

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

To: Scott Niehaus, Village Manager

Through: Carl S. Goldsmith, Director of Public Works *g*

From: Tom Ellis, Operations Superintendent, Public Works *TE*

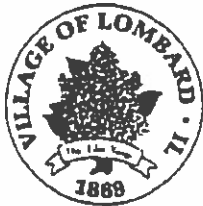
Date: September 21, 2016

Subject: Parking Lot Snow Removal Contract Renewal

The Village of Lombard opened bids for Parking Lot Snow Removal on October 2, 2015. The lowest responsible bid was received from Kozak Custom Landscaping. The Village of Lombard's current Parking Lot Snow Removal contract expired May 31, 2016. We have valued the level of service and commitment Kozak Custom Landscaping has provided to the Village of Lombard over the past year. The Village would like to exercise the option of extending the contract for an additional year under the current contract terms and conditions as specified in Contract document PWO-1518. The extension would be in effect from 12:01 a.m. November 15, 2016 until 12:00 midnight, May 31, 2017.

The FY16-FY17 budget includes \$15,000.00/year for this service through accounts 101.270.310.75770 and 530.810.110.75610

Staff recommends approving the Parking Lot Snow Removal contract extension with Kozak Custom Landscaping. Please present this item to the Board of Trustees at the October 6, 2016 meeting for their approval.



VILLAGE OF LOMBARD
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August 24, 2016

Mr. Dave Draniczarek
Kozak Custom
(708) 268-1733
dave@kozakcustom.com

RE: Parking Lot Snow Removal Contract Extension

Dear Mr. Draniczarek:

The Village of Lombard's current Parking Lot Snow Removal Contract expired May 31, 2016. We have valued the commitment and excellent service Kozak Custom Landscaping has provided the village this past season. The Village would prefer to exercise the option of extending the current Parking Lot Snow Removal Contract, effective from June 1, 2016 at 12:01 a.m. until 12:00 midnight, May 31, 2017 under the same terms, conditions, and unit pricing as specified in your optional second year bid proposal in Contract Document Number PWO-15-18.

Should you agree with this request, please sign and seal your acceptance of the above conditions and contract and return two (2) original documents for our records.

Accepted this 13 day of September, 2016
Individual or Partnership Corporation X.

[Signature]
By

President
Position/Title

By

Position/Title

Kozak Custom Landscaping

Sincerely,

[Signature]

Tom Ellis
Operations Superintendent