

Item #2:
Res. Extending Village Landscaping Maintenance Agreement
With Milieu Design

**VILLAGE OF LONG GROVE
RESOLUTION NO. 2020-R-__**

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

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

WHEREAS, in 2015, 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 the Village Manager recommended approval of a contract with Milieu Design Inc., 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; and

WHEREAS, in 2015, the President and Board of Trustees approved the recommended contract with Milieu, and the Village Manager thereafter approved the options to extend the contract for 2016 and 2017; and

WHEREAS, in 2018 Milieu Design Inc. offered to extend the contract to 2018 with an option for the Village to further extend the contract to 2019 at the 2017 price of \$19,500.00; 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 recommended approval of the contract extension with Milieu Design Inc., for a total amount of \$19,500.00 for the 2018 Season and an option to extend to 2019 for \$19,500.00; and

WHEREAS, in 2018, the President and Board of Trustees approved the contract with Milieu for the 2018 Season with an option to extend to 2019; and

WHEREAS, the Village Manager approved the option to extend the contract for 2019; and

WHEREAS, in 2020 Milieu Design Inc. submitted a proposal to the Village, a copy of which is attached hereto as Exhibit A (the "**Proposal**") to extend its prior contract with the Village to the 2020, 2021, and 2022 seasons, with an option for the Village to elect to extend the contract to 2023, at the 2019 price of \$19,500.00 per year, including expanded services for mowing along Old McHenry Road and Robert Parker Coffin Road throughout Downtown Long Grove and an additional commitment to rinse all mower decks (tops and bottoms) to remove any invasive plant seeds such as Teasel prior to mowing in Long Grove (collectively, the "**Expanded Landscape Services**"); and

WHEREAS, the Village Manager has confirmed that the Proposal for the Expanded Landscape Services is comparable to the contract amount from prior years and has recommended approval of the Proposal; 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 Proposal as recommended by the Village Manager;

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 Proposal and awards a contract for the Expanded Landscape Services ("**Contract**") to Milieu Design Inc. in a total amount not to exceed \$19,500.00 per year for the 2020, 2021, and 2022 seasons, with an option for the Village to elect to extend the Contract to 2023 for \$19,500.00, as further detailed in the Proposal, 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.

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 10th day of March, 2020.

AYES: () Trustees:

NAYS: ()

ABSENT: ()

APPROVED this 10th day of March, 2020.

Bill Jacob, Village President

ATTEST:

Amy Gayton, Village Clerk

EXHIBIT A
Recommended Proposal
(Milieu Design, Inc.)



MILIEU

LANDSCAPING

48 E. Hintz Rd.
Wheeling, IL 60090
Office: 847-465-1160 Fax: 847-465-1159
Email: hello@milieuland.com
Website: <http://milieuland.com>

February 26, 2020

Mr. David A. Lothspeich
Village Manager
Village of Long Grove

Subject: 2020-2022 Village of Long Grove Landscape Maintenance (with Village Option for 2023)

Dear Mr. Lothspeich:

Milieu Design appreciates the opportunity to propose our landscape services to the Village of Long Grove. We appreciate the years of patronage. Our commitment is to continue as a good steward of the Village's property and financial resources.

To that end, we are proposing to continue in 2020-2022 at 2019 prices (see attached). Moreover, we are extending the Village of Long Grove the option to renew services in 2023 at 2019 prices. Kindly see the attached. Moreover, this continuation includes the expanded services for the mowing in the downtown along Old McHenry Road (School south to Archer Road) and Robert Parker Coffin Road (Archer Road to Covered Bridge).

Additionally, Milieu will commit to the mower decks (tops and bottoms) will be rinsed down prior to working in Long Grove to remove invasive Teasel and other seeds and to reduce their spreading.

Relevant to your evaluation, please consider the following attributes of Milieu:

- Celebrating 33 years of providing landscape services.
- Extensive list of municipal landscape references (Wheeling, Niles, Ela Township, Glencoe, Arlington Heights).
- Milieu's drivers and operator are all vetted by our insurance carrier for excellent driving records.
- Safety training is a weekly occurrence.
- All work for the Village of Long Grove will be performed by Milieu employees (no subcontractors).
- All Milieu vehicles are tracked via a web based GPS system.
- Servicing the Village of Long Grove from our 3 landscape yards (Wheeling, Wauconda, & Elgin).
- 25 landscape maintenance crews, extensive mowing equipment.
- Horticulturists, licensed pesticide applicators, masons, landscape designers, landscape architects.
- Direct involvement and supervision of the Village by Milieu ownership. GM of Milieu is a Long Grove resident.

Thank you for your consideration.

Brian V. Frank

Brian Frank
President
Enclosure (previous contract)



MILIEU

LANDSCAPING

48 E. Hintz Rd.
Wheeling, IL 60090
Office: 847-465-1160 Fax: 847-465-1159
Email: hello@milieuland.com
Website: <http://milieuland.com>

March 6, 2018

Mr. David A. Lothspeich
Village Manager
Village of Long Grove

Subject: 2018 Village of Long Grove Landscape Maintenance (with Village Option for 2019)

Dear Mr. Lothspeich:

Milieu Design appreciates the opportunity to propose our landscape services to the Village of Long Grove. We appreciate the years of patronage. Our commitment is to continue as a good steward of the Village's property and financial resources.

To that end, we are proposing to continue in 2018 at 2017 prices (see attached). Moreover, we are extending the Village of Long Grove the option to renew services in 2019 at 2017/2018 prices. Kindly see the attached. Relevant to your evaluation, please consider the following attributes of Milieu:

- Celebrating 31 years of providing landscape services.
- Extensive list of municipal landscape references (see attached).
- Milieu's drivers and operator are all vetted by our insurance carrier for excellent driving records.
- Safety training is a weekly occurrence.
- All work for the Village of Long Grove will be performed by Milieu employees (no subcontractors).
- All Milieu vehicles are tracked via a web based GPS system.
- Servicing the Village of Long Grove from our 3 landscape yards (Wheeling, Wauconda, & Elgin).
- 25 landscape maintenance crews, extensive mowing equipment.
- Horticulturists, licensed pesticide applicators, masons, landscape designers, landscape architects.
- Direct involvement and supervision of the Village by Milieu ownership.

Thank you for your consideration.

Brian V. Frank

Brian Frank
General Manager/Owner

03022015

**PUBLIC NOTICE
VILLAGE OF LONG GROVE, ILLINOIS**

**NOTICE OF REQUEST FOR BIDS
FOR ROADWAY/PARKING LOT LANDSCAPE MAINTENANCE & MOWING
FOR THE VILLAGE OF LONG GROVE**

PUBLIC NOTICE IS HEREBY GIVEN that the Village of Long Grove is seeking bids for Landscaping Maintenance & Mowing for year 2015, with options for years 2016 and 2017.

Please refer to the details request for bids and respond as outlined. The deadline for the submission of proposals is no later than 1:00 p.m. on Monday, April 6, 2015. Please submit three (3) hard copies and an electronic version of your bid to Village Manager David Lothspeich at 3110 RFD, Long Grove, Illinois 60047 (dlothspeich@longgrove.net).

It is expected that several firms may be selected for interviews before a final selection is made. The final selection will be made by the Village President and Village Board.

If you have any questions regarding this request, please contact Village Manager David Lothspeich at 847-634-9440 or dlothspeich@longgrove.net. Your attention to this matter is greatly appreciated.

David A. Lothspeich
Village Manager
Village of Long Grove
847-634-9440
dlothspeich@longgrove.net

Proposed Continuation in 2018
at 2017 prices. With Village
option to continue @ 2017 prices
in 2019.

847-465-1160

Milieu Design LLC
48 E. Hartz Rd
Wheeling, IL 60090

B. V. Fehr
3/6/18

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>	BVF 3/6/18 2018 Price 2019 Price at Village Option
	\$ <u>19,500</u>	
	\$ <u>19,500</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>	

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> sq /cu. yd.
m.	Overseeding	\$ <u>6</u> sq /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: O.V. Zol

Title: General Manager

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

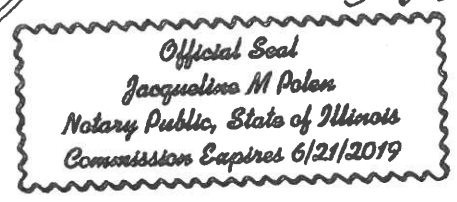
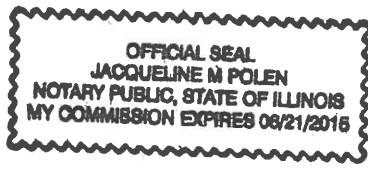
SUBSCRIBED AND SWORN BEFORE ME -OR-
this 2nd day of APRIL, 2015

(IF A CORPORATION):

(SEAL)

Jacqueline M. Polen
Notary Public
MY COMMISSION EXPIRES:

ATTEST:
Jacqueline M. Polen
Secretary 3-6-2018



O.V. Zol 3/6/2018

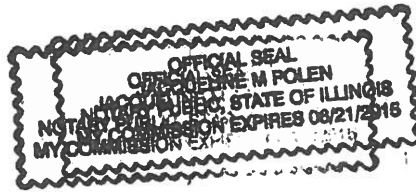
IF A PARTNERSHIP:

PARTNERS DOING BUSINESS UNDER THE
NAME OF: Milieu Design LLC

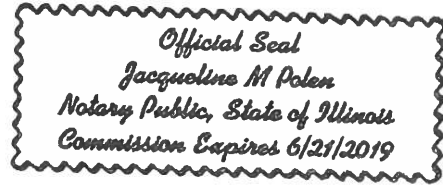
By: Ben V. Felt
Its General Manager

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

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



Jacqueline M. Polen
3/6/2018



Ben V. Felt
3/6/2018

CONTRACTOR'S CERTIFICATION – BID PROPOSAL

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

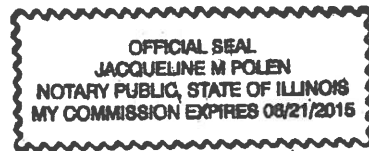
Landscaping Maintenance to the Village of Long Grove, Illinois hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33-3 or 5/33 E-4.

By: *O.B.V. Zyl*
Authorized Agent of Contractor

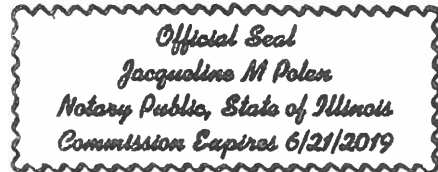
SUBSCRIBED AND SWORN BEFORE ME

this 2nd day of APRIL, 2015

My commission expires: 6/21/15
Jacqueline M. Polen
Notary Public



Jacqueline M. Polen
3-6-2018



O.B.V. Zyl
3/6/2018

**VILLAGE OF LONG GROVE
MAINTENANCE & MOWING SPECIFICATIONS**

1. Village Public Right-of-Way Roadside and Shoulder
2. Village Office and Hall Landscape
3. Village Water Treatment Plant & Reservoir Landscape
4. Village Municipal Parking Facilities & Old McHenry Road Median
5. IL Route 83 & IL Route 22 Median Landscape
6. Dickson Deck and Trail Landscape



**VILLAGE PUBLIC RIGHT-OF-WAY
ROADSIDE AND SHOULDER MOWING**

1. The designated areas for mowing of public right-of-way roadsides and shoulders are outlined on a Village map described as "Roadside and Shoulder Mowing."
2. The required equipment for performing roadside and shoulder mowing shall include mowers attached to the side of the motorized equipment and avoids any motorized equipment from traveling on the shoulders or in the ditches being mowed.
3. Mowing shall include a minimum of two passes six feet wide cutting all vegetation to a height not to exceed six inches.
4. Intersections shall have all radii mowed three to four passes or until a satisfactory line of sight has been achieved as approved by the Village.
5. There should be a minimum of four mowings per season as designated by the Village Manager or his representative.

↓
Prior year - 6 mowings



**VILLAGE OFFICE AND HALL
LANDSCAPE MAINTENANCE
PROPOPSAL**

1. The area of maintenance includes in and around all of the buildings and facilities at the Village Office and Hall, 3110 RFD, Old McHenry Road, Long Grove, Illinois 60047. This area also includes the field around the Archer Schoolhouse. Also included is weeding of "Afternoon in the Park" statue area on Old McHenry Road across from the Village Tavern.
2. The area of maintenance shall include along the driveway from Old McHenry Road to the office and hall, as well as the path system on the property.
3. Edging around all buildings, flagpole, mulched landscaping and other such structures shall be part of the maintenance.
4. The grass areas are to be mowed to a normal height between two and three inches.
5. There shall be a minimum of twelve maintenance operations per season (one every two weeks starting May 1st and ending approximately October 31st).



**VILLAGE MUNICIPAL PARKING FACILITIES
AND
OLD McHENRY ROAD MEDIAN
PROPOSAL**

1. The area of landscape maintenance includes the two municipal parking facilities in the Historic Business District called Archer and Stempel Municipal Parking Facilities, the grass area in front of the Garden Club landscape area at the entrance of Archer Municipal Parking Facility off Robert Parker Coffin Road, the median on Old McHenry Road from Route 53 to the northwest approximately 300 feet and walkway path at Archer parking lot, south of Robert Parker Coffin Road to the parking lot area next to the Artisan building.
2. Edging around all planter areas and sidewalks.
3. The grass areas to be mowed to a normal height between two and three inches.
4. There shall be a minimum of twelve maintenance operations (one every two weeks starting May 1st and ending approximately October 31st).
5. Grass clippings shall not be blown onto, or otherwise deposited, onto the road pavement.

- No Weeds of Beds



**IL ROUTE 83 & IL ROUTE 22 MEDIAN & RIGHT-OF-WAY
LANDSCAPE MAINTENANCE
PROPOSAL**

1. The designated area for landscape maintenance is the Route 83 median and right-of-way (turf areas extending approximately 12' from curb on both sides of Route 83) (turf areas extending approximately 12' from curb on both sides of Route 83) from Route 53 to Osage Lane. The Route 22 median and right-of-way from Tall Oaks Drive to Stonehaven Drive and from IL 83 to Hampton Drive.
2. Edging and mowing the grass areas of the median and right-of-way in and around the trees, bushes and beds of perennials. In the spring, the mowing and edging is to avoid cutting of the clusters of daffodil plants until approximately June 15th or upon direction of the Village Superintendent.
3. Edging to include the grass and weeds growing between the curb and concrete that occasionally appears at the intersections.
4. Mowing shall be at a height of four to six inches.
5. Occasional trimming of bushes and trees where dead material occurs or trunk suckers on trees begin to grow.
6. The mowing equipment may be a tractor with mower behind.
7. There shall be a minimum of twelve maintenance operations per season (one every two weeks starting May 1st and ending approximately October 31st).
8. Grass clippings shall not be blown onto, or otherwise deposited, onto the road pavement.



SPECIFICATIONS BASE BID

- All landscape beds to be weeded and all litter and debris removed.
- Clippings shall remain at all locations, as long as there are no clumps or piles left on the turf area.
- Trimming around all structures, trees, shrubs, and flowerbeds is to be completed during every visit to the site and shall be at the same height as adjacent mower cut.
- When trimming, extreme care must be taken to avoid hitting trees or shrubs with mowers and trimmers.
- When cutting mounds or uneven areas, exercise caution to avoid scalping of turf.
- Any grass clippings, which fall onto paved surfaces, shall be removed the same day. All paved surfaces shall be swept to remove dirt, litter and debris. All dead plant material shall be removed from the site.
- All debris such as paper, cans, bottles, twigs, and limbs plus any foreign material that would interfere with mowing shall be removed by the contractor prior to any work starting on each visit to the site.
- All mowing equipment should be kept in good condition, with blades and cutting edges kept sharp, in order to prevent tears to grass blades.
- All equipment shall be operated in a proper manner and bear safety markings as required by law.
- All equipment and operators are to be properly licensed as required by law.
- All planting beds not mulched shall be cultivated to a depth of not less than 3" and all grasses and weeds removed. All beds containing mulch shall be weeded weekly.
- There is a possibility that in some of the contract areas, small sections of sod or seed will be replaced during the course of the contract. In these cases, the Village Superintendent will inform the contractor of such areas in advance of mowing. It shall then be the contractor's responsibility to avoid mowing the new sod or seed until directed to do so by the Village Superintendent.
- Village Code states that no work shall be done on Sundays, holidays, or any day before 7:00 a.m. or after 6:00 p.m. Monday through Friday. 7:00 a.m. – 4:30 p.m. Saturday.
- Payment to the contractor will be divided into six (6) equal monthly payments. Payments will be issued following Village Board approval at monthly meetings. Invoices must be received by the Village by the last day of the month for consideration at the subsequent month's board meeting. The first payment (for the month of May) will be issued in June. The contractor shall submit each month, along with request of payment, an itemized listing of "work performed" during the period covered for payment.

