

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Robert Schaller

## Director of Finance

Carrie Dittman

## AGENDA

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, JANUARY 14, 2019, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a) November 12, 2018 Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Request for Proposals (RFP) Results:  
2019 Parkway Tree Trimming Program
5. REPORTS – Municipal Services Department:
  - a) November & December 2018 Monthly Permit Activity Reports
  - b) October & November 2018 Water System Pumpage Reports
  - c) October 2018 Residential Scavenger Report (Republic Services)
  - d) 4<sup>th</sup> Quarter 2018 Commercial Scavenger Report (Groot)
6. VISITOR'S BUSINESS  
(Public comment is limited to three minutes per person)
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 12, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Oggerino called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, Village Administrator Tim Halik, and Assistant Village Administrator Jeffrey Monteleone.

3. APPROVAL OF MINUTES

After review of the draft minutes from the October 8, 2018 regular meeting of the Municipal Services Committee, Chairman Paul Oggerino made a motion to approve the minutes as presented. Trustee Terrence Kelly seconded the Motion. Motion Carried.

4. DISCUSSION – Parkway Tree Trimming Program

Assistant Village Administrator Jeffrey Monteleone advised the Committee members that in the packet was a draft proposed parkway tree trimming request for proposal document for approval. Monteleone advised that the technical pruning requirements within the RFP represent specifications as developed by the National Arborist Association. The specifications contain general terms and conditions of the project, pruning specifications, and the final version will contain the location and approximate tree count in each of the identified areas. The project includes parkway tree trimming within the northeast quadrant of the Village – approximately 900 trees. This project is similar to past projects and include similar provisions, such as a private participation component. The project is intended to start in mid to late winter, most likely in February. After proposals are received, staff will come back to the Committee to review the proposals received, before the Village Board awards the project to a contractor. Trustee Kelly asked whether the private participation component includes multi-family HOA's. Administrator Halik advised that the current RFP does not include work in areas outside of the project limits or within multi-family locations. Trustee Kelly suggested that perhaps such a provision should be considered in the future. Monteleone advised that staff was seeking the committee's authorization to release the RFP to solicit proposals. The committee authorized staff to go forward with the project as described.

5. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of October 2018. Halik advised that the Village received about \$25,200 in permit revenue for the month. Halik advised that for the first six months in fiscal year 2018/19, the department has brought in a total of approximately 120% of the budgeted revenue, indicating a high level of construction activity.

- b. Administrator Halik reviewed the water system pumpage report for the month of September 2018. The report indicates that the Village pumped 30,268,000 gallons of water in the month. This volume represents an 5.26% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the September 2018 Mosquito Abatement Program Update was for information only.
- d. Administrator Halik advised that the September monthly scavenger report from Republic Services was for information only.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 5:53 PM.

(Minutes transcribed by: Tim Halik, 1/3/19)

## MUNICIPAL SERVICES COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

#### DISCUSSION – Request for Proposal (RFP) Results: 2019 Parkway Tree Trimming Program

#### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

#### Meeting Date:

January 14, 2019

- Discussion Only
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Seeking Feedback
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Regular Report
- Report/documents requested by Committee

#### BACKGROUND

The FY 2018/19 Budget includes funding to conduct a Parkway Tree Trimming Program within the northeast quadrant of town – approximately 1,000 trees. The Municipal Services Committee approved the details of the program on November 12, 2018. Requests for Proposals (RFPs) were distributed on November 13, 2018. The deadline to submit completed proposals was Monday, December 3rd by 12:00 Noon. The following is a summary of the three (3) proposals that were received:

| Vendor                                    | Proposal Amount |
|---|-----------------|
| D. Ryan Tree & Landscape, LLC, Dekalb, IL | \$15,904.00     |
| The Davey Tree Expert Co., Burr Ridge, IL | \$47,580.00     |
| Alvarez, Inc., Barrington, IL             | \$52,045.01     |

This program also includes a Private Participation provision. Under this provision, Willowbrook residents can request that the awarded contractor perform tree maintenance work on private property at the unit prices set within the bid document. This is an opportunity for residents to potentially save money by utilizing the Village's contractor and guaranteed pricing. The agreement for this work would be entirely between the contractor and the resident. Letters will be sent to residents explaining the process prior to the start of work.

#### REQUEST FOR FEEDBACK

D. Ryan has worked for Willowbrook for several years and has completed both our brush collection program and last tree trimming program performed in 2016. They have also provided a list of municipal references including the Villages of Woodridge, Downers Grove, and Addison. Staff received positive comments from all municipal references provided. The company has a certified arborist on staff.

#### STAFF RECOMMENDATION

Staff recommends that the proposal submitted by D. Ryan Tree & Landscape be accepted. If approved by the Village Board this evening, the project would commence in February and be completed by April 1, 2019.

RECEIVED

NOV 30 2018

VILLAGE OF  
WILLOWBROOK

SPECIFICATIONS AND CONTRACT DOCUMENTS  
for

Parkway Tree Trimming Services

Required For Use By:

VILLAGE OF WILLOWBROOK  
Willowbrook, Illinois 60527

- PROPOSALS TO BE EXECUTED IN DUPLICATE
- ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC
- ALL INSURANCE REQUIREMENTS MUST BE MET

ACCOUNT NUMBER:

\_\_\_\_\_

DEPOSIT:

none required

BOND(S) REQUIRED:

none required

DRAWINGS:

\_\_\_\_\_

PROPOSALS DUE:

Monday, December 3, 2018 by 12:00 Noon

VILLAGE HALL  
835 Midway Drive  
Willowbrook, Illinois 60527

Issued by:

Village of Willowbrook, Illinois  
835 Midway Drive  
Willowbrook, Illinois 60527  
(630) 323-8215

Timothy J. Halik  
Village Administrator

Carrie Dittman  
Director of Finance

(1)

## REQUEST FOR PROPOSAL

The Village of Willowbrook will be accepting proposals for the item listed. Proposals will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until Monday, December 3, 2018 by 12:00 Noon.

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Municipal Services Department at (630) 920-2261.

In accordance with the law and the provisions of 820 ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

The Village of Willowbrook reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audio tape, and/or computer disk.

(2)

## L. GENERAL CONDITIONS

### 1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. CONTRACTOR or VENDOR shall mean:

D.R.TAN TREE & Landscape LLC

17271 Nt 23

Delta 16 16,60115

B. VILLAGE shall mean the Village of Willowbrook, DuPage County Illinois, an Illinois Municipal Corporation.

### 2. PREPARATION AND SUBMISSION OF PROPOSAL

The vendor must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars.

**ALL PROPOSALS SHALL BE SUBMITTED INCLUDING  
THE FOLLOWING INFORMATION ON THE FACE:**

**VENDOR'S NAME, ADDRESS, SUBJECT MATTER OF PROPOSAL,  
DESIGNATED DUE DATE AND HOUR DESIGNATED FOR PROPOSALS TO  
BE SUBMITTED BY.**

(3)

### **3. WITHDRAWAL OF PROPOSAL**

Vendors may withdraw their proposals at any time prior to the time specified in the Request for Proposal Notice as the closing time for the receipt of proposals.

However, no proposal shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the submittal of proposals, nor shall the successful proposal be withdrawn, cancelled, or modified after having been accepted by the Village.

### **4. SUBMISSION OF ALTERNATE PROPOSALS**

Vendor may submit alternate proposals provided that:

- Proposals meet Village Specifications and are submitted separately.
- The Village shall not consider an alternate proposal which fails to meet specifications.

### **5. BID DEPOSIT**

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village or satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

### **6. SECURITY FOR PERFORMANCE**

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.

### **7. EQUIVALENT PRODUCTS**

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Vendor proposes to furnish the item as identified. If the Vendor proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

## **8. BASIS OF AWARD**

The Village reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

## **9. ACCEPTANCE OF PROPOSAL**

The Village shall make its determination with respect to proposals within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the deadline date of receiving proposals. Should the Village fail to act within the times herein specified, all proposals shall be rendered null and void.

## **10. CATALOGS**

Each Vendor shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

## **11. DELIVERY**

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Vendor, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

## **12. GUARANTEES AND WARRANTIES**

All guarantees and warranties required shall be furnished by the successful Vendor and shall be delivered to the Village before the final payment voucher is issued.

## **13. SUBLETING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS**

No proposal accepted by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Vendor from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Vendor. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Vendor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

## **14. COMPETENCY OF CONTRACTOR**

No proposal shall be accepted from any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Contractor, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications. The Village hereby reserves the right to reject any proposal submitted by a Vendor who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

#### **15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS**

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Vendor may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Vendor will strictly comply with all ordinances of the Village of Willowbrook, the County of DuPage, and the laws of the State of Illinois and United States Government.

#### **16. SPECIAL HANDLING**

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Vendor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

#### **17. MATERIAL INSPECTION AND RESPONSIBILITY**

The Village shall have a right to inspect any material to be used in carrying out this proposal. The Village does not assume any responsibility for the availability of any materials and equipment required under this proposal.

#### **18. TOXIC SUBSTANCES**

Successful Vendor shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Vendor at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Vendor.

## 19. PRICE REDUCTIONS

If at any time after a proposal is accepted the successful Vendor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the proposal for the duration of the job (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Vendor's customers generally, or (2) in the successful Vendor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for submittal on this proposal. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Vendor shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Vendor, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the proposal.

## 20. TERMINATION OF CONTRACT

A. The Village may, by written notice of default to the successful Vendor, terminate the whole or part of this proposal in any one of the following circumstances:

1. If the successful Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Vendor); or
2. If the successful Vendor fails to perform any of the other provisions of this proposal, or so fails to make progress as to endanger performance of this proposal in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
3. If it is determined that successful Vendor knowingly falsified information provided to the Village.
4. If it is determined that successful Vendor offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
5. Any order is entered in any proceeding against the successful Vendor decreeing the dissolution of the successful Vendor and such order remains in effect for sixty (60) days.

6. The successful Vendor shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Vendor, or commence any proceedings relating to the successful Vendor under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Vendor, and the successful Vendor indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Vendor bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Vendor shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Vendor shall continue the performance of this proposal to the extent not terminated under the provisions of this clause.

## **21. EQUAL EMPLOYMENT OPPORTUNITY**

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

### **EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this work proposal or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

## CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

## 22. INSURANCE SPECIFICATIONS

- A. The successful Vendor shall not commence work under the proposal until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Vendor shall maintain limits no less than:

| <u>TYPE OF INSURANCE</u>   | <u>MINIMUM INSURANCE COVERAGE</u>  |
|--|--|
| <b><u>COMMERCIAL GENERAL LIABILITY</u></b>                                     |  |
| 1. Comprehensive Form  | COMBINED SINGLE LIMIT PER OCCURRENCE   |
| 2. Premises - Operations   | FOR BODILY INJURY AND PROPERTY   |
| 3. Explosion & Collapse Hazard   | DAMAGE \$1,000,000   |
| 4. Underground Hazard  |  |
| 5. Products/Completed Operations Hazard  | PERSONAL INJURY PER OCCURRENCE   |
| 6. Contractual Liability Coverage Included                                     | \$1,000,000  |
| 7. Broad Form Property Damage - construction projects only.                    | GENERAL AGGREGATE \$2,000,000  |
| 8. Independent contractors   |  |
| 9. Personal Injury   |  |
| Business Automobile Liability<br>Any Auto, Owned, Non-Owned<br>Rented/Borrowed | COMBINED SINGLE LIMIT PER OCCURRENCE<br>FOR BODILY INJURY AND PROPERTY DAMAGE<br>\$1,000,000 |
| Worker's Compensation and Occupational Diseases                                | STATUTORY LIMIT  |
| Employer's Liability Insurance per Occurrence                                  | \$500,000  |

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Vendor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Vendor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

### 23. INSURANCE POLICY(S) ENDORSEMENT

*SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.*

VILLAGE OF WILLOWBROOK ("The Village")  
Attention: Administration Department  
835 Midway Drive  
Willowbrook, Illinois 60527

#### A. POLICY INFORMATION.

1. Insurance Company West Bend Mutual Ins. Co.
2. Policy Number \_\_\_\_\_
3. Policy Term: (From) 12/12/2018 (To) 12/12/2019  
*December 31, 2018*
4. Endorsement Effective Date December 12, 2018
5. Named Insured D Ryan Tree & Landscape, LLC  
*17271 IL Route 23*
6. Address of Named Insured DEKALB, IL 60115
7. Limit of Liability Any One Occurrence/  
Aggregate \$ 1,000,000 / 2,000,000
8. Deductible or Self-Insured Retention (Nil unless otherwise specified)  
\$ 0

(11)

## B. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Vendor shall, within seven (7) calendar days after acceptance of the proposal by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

~~In the event that the successful Vendor fails to furnish the insurance coverage within thirteen (13) calendar days after acceptance of the proposal by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.~~

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

## C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

### 1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

**2. CONTRIBUTION NOT REQUIRED.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Vendor's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

**3. SEVERABILITY OF INTEREST.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

**4. SUBCONTRACTORS.**

(ALL COVERAGES)

The successful Vendor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

**5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

**6. CANCELLATION NOTICE.**

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

**7. SUBROGATION.**

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Vendor for the Village.

**8. ACCEPTABILITY OF INSURERS.**

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

**9. ASSUMPTION OF LIABILITY.**

(ALL COVERAGES)

The successful Vendor assumes liability for all injury to or death of any person or persons including employees of the successful Vendor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

**D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.**

I, Patricia E. Fagan (print/type name), warrant, and by my signature hereon do so certify, that the required coverage is in place.

Signature of: *Patricia E. Fagan* Authorized Representative (Original signature required on endorsement furnished to the Village).

Title: Vice President

Organization: Crum-Hansard Agency, Inc.

Address: 2350 Bethany Rd., Sycamore, IL 60178

Phone: 779-777-7351 Fax: 815-756-2138

#### **24. INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the successful Vendor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Vendor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Vendor shall, at its own expense, satisfy and discharge same.

The successful Vendor expressly understands and agrees that any performance bond or insurance policies required by the proposal, or otherwise provided by the successful Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Vendor further agrees that to the extent that money is due the successful Vendor by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

## ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Period: \_\_\_\_\_

Endorsement Effective Date: \_\_\_\_\_

This endorsement modifies coverage provided under the following:

### Commercial General Liability Coverage Part

Name of Individuals or Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

## CONTRACTOR'S CERTIFICATION - BID PROPOSAL

D. Raynor Tree Care Services LLC, as part of its bid on a  
(Name of Contractor)

contract for Tree Trimming to The Village of Willowbrook, 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 5/33E-3 or 5/33E-4.

By: Phyllis Jean Frye  
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 26 day of  
November, 20 18.

MY COMMISSION EXPIRES:

07/26/2022

Phyllis Jean Frye  
NOTARY PUBLIC



**VILLAGE OF WILLOWBROOK**  
**PROPOSAL - #** \_\_\_\_\_

**\*\*\* EXAMPLE ONLY \*\*\***

The undersigned, an authorized officer or employee of Bidder, hereby warrants that the Bidder agrees to furnish to the Village \_\_\_\_\_ according to the specifications and contract documents attached hