## VILLAGE OF LOMBARD REQUEST FOR BOARD OF TRUSTEES ACTION

## For Inclusion on Board Agenda Bids and Proposals

TO :	President and Village Board of Trustees				
FROM :	Scott Niehaus, Village Mar	nager			
DATE :	<u>September 21, 2016</u>	Agenda Da	te: October 6, 2	2016	
TITLE :	Parking Lot Snow Removal Contract Extension				
SUBMITTED BY:	Tom Ellis, Operations Superintendent, Public Works				
RESULTS:	I' I - 1 C - 1 1 C 0015	Di Lite Ci	10.1	2.0045	
Date Bids Were Published Sept. 16, 2015 Bidding Closed October 2, 2015					
Total Number of Bio					
	dders Meeting Specification			444	
Bid Security Requir		XYes		_No	
Performance Bond		Yes	X	_No	
Were Any Bids Wit	hdrawn	Yes	X	_No	
Explanation:					
Waiver of Bids Requested? Yes X No					
If yes, explain:					
See attached memo.					
Award Recommended to LowestXYesNo					
Responsible Bidder?					
If no, explain:					
See attached memo.					
FISCAL IMPACT:					
Amount of Award \$15,000 - 101,270.310.75770(\$2,500), 530.810.110.75610(\$12,500)					
	ECOMMENDATION:				
See attached memo.					
Has Recommended	Bidder Worked for Village	Previously	_X_Yes	No	
If yes, was quality of work acceptable X Yes No					
	ordance with Public Act 85-	1295?	X Yes	 No	
Waiver of bids - Pul	blic Act 85-1295 does not ap	ply	Yes		
REVIEW (as needed	l):				
Village Attorney XX			Date		
	(		Date		
Village Manager XX			Date		

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

From: Tom Ellis, Operations Superintendent, Public Works

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 12:01a.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

255 E. Wilson Ave. Lombard, Illinois 60148-3926 (630) 620-5700 Fax (630) 620-8222 www.villageoflombard.org

August 24, 2016

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

RE: Parking Lot Snow Removal Contract Extention

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	SEPTEMBEL , 2016
Individual or Partnership	Corporation x.
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Ву	Position/Title
Ву	Position/Title
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Kozak Custom Landscaping

Sincerely,

Tom Ellis

**Operations Superintendent**