



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 4.H

Title:

Recommendation to approve a Resolution to Execute an Agreement for Lawn Mowing Services with Milieu Landscaping

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: February 28, 2022

Proposed Cost: \$729,163 (for 5 yrs)

Budgeted Amount: \$155,000 annually

Not Budgeted:

Executive Summary (if not budgeted please explain):

The City owns and maintains 140 facilities, parks, and parcels throughout the community that require routine lawn mowing services. The City recently issued a request for proposals to perform these services for a 5-year period spanning through April 30, 2027. Two responses were received with Milieu Landscaping of Lake Zurich being the lowest responsive, responsible proposer.

Milieu provides residential and commercial landscaping services throughout the Chicagoland area. They currently provide similar services for several other municipalities and park districts. After reviewing their proposal documentation and verifying their references, staff feels that Milieu is capable of performing mowing services for the City in such a way that meets expectations.

Attachments (please list):

Milieu Price Proposal * Milieu Proposal Documents * Bid Tabulation

Recommendation/Suggested Action (briefly explain):

Recommendation to approve a Resolution to execute an agreement with Milieu Landscaping for mowing services for a period of five years in the submitted bid amount.



Price Proposal Page

Mowing Services – PS2022-3

Based on Addendum # _____

I (we) propose to furnish all services as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the city without an authorized change order and written approval by the Purchasing Division confirmed via purchase order amendment.

UNIT PRICES AND EXTENSIONS

May 1, 2022 to April 30, 2023

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	4257.75	119,217
Rough Mowing	16	817.31	13,077
Semi-Annual Mowing	2	5,765.50	11,531
Sub-Total - May 1, 2022 to April 30, 2023			

**Additional Mowing - Price per hour \$ 40

**Additional Price per Acre – As Needed \$ 40

May 1, 2023 to April 30, 2024

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	4257.75	119,217
Rough Mowing	16	817.31	13,077
Semi-Annual Mowing	2	5,765.50	11,531
Sub-Total - May 1, 2023 to April 30, 2024			

**Additional Mowing - Price per hour \$ 41

**Additional Price per Acre – As Needed \$ 41

May 1, 2024 to April 30, 2025

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	4,343.18	121,609
Rough Mowing	16	958.13	15,330
Semi-Annual Mowing	2	5,880.50	11,761
Sub-Total - May 1, 2024 to April 30, 2025			

**Additional Mowing - Price per hour \$ 42

**Additional Price per Acre – As Needed \$ 42

May 1, 2025 to April 30, 2026

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	4,342.90	121,601
Rough Mowing	16	833.62	13,338
Semi-Annual Mowing	2	5,880.50	11,761
Sub-Total - May 1, 2025 to April 30, 2026			

121,601
13,338
11,761

**Additional Mowing - Price per hour \$ 43
**Additional Price per Acre - As Needed \$ 63

May 1, 2026 to April 30, 2027

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	4,386.32	122,817
Rough Mowing	16	850.25	13,604
Semi-Annual Mowing	2	5,998	11,996
Sub-Total - May 1, 2026 to April 30, 2027			

**Additional Mowing - Price per hour \$ 44
**Additional Price per Acre - As Needed \$ 64

May 1, 2022 to April 30, 2027

SERVICE PERIODS	EXTENSION
Sub-Total - May 1, 2022 to April 30, 2023	143,825
Sub-Total - May 1, 2023 to April 30, 2024	143,825
Sub-Total - May 1, 2024 to April 30, 2025	146,700
Sub-Total - May 1, 2025 to April 30, 2026	146,700
Sub-Total - May 1, 2026 to April 30, 2027	148,133
Sum Total - May 1, 2022 to April 30, 2027	729,163
Sum Total of Service Periods May 1, 2022 to April 30, 2027 used to establish Proposal Pricing	

**Additional Mowing - Price per hour \$ 45
**Price per Acre - As Needed \$ 65

All prices quoted included all fees. The City will not accept additional costs or surcharges such as, but not limited to: shipping, handling, freight, stocking, delivery, fuel sur-charge, travel, mileage, permits, or other.

EQUIPMENT AND PERSONNEL LIST

Please use the below to provide (i) the expected number of days to complete one (1) mowing cycle, (ii) number of personnel needed and (iii) the list of equipment to be used in order to fulfil this Contract

1. Estimated number of days to complete one (1) full Mowing Cycle: Fine Mowing: 129 locations, Rough Mowing: 35 locations, Semi-Annual Mowing: 7 locations

<u>3-4</u>	Days (Fine Mowing)
<u>1-2</u>	Days (Rough Mowing)
<u>1-2</u>	Days (Semi-Annual Mowing)

2. Estimated the average number of workers needed per day to complete one (1) full mowing cycle:

<u>3-4</u>	Workers per day for fine mowing
<u>2-4</u>	Workers per day for rough mowing
<u>2-4</u>	Workers per day for semi-annual mowing

3. Equipment and quantities to be used during each Mowing Cycle:

<u>Quantity</u>	<u>Equipment</u>
_____	<u>Varies please see attached equipment list</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List additional Mowing Contracts Similar in size for Service Period May 1, 2022 – April 30, 2027: _____

1. see attached reference sheet
- 2.
- 3.
- 4.
- 5.

We will accept payment via City of St. Charles credit card. Yes No
 We will allow a discount of 2 % if payment is received within 5 days of invoice.

25 V. 20



Service Provider Response Requirements

Mowing Services – PS2022-3

Please provide the below information in the order requested, identifying each section number.

Experience and Capabilities

1. Experience as evidenced by a listing of five (5) references from similar projects in size and scope within the past five (5) years. Include contact information (name, title, e-mail address, and phone #) for the individual who oversaw the quality of the work and authorized payment. References within the greater Chicago area preferred.
2. Evidence of Financial Stability to fund this project and any and all continuing services this project may require throughout the standard life cycle: i.e. Annual Report; D&B Report, Credit Reference, Letter from Bank.
3. Provide a W9.

Work Specific Knowledge

4. Credentials / Licenses / Certifications for mowing services
5. Attach a list of the areas of work that will be performed by a sub-contractor or other firm.

Safety Risk

6. Certificate of Insurance
7. A brief explanation of the following:
 - a. A time your organization failed to complete a contract
 - b. Bankruptcy or reorganization
 - c. Judgment claims or law suits against the firm: Awarded and Pending within past five (5) years
8. Any other services your firm may offer that would benefit the City of St. Charles?



MILIEU
LANDSCAPING

References

Village of Hawthorn Woods
2 Lagoon Drive, Hawthorn Woods, IL
Brian Sullivan, 847-847-3531
bsullivan@vhw.org

Village of Long Grove
3110 Old McHenry Rd, Long Grove, IL
Denise Rosenquist, 224-352-2577
drosenquist@longgroveil.gov

Village of Niles
6849 Touhy Ave, Niles IL 60714
Fred Braun 847-588-7900
fwb@vniles.com

Village of Wheeling
77 W. Hintz Rd, Wheeling IL 60090
Vince Hoffman 847-344-4291
vhoffman@wheelingil.gov

South Barrington Park District
3 Tennis Club Lane, South Barrington, IL 60010
Paul Burrus 847-381-7515
pburrus@sbgpd.net

Bloomington Park District
172 S Circle Ave, Bloomington IL 60108
Joe Potts 630-529-3650
joe@bloomingtonparks.org

Glencoe Park District
675 Village Ct, Glencoe, IL 60022
Donald Kirk, 847-461-1154
dkirk@villageofglencoe.org

Village of Lake Villa
65 Cedar Drive, Lake Villa, IL 60046
Ryan Horton, 224-355-7106
rhorton@lake-villa.org

Income

40100	Sales	9,105,474.40	100.0 %
40110	Service Charge-Late Fee	62.30	0.0 %
	Total Income	9,105,536.70	100.0 %

Direct Cost

50020	Casual labor	-268.08	0.0 %
50040	Direct labor	2,481,746.41	27.3 %
50045	Overtime Labor	620,330.72	6.8 %
50050	Down time	53.52	0.0 %
50051	Travel time	6,207.13	0.1 %
50053	Snow Shovel	106,735.00	1.2 %
50060	Labor burden	452,932.75	5.0 %
50070	Surety Bonding	2,071.00	0.0 %
50120	Equipment rental	26,587.40	0.3 %
50140	Hard material	890,523.74	9.8 %
50170	Inventory price variance	-26,786.50	-0.3 %
50180	Discounts	-185.13	0.0 %
50200	Freight	7,904.14	0.1 %
50240	Plant material	391,518.30	4.3 %
50260	Sales tax expense	119,125.38	1.3 %
50280	Subcontractors	148,927.63	1.6 %
50283	Snow Services	580.16	0.0 %
	Total Direct Cost	5,228,003.57	57.4 %

Gross Profit

3,877,533.13 42.6 %

Indirect Cost

50300	Depreciation - equip & vehicles	20,400.00	0.2 %
50400	Sec 179 Purchases	97,429.75	1.1 %
52010	Auto expense	46,135.07	0.5 %
52020	Gas & oil (truck & auto)	295,105.55	3.2 %
52030	Tolls/Parking/Mileage	2,947.13	0.0 %
52060	License & fees-Vehicles only	22,982.58	0.3 %
52080	Mechanic's salary	105,582.48	1.2 %
52085	Mechanic's OT	32,546.55	0.4 %
52100	Outside repairs-equipment	9,525.74	0.1 %
52110	Outside repairs -trucks & auto	84,453.92	0.9 %
52120	Parts expense	190,390.97	2.1 %
52140	Tire expense	31,396.15	0.3 %
52520	Disposal	47,504.16	0.5 %
52580	Small Tools & Supplies	32,141.63	0.4 %
52588	Equipment (Small) Expense	38,634.94	0.4 %
	Total Indirect Cost	1,057,176.62	11.6 %

Admin Cost

60010	Amortization-Intangibles	64,215.72	0.7 %
60012	Amortization-NonCompete	20,000.04	0.2 %
60020	Advertising & promotions	24,023.62	0.3 %
60080	Bank charges	8,169.09	0.1 %
60081	Credit Card Service/Late Charges	50,200.82	0.6 %
60110	Sales Commissions	571,289.37	6.3 %
60120	Building maintenance	51,245.60	0.6 %
60130	Consulting Services-Computer	21,578.80	0.2 %

60131	Consulting Services-Accounting	6,057.50	0.1 %
60140	Computer expense-Hdwr/Softwr	13,910.51	0.2 %
60190	Gifts	3,836.15	0.0 %
60220	Depreciation	24.00	0.0 %
60230	License & fees (non auto/truck)	12,866.44	0.1 %
60240	Dues & subscriptions	3,150.92	0.0 %
60280	Entertainment & meals	3,695.77	0.0 %
60281	Entertainment & meal Office/Mtng	3,054.34	0.0 %
60300	Finance/Late Charges-Vendors	332.90	0.0 %
60320	Insurance - business (liab & umbrella)	181,005.00	2.0 %
60340	Insurance-employee health care	50,887.06	0.6 %
60341	Insurance Officer health care	28,812.08	0.3 %
60345	Insurance-Life	1,241.00	0.0 %
60347	Insurance Deductible Exp	4,507.91	0.0 %
60360	Interest expense - General	25,749.77	0.3 %
60380	Office expense & supplies	57,450.95	0.6 %
60385	Copy/Printing Services	1,756.48	0.0 %
60400	Outside services	33,670.92	0.4 %
60430	Web Development	19,885.00	0.2 %
60440	Postage & delivery	2,568.99	0.0 %
60460	Professional fees	27,016.15	0.3 %
60480	Rent	164,052.52	1.8 %
60482	Rent - Auto Lease	13,943.88	0.2 %
60500	Salaries - Officer	85,000.00	0.9 %
60510	Salaries - Admin	173,765.20	1.9 %
60520	Salaries - Design	76,525.31	0.8 %
60530	Salaries - Sales	260,468.86	2.9 %
60550	Salaries - Supervisory	330,192.90	3.6 %
60640	Telephone	7,356.43	0.1 %
60641	Cell Phone Reimbursement	5,935.79	0.1 %
60660	Travel & Convention expense	1,209.71	0.0 %
60680	Uniform expense	19,891.04	0.2 %
60700	Utilities	11,711.90	0.1 %
70050	Interest for late Tax Payments	25.79	0.0 %
	Total Admin Cost	2,442,282.23	26.8 %
	Other Income & Expense		
79040	State corporate tax	6,840.00	0.1 %
79050	Taxes-Penalties (non-interest)	1,298.68	0.0 %
79570	Tax refund	-3,040.02	0.0 %
	Total Other Income & Expense	5,098.66	0.1 %
	Profit/Loss	372,975.62	4.1 %