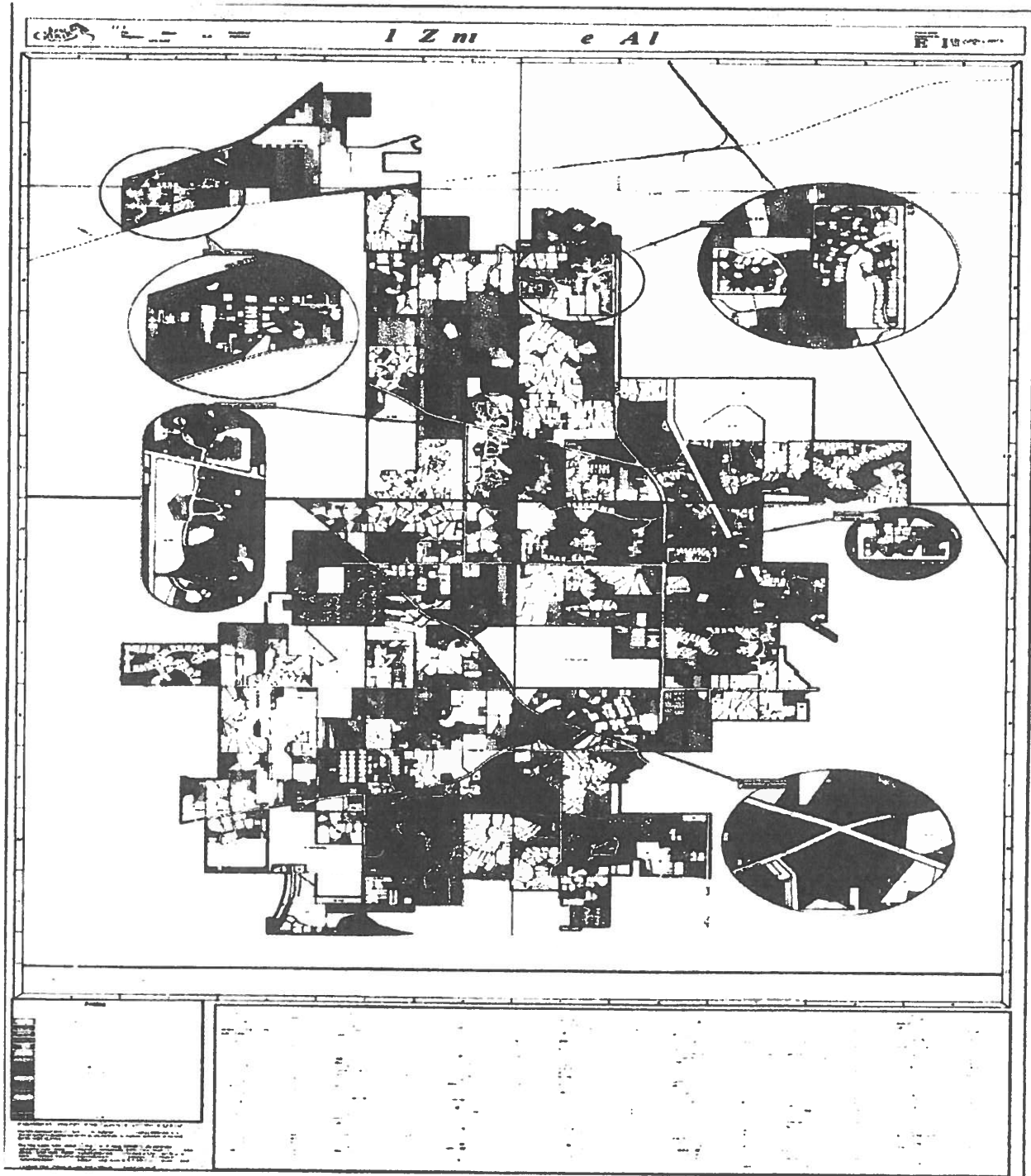


GENERAL FIRM INFORMATION

- A. Name, phone number, email and fax number of firm presenting proposal.
- B. List twenty-four hour phone, cell phone or pager number of the person to be responsible for the fulfillment of the contract.
- C. List the general financial assets to support the ability of the firm to complete the work proposed.
- D. Give the number of years the firm has been in operation.
- E. Indicate whether the firm is an Illinois Corporation in good standing with the State of Illinois.
- F. List the principals of the firm.
- G. List the number of employees properly trained and available to perform the work proposed.
- H. List the type and amount of equipment that will be used to perform the work proposed; be specific.

List five references where similar work has been performed, giving the name of the person or firm where work was performed, the contact person and phone number.

(Zoning Map - electronic version available at www.longgrove.net)

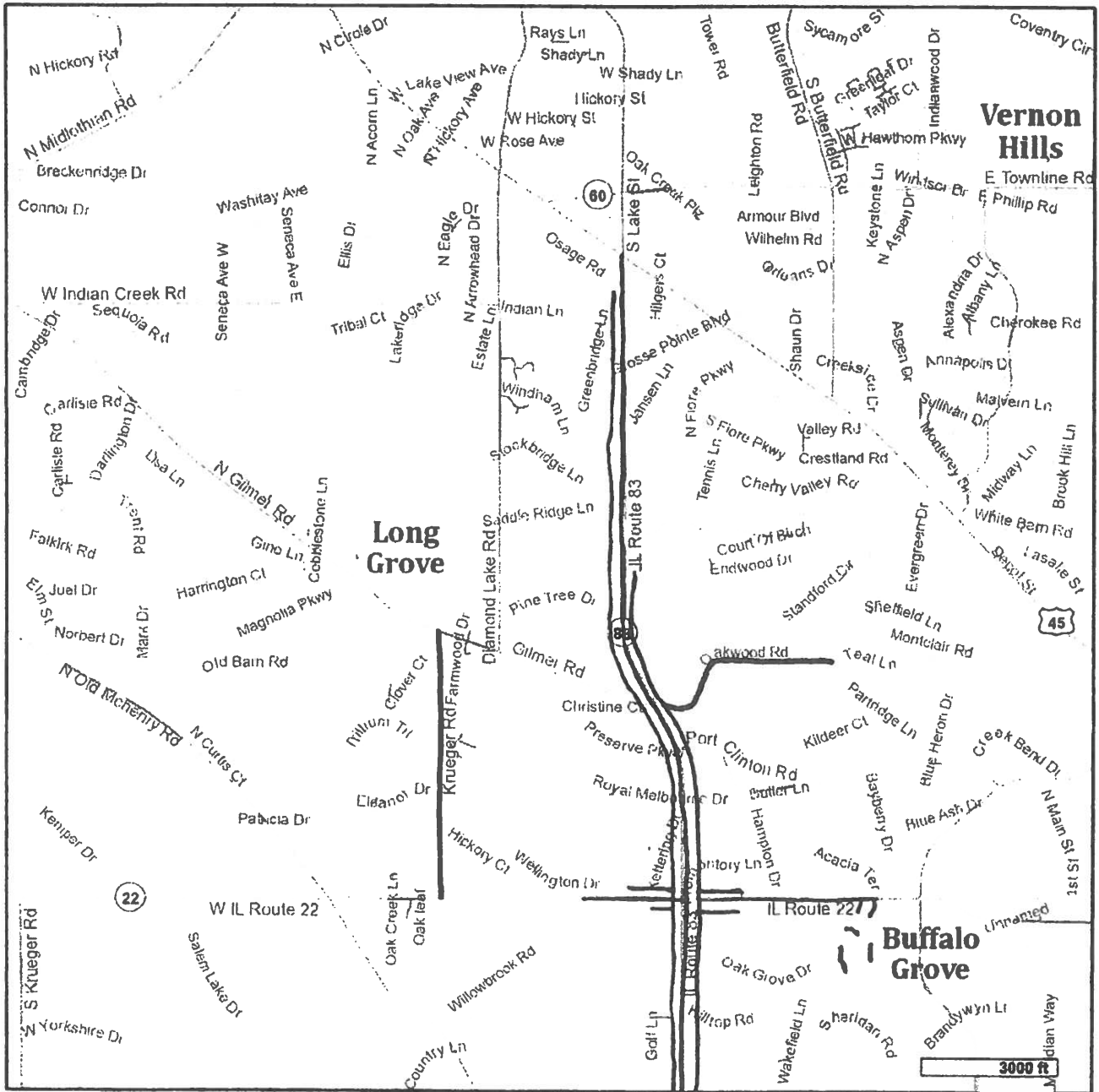


Appendix II

Village/Roads/park.roads maintenance specs

Lake County, Illinois

1 of 2



Lake County
Geographic Information System

Lake County Department
of Information Technology
18 N County St
Waukegan IL 60085
(847) 377-2373

Map Printed on 03/02/2015

- Lake County Border
- Water
- Municipalities
- Tax Parcels
- Trails
- 2011 Buildings

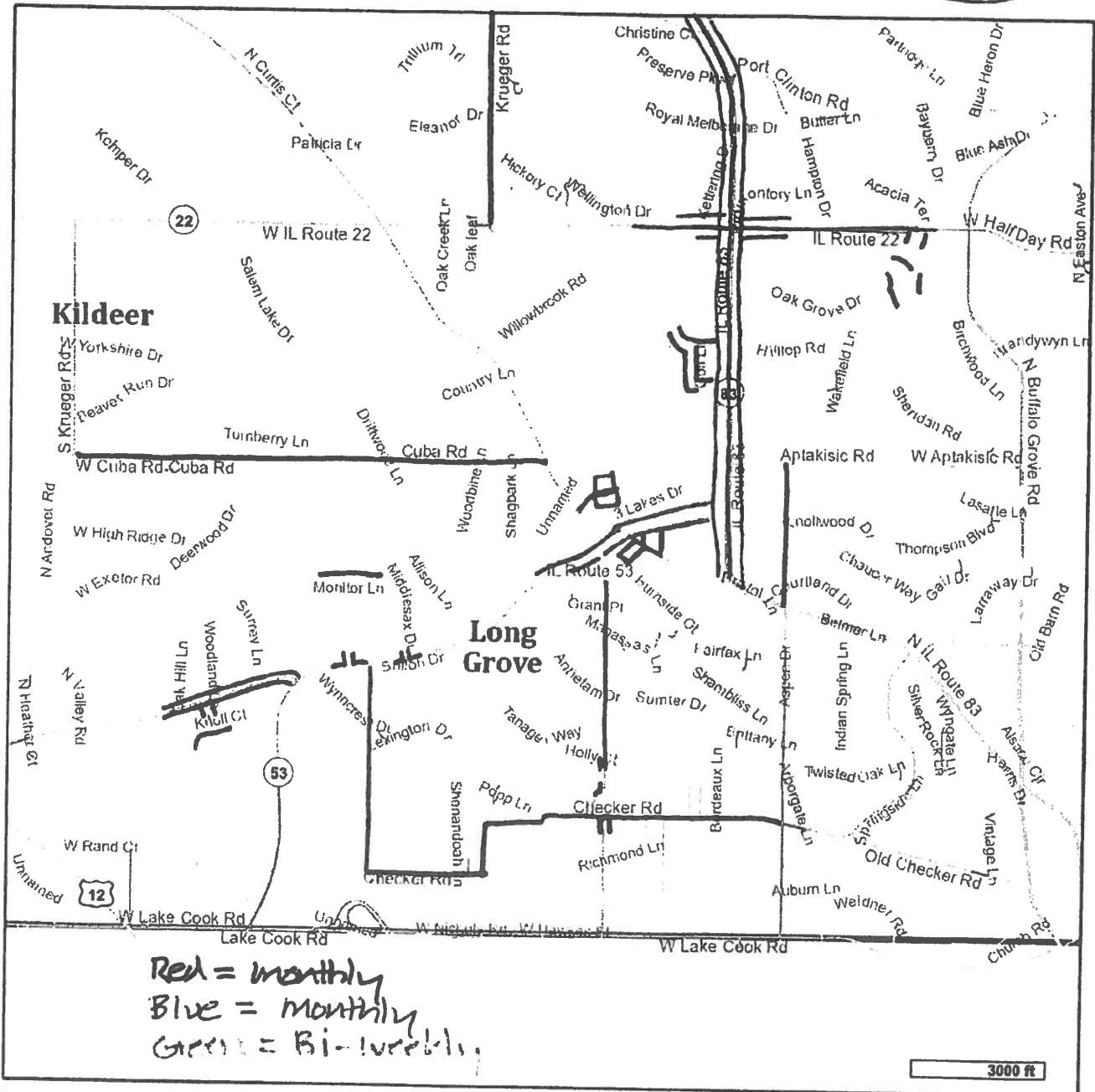
Red = monthly

Blue = monthly

Disclaimer The selected soil feature layer may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

Lake County, Illinois

2 of 2



Lake County
Geographic Information System

Lake County Department
of Information Technology
18 N County St
Waukegan IL 60085
(847) 377-2373

Map Printed on 03/02/2015

N

- Lake County Border
- Water
- Municipalities
- Tax Parcels
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Disclaimer The selected soil feature layer may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.