

Memorandum



To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: Brian Richter, Public Works Director
Date: September 6, 2023
Re: Approval of the Tree Trimming Proposals

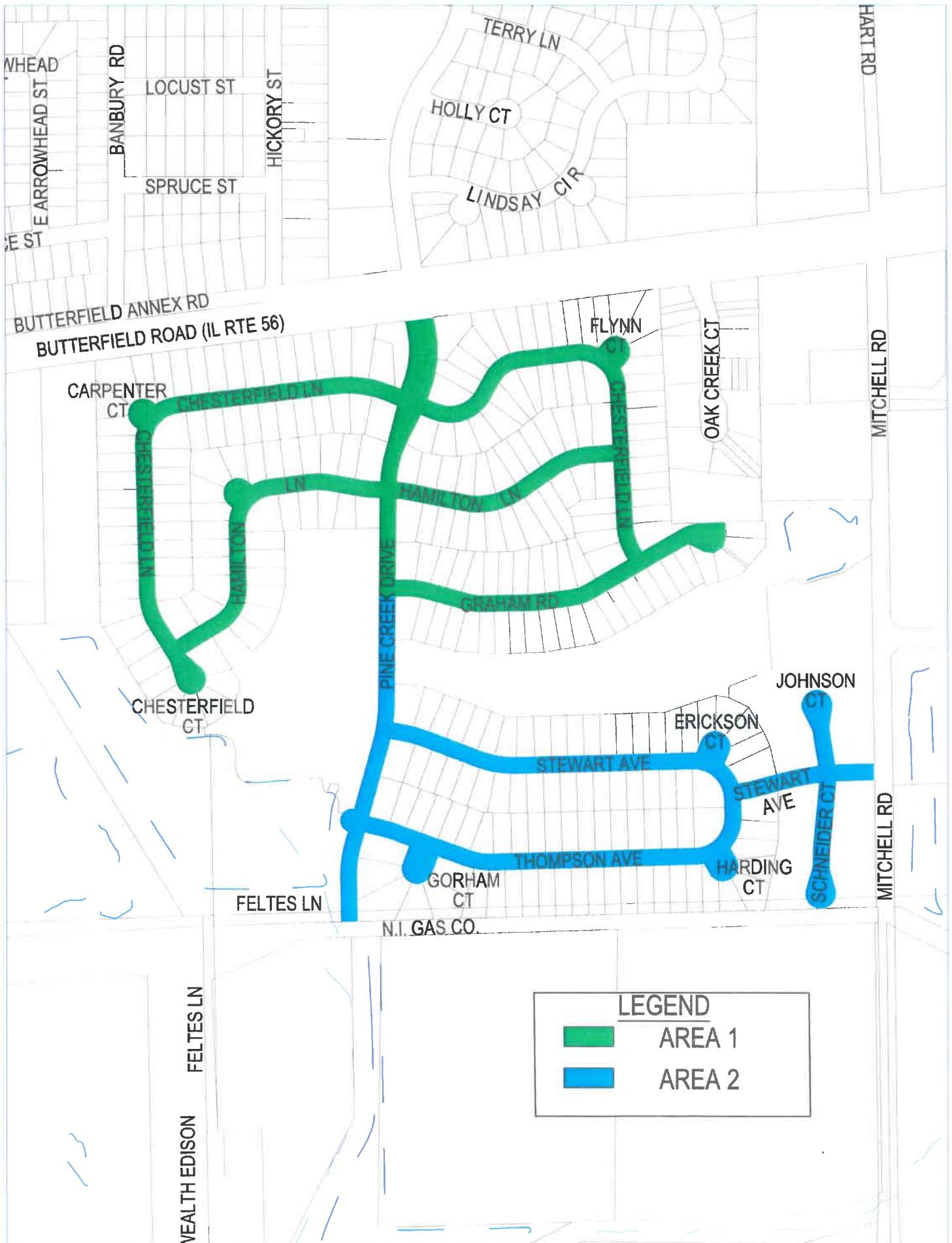
Annually the Village trims the trees that are located on the streets of the road maintenance program to prevent them from damage from construction equipment. This year, due to the quick start of the road program, trees were unable to be trimmed prior to construction. The trees still need to be trimmed to allow for clearance both on the sidewalk side and street side of the parkway tree. The annual road program targeted the Chesterfield Subdivision this year and the attached map illustrates the locations of the areas where trimming will occur.

On August 16, 2023, the Village posted the request for proposals advertisement to its web site and contacted several tree trimming companies, notifying them of the project. The proposal due date was September 7, 2023. Six companies downloaded the proposal and only one company provided the Village with a proposal, Charros Tree. After looking through the proposal that was submitted it was unclear what their price was, and they added a paragraph on how they wanted to trim the trees. This was different from the specifications that were listed in the proposal. Staff reached out to Charros Tree trying to get clarification on their proposal and were unable to get a hold of anyone. Staff left a message with Charros Tree letting them know that their proposal was not going to be accepted and that they could provide us with a new one that followed our specifications.

Staff then reached out to several companies by phone and email to see if we could get more proposals for the trimming. JPC Tree Care, Davey Tree, Skyline Tree Service, Kramer Tree Service, and Charros Tree were all contacted and asked to submit a proposal for the work. We received two proposals back and the results of the proposals are illustrated in the below table.

	Skyline Tree Service P.O. Box 684 St. Charles, IL 60174	JPC Tree Care, LLC 1079 Sard Ave Montgomery, IL 60538
Area 1 (Green)	\$39,025.00	\$48,480.00
Area 2 (Blue)	\$29,475.00	\$34,200.00
Total	\$68,500.00	\$82,680.00

There is currently \$70,000 in the budget for tree trimming, Skyline Tree Service has performed the tree trimming for the Village in the past successfully. Attached is a map of where the trimming will take place and the proposals. It is the recommendation of staff that the Village Board award the contract to Skyline Tree Service in the amount of \$68,500.00.



LEGEND

	AREA 1
	AREA 2



Advertisement

Request for Tree Trimming Proposals

The Village of North Aurora will receive proposals for Tree Trimming. The proposals will be received until 10:00 a.m. local time on Friday, September 7, 2023. Proposals shall be emailed to Brian Richter, Public Works Director at brichter@northaurora.org or delivered to Village Hall located at 25 East State Street, North Aurora, IL 60542. The subject line of the email shall read Tree Trimming Proposal or shall be clearly written on the envelope, if delivered to Village Hall.

The proposal packet can be downloaded, free of charge, at the Village's website <http://northaurora.org/government/rfp-rfq-bidding.aspx> or can be picked up at 25 East State Street, North Aurora, IL 60542 beginning Wednesday, August 16, 2023. The Village of North Aurora reserves the right to reject any or all proposals and to waive irregularities and informalities in the proposals received.

Please contact Brian Richter at 331.385.6256 if you have any questions.

Instructions.

Complete this proposal and return it as described in the **Advertisement**.

Scope of Work

The scope of work shall include parkway tree trimming within the Village of North Aurora starting September of 2023. Trimming shall be performed for both health and safety purposes. The Village intends to trim all the parkway trees over 5 inches in diameter in three separate areas. These areas are illustrated on the attached map. The contractor should drive the areas and become familiar with the trees prior to submitting the proposal. The Village may decrease the scope of work depending on cost.

Description of Work/Pruning Specifications

Crown Raising: The removal of lower branches in order to provide clearance for vehicles, pedestrians and vistas. Branches shall be removed as necessary to provide a minimum of fifteen (15) feet clearance over the street and sidewalk, or as tree size allows.

All trimming shall improve the appearance of the trees, maintaining the crown shape and symmetry typical of the species at its size and age. Larger locust trees should be raised eighteen (18) feet clearance over the street and sidewalk. Trees shall be evenly raised for the entire diameter of the trees. This includes removal of all suckers and basal sprouts. Trees determined to have been trimmed unevenly will require the Contractor to re-prune the tree. The Village designated trees to be trimmed are over (5) inches Diameter at Breast Height (D.B.H.) and located within Village right-of-way. The contractor will be required to contact the Village of North Aurora Public Works Department to schedule and coordinate the tree trimming program.

Questions

Any questions about this project should be directed to Brian Richter, Public Works Director, 331.385.6256 , or in writing at brichter@northaurora.org. All questions must be submitted by e-mail by 3:00pm Central Standard Time (CST) on September 1, 2023. All responses will be posted to the web site on September 5, 2023.

Addenda

Addenda, if issued, will be posted to the web site.

Tree Locations

See map on last page. Contractor should do a drive through of the neighbor to determine the number of the trees that need trimming.

Safety Standards

All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard Z-133.1.

Completion Time

The Village requires the project be completed no later than December 1, 2023

References

A minimum of 3 current references must be provided. Telephone numbers and contact names for each reference shall be provided. It is preferred that references are from municipalities or other governmental agencies.

Insurance Requirements:

The Contractor will be required to meet our standard insurance requirements. Unless otherwise specified the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Village of North Aurora. The contractor shall supply a certificate of insurance with the Village of North Aurora an additionally named insured in the following minimum amounts with specific coverage which includes underground, explosion, and collapse.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$ 500,000 (each person) \$1,000,000 (each accident)
Workmen's Compensation Insurance:	All Liability imposed Workmen's Compensations stature
Employer's Liability Insurance	\$100,000
Contractual Liability Insurance	\$500,000
Completed Operations Insurance	\$500,000
Owned, Hired and non-Ownership Vehicle Bodily Injury and Property Damaged to the Following Limits	
Bodily injury, including accidental death	\$ 500,000 (each person) \$1,000,000 (each accident)
Property damage	\$1,000,000 (each accident)

Schedule of Prices

The Schedule of Prices should be completed by the contractor in reference to the areas outlined on the tree locations map. The contractor shall provide an individual lump sum price for each tree trimming area. The sum of these three areas should be calculated and place on the Total All Areas line.

Area 1 Green	\$ <u>39,025.⁰⁰</u>
Area 2 Blue	\$ <u>29,475.⁰⁰</u>
Total All Areas	\$ <u>68,500.⁰⁰</u>

Proposal

The contract shall be deemed as being awarded when formal notice shall have been duly served upon the intended awardee by an officer of the Village of North Aurora duly authorized to give such notice.

I. Company contact information

Company name: Skyline Tree Service
Company address: P.O. Box 684
St. Charles, IL 60174

Printed Contact name: Andrew Ranney
Contact address: P.O. Box 684
Contact phone #: 630.913.3443
Contact email: andrew@skylinetreesvc.com

II. Tree Trimming

I have read the scope provided in this request for proposals and agree to perform all of the work identified to successfully complete the Tree Trimming at the compensation identified in the **Schedule of Prices** on page 4 of this document.

I, USA Lois (print name) verify that I am authorized to provide the above pricing on behalf of Skyline Tree Service (company name)

And will hold the above pricing for a period of 90 days from the proposal due date.

USA Lois
Signature

9.21.2023
Date

List of Subcontractors

The sub-contractors and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested and approved in writing ten (10) days before the start of the work that is involved.

Sub-Contractors

Work Assignment

n/a	

Contractor Agreement

To: The Village of North Aurora
25 E. State Street
North Aurora, IL 60542

The undersigned, in compliance with your advertisement for proposals for work as specified, and related documents prepared by or at the direction of the Village of North Aurora, Owner, and having examined the locations and being familiar with all conditions surrounding the Work, including availability of labor and material, does hereby proposed to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the contract documents and at the price stated.

The undersigned certifies this proposal for the project described in the **Scope of Work** and to be in accordance with the contract documents.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the contractor. Any claims for an increase of the contract time shall be made in writing to the Village within seven (7) days of the cause.

Signed: Nilsa Aponte - Abraham

Print Name: Nilsa Aponte Abraham

Title: CSR

Date: 09-21-2023

(State of Illinois) SS County of Kane

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that

Lisa Lolis appeared before me this day in person and, being first duly sworn an oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: 09-21-2023

Notary Public: Nilsa Aponte - Abraham





Request for Proposals

Project:

Tree Trimming

Due Date:

Thursday September 7, 10:00 A.M. 2023

Location:

Village Hall 25 E. State St., North Aurora, IL 60542

Contact:

Brian Richter, Public Works Director, 331.385.6256



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The proposal packet can be downloaded, free of charge, at the Village's website <http://northaurora.org/development/2023-08-16-tree-trimming> or can be picked up at 25 East State Street, North Aurora, IL 60542 beginning Wednesday, August 16, 2023. The Village of North Aurora reserves the right to reject any or all proposals and to waive irregularities and informalities in the proposals received.

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Complete this proposal and return it as described in the **Advertisement**.

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Questions

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A minimum of 3 current references must be provided. Telephone numbers and contact names for each reference shall be provided. It is preferred that references are from municipalities or other governmental agencies

Insurance Requirements:

The Contractor will be required to meet our standard insurance requirements. Unless otherwise specified the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Village of North Aurora. The contractor shall supply a certificate of insurance with the Village of North Aurora an additionally named insured in the following minimum amounts with specific coverage which includes underground, explosion, and collapse.

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Bodily Injury	\$ 500,000 (each person) \$1,000,000 (each accident)
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Area 1 Green	\$ <u>48,480</u>
Area 2 Blue	\$ <u>34,200</u>
Total All Areas	\$ <u>82,680</u>

Proposal

The contract shall be deemed as being awarded when formal notice shall have been duly served upon the intended awardee by an officer of the Village of North Aurora duly authorized to give such notice.

I. Company contact information

Company name: JPC Tree Care, LLC

Company address: 1079 Sard Ave.

Montgomery, IL 60538

Printed Contact name: Jhon Cordero

Contact address: 1079 Sard Ave. Montgomery.

Contact phone #: (630) 327 - 6158

Contact email: jpc.tree@gmail.com


II. Tree Trimming

I have read the scope provided in this request for proposals and agree to perform all of the work identified to successfully complete the Tree Trimming at the compensation identified in the **Schedule of Prices** on page 4 of this document.

I Jhon Cordero verify that I am authorized to
(print name)

provide the above pricing on behalf of JPC Tree Care, LLC.
(company name)

And will hold the above pricing for a period of 90 days from the proposal due date.


Signature

10-2-2023
Date

List of Subcontractors

The sub-contractors and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested and approved in writing ten (10) days before the start of the work that is involved.

Sub-Contractors

Work Assignment


Contractor Agreement

To: The Village of North Aurora
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The undersigned certifies this proposal for the project described in the **Scope of Work** and to be in accordance with the contract documents.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the contractor. Any claims for an increase of the contract time shall be made in writing to the Village within seven (7) days of the cause.

Signed 

Print Name: Jhon Cordero

Title: Owner

Date: 10 - 2 - 2023

(State of Illinois) SS County of _____

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that

Jhon Cordero appeared before me this day in person and, being first duly sworn an oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: 10/2/23

Notary Public: *Necky Flores*