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
MILIEU DESIGN LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
48 E HINTZ RD

6 City, state, and ZIP code
WHEELING, IL 60090

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
01	-	08	87	69	7				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Jaqueline M. Polen* Date ▶ **1-14-2021**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Illinois Landscape Contractors Association

MEMBER

2021-22

Milieu Design

*through their membership
has pledged to encourage a high code of
professional ethics and quality workmanship
among landscape contractors.*





MILIEU

LANDSCAPING

525 Enterprise Parkway
Lake Zurich, IL 60047
Office: 847-465-1160 Fax: 847-465-1159
Email: hello@milieuland.com
Website: <http://milieuland.com>

February 1st, 2022

Attention: City of St. Charles

Subject: City of Saint Charles Mowing Services "Competency of Contractor." Milieu Landscaping

Thank you for the opportunity to propose our services for the City of Saint Charles Mowing Services bid. Our bid package is enclosed.

Our firm has been servicing clients like the City of Saint Charles since 1987. The proposed services would be provided by a team of people operating from our yard in Lake Zurich. Our mission is to safely provide excellent landscape services to clients in a reasonable manner.

While making your decision, please consider the following:

- Milieu has a perfect safety record with all of our school, park and municipal landscape services
- Milieu has landscape designers, landscape architects, licensed applicators, licensed turf experts, licensed irrigation technicians, and more on staff. (see enclosed licenses and certificates). We are a member of the ILCA and have won many awards from the association (including landscape maintenance in 2018 for the Village of Wheeling).
- List of Municipal References (attached)
- Certificate of Insurance (attached)
- Milieu Design LLC is owned solely by myself, Brian Frank. I am active in the business on a day-to-day basis.
- Milieu has a labor force of 90 people during the 8-month growing season. Existing "full-time" staff would be providing the services to Mundelein Park District.
- Milieu has a perfect history of completing all municipal contracts. Moreover, we have never been involved in any litigation nor arbitration with and past client.

I do appreciate your consideration and welcome discussing this with you further. Please let me know the next steps

Brian Frank
President

**City of St. Charles, Illinois
Resolution No. _____**

**A Resolution to Execute an Agreement with Milieu Landscaping for
Lawn Mowing Services for a period of five years in the submitted bid
amount**

**Presented & Passed by the
City Council on March 7, 2022**

WHEREAS, the City issued a request for proposals to perform lawn mowing services for a 5-year period spanning through April 30, 2027;

WHEREAS, two responses were received with Milieu Landscaping of Lake Zurich, IL being the lowest responsive, responsible proposer;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Milieu Landscaping for Lawn Mowing Services for a period of five years in the submitted bid amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 7th day of March, 2022

PASSED by the City Council of the City of St. Charles, Illinois, this 7th day of March, 2022

APPROVED by the Mayor of the City of St. Charles, Illinois, this 7th day of March, 2022

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: