPE MAINTENANCE PROPOSAL SUMMARY</b>									
	ROW Mowing	Village Hall	IL 83 Water Plant	Parking Lots	Median Mowing	Dickson Deck	TOTAL 2016	TOTAL 2016	TOTAL 2017
Base Bid 2015									
Milieu Design	\$5,500	\$1,900	\$800	\$2,500	\$7,500	\$600	\$18,800	\$19,200	\$19,500

DRAFT

**BID FORM – LANDSCAPING MAINTENANCE**

BID TO: Village of Long Grove  
3110 RFD  
Long Grove, IL 60047

DATE: March 16, 2015

BID FROM: Milieu Design LLC  
Name  
48 E Hintz Rd, Wheeling, IL 60090  
Address, Town, Zip Code

**THE UNDERSIGNED**

1. Acknowledges receipt of Addenda:  
  
No. \_\_\_\_\_, dated \_\_\_\_\_  
  
No. \_\_\_\_\_, dated \_\_\_\_\_  
  
No. \_\_\_\_\_, dated \_\_\_\_\_
2. Agrees:
  - A. That this bid shall be good and may not be withdrawn after the scheduled closing time for receiving bids.
  - B. To accept the provision of the Instructions to Bidders regarding disposition of bid deposit.
  - C. To enter into and execute a contract with the Village of Long Grove if awarded on the basis of this bid, and in connection therewith to:
    1. Furnish all Bonds and Insurance required by the Bidding Document.
    2. Accomplish the work in accordance with the Contract.
    3. Complete the work within the Contract Time herein specified.
3. Contract Time: The successful bidder shall complete all the work required by the contract during the period of time between May 1<sup>st</sup> and October 31<sup>st</sup>.
4. The Village of Long Grove reserves the right to reject any and all bids for any reason and to reject the bid of any person or firms who, in its opinion, have not had sufficient experience in the type of work on which they are bidding, or who is not provided with the necessary capital, materials, machinery and personnel, including supervisory personnel to execute the work to be contracted.

**BASE BID – LANDSCAPING MAINTENANCE**

**LUMP SUM – Base Bid:** Shall include all labor, materials and equipment required to perform all work outlined in the contract documents and specifications. Item description corresponds with the Location Map included in these contract documents.

ITEM DESCRIPTION	AMOUNT
1. Village Public Right-of-Way Ponds and Shrubbery	\$ <u>5,500</u>
2. Village Office and Hall Landscape	\$ <u>1,900</u>
3. Village Water Treatment Plant & Reservoir	\$ <u>800.00</u>
4. Village (Municipal) Party Facilities & Old Millinery Road Median	\$ <u>2,500</u>
5. IL Rt. 83 & IL Rt. 22 Median	\$ <u>7,500</u>
6. Dickson Deck & Trail Landscape	\$ <u>60,000</u>

**TOTAL BASE BID – 2015 LANDSCAPING MAINTENANCE**

Bidder agrees to perform all construction, exclusive of Alternate Bids, as set forth in the bidding documents for:

The sum of eighteen thousand eight hundred and 00/100 (\$ 18,800.00) Dollars.

**ALTERNATE BIDS – LANDSCAPING MAINTENANCE**

In the event that work shown or specified under any of the various Alternatives is accepted and incorporated into the contract, add to the Base Bid the sum of:

<u>ITEM</u>	<u>AMOUNT</u>
A. Landscaping Maintenance Bid for the 2016 Season (To be exercised at the option of the Village of Long Grove)	\$ <u>19,200.00</u>
B. Landscaping Maintenance Bid for the 2017 Season (To be exercised at the option of the Village of Long Grove)	\$ <u>19,500.00</u>
D. Turf Fertilization	
Village Office & Hall	\$ <u>125</u>
Route 83 Medians	\$ <u>1050</u>
TOTAL	\$ <u>1175</u>
E. Turf Aeration :	
Village Office & Hall:	\$ <u>125</u>
TOTAL	\$ <u>125</u>
F. Watering of Trees:	
Routes 83 & 22 Medians	\$ <u>Hourly Rate = \$65/hr. Not to exceed \$650</u>
TOTAL	\$ <u>\$650</u>
G. Mulching around trees (all planting beds and tree bases shall be mulched to a depth of 3"):	
Village Hall Office and Hall	\$ <u>400</u>
Municipal Lots	\$ <u>3300</u>
Route 83 & 22 Medians	\$ <u>2700</u>
TOTAL	\$ <u>6400</u>

G. Removal and herbicide of non-native plants (Buckthorn and Teasel):

*Fee for 1 mile = \$1200  
includes herbicide,  
removal, & disposal*

Dickson Deck & Trail	\$ _____
Route 83 & Route 22 ROW	\$ _____
Old McHenry Road ROW	\$ _____
TOTAL	\$ _____

The Village reserves the right to accept any and all alternates in combination. Each bidder will be evaluated equally, based on the combination selected to determine the lowest bidder.

## UNIT COST BID

During the course of the season it may become necessary to perform extra work. Unit cost labor, material and equipment shall be applied when extra work is performed (compliance with Prevailing Wage Rates is required).

	<u>ITEM</u>	<u>UNIT COST</u>
a.	Laborer	\$ <u>37</u> /hr
b.	Foreman	\$ <u>45</u> /hr
c.	Pick-up Truck	\$ <u>45</u> /hr
d.	One Ton Dump Truck	\$ <u>55</u> /hr
e.	Front-end Loader	\$ <u>95</u> /hr
f.	Back-hoe	\$ <u>125</u> /hr
g.	Crawler loader	\$ <u>150</u> /hr
h.	Crawler dozer	\$ <u>200</u> /hr
i.	#2 Torpedo sand	\$ <u>50</u> /cu. yd.
j.	Limestone screenings	\$ <u>80</u> /cu. yd.
k.	CA-6 Granular stone	\$ <u>40</u> /cu. yd.
l.	Seeding	\$ <u>10</u> <del>sq.</del> /cu. yd.
m.	Overseeding	\$ <u>6</u> <del>sq.</del> /cu. yd.
n.	Shredded wood bark mulch	\$ <u>45</u> /cu. yd.
o.	Black dirt	\$ <u>40</u> /cu. yd.
p.	Excelsior blanket	\$ <u>20</u> /sq. yd.
q.	Aeration per acre	\$ <u>500</u>
r.	Slit seeding per acre	\$ <u>700</u>
s.	Soil analysis	\$ <u>125</u>

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within ten (10) days.

RESPECTFULLY SUBMITTED, signed and sealed this 2 day of April, 2015.

Name of Bidder: Milieu Design LLC

Address: 48 E Hantz Rd  
Wheeling, IL 60090

Telephone No. 847-465-1160

State of registration or incorporation (if applicable): Illinois

Signature: D.V. Zil

Title: General Manager

Corporations must attach a certified copy of a resolution evidencing the authority of the person signing this bid to do so.

SUBSCRIBED AND SWORN BEFORE ME -OR-  
this 2nd day of APRIL, 2015

(IF A CORPORATION):

Jacqueline M. Polen

(SEAL)

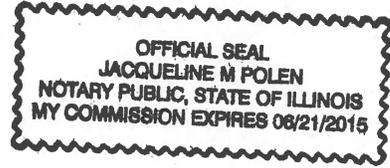
Notary Public  
MY COMMISSION EXPIRES:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Secretary



**CONTRACT**

1. This agreement, made and entered into this 2 day of April, 2015 between the Village of Long Grove, acting by and through its President and Village Clerk and Milieu Design LLC.
2. That for and in consideration of the payments and agreements mentioned in the Village of Long Grove Specifications and Contract Documents for Landscaping Maintenance attached hereto, Milieu Design LLC agrees with the Village of Long Grove and his/their own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms as such Village of Long Grove Specifications and Contract Document for Landscaping Maintenance attached hereto, for the year 2015.
3. It is understood and agreed that the Village of Long Grove Specifications and Contract Document for Landscaping Maintenance for the year ended October 31, 2015, hereto attached, prepared by the Village of Long Grove, are essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

**VILLAGE OF LONG GROVE**

By: \_\_\_\_\_  
Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk

**IF A CORPORATION:**

CORPORATE NAME:  
Milieu Design LLC *[Signature]*

By: \_\_\_\_\_  
Its \_\_\_\_\_

**IF AN INDIVIDUAL:**

\_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public  
MY COMMISSION EXPIRES: \_\_\_\_\_

\*\*\*\*\*

**IF A PARTNERSHIP:**

PARTNERS DOING BUSINESS UNDER THE  
NAME OF: Milieu Design LLC

By: Ben V. Fuhr  
Its General Manager

SUBSCRIBED AND SWORN BEFORE ME  
this 2nd day of APRIL, 2015

Jacqueline M. Polen  
Notary Public  
MY COMMISSION EXPIRES: 6/21/15



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**CONTRACTOR'S CERTIFICATION – BID PROPOSAL**

Milieu Design, LLC, as part of its bid on a contract for  
(Name of Contractor)

Landscaping Maintenance to the Village of Long Grove, Illinois hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33-3 or 5/33 E-4.

By: [Signature]  
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

this 2nd day of APRIL, 2015

My commission expires: 06/21/15  
[Signature]  
Notary Public



# Milieu Design LLC

## REFERENCES

Please submit at least four (4) references for similar type projects completed within the past two years.

Company Village of Mt. Prospect Contact Person Victor Pierce  
Phone # 847-870-5640 Project Value \$ 110,000

Company Prospect Heights School District 23 Contact Person Ron DeGeorge  
Phone # 847-870-3850 Project Value \$ 25,000

Company Village of Vernon Hills Contact Person Josh Hansen  
Phone # 847-367-3726 Project Value \$ 55,000

Company Village of South Elgin Contact Person Shane Hamilton  
Phone # 847-774-0380 Project Value \$ 80,000

Company Village of Barrington Contact Person Mike Puplava  
Phone # 847-304-3460 Project Value \$ 4000



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/29/2015

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 Market Financial Ltd 240 Commerce Drive  Crystal Lake IL 60014	CONTACT NAME: Laura Barker	
	PHONE (A/C No. Ext): (815) 459-3300	FAX (A/C No): (815) 459-3360
E-MAIL ADDRESS: lbarker@marketfinancialgrp.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Acuity		14184
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 15-16 Master 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		X61498	2/1/2015	2/1/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
A	AUTOMOBILE LIABILITY		X61498	2/1/2015	2/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> AUTOS				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						Underinsured motorist BI split \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		X61498	2/1/2015	2/1/2016	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X61498	2/1/2015	2/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Proof of Coverage Only  
SAMPLE

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

James Drost/LEARK

ACORD 25 (2010/05)

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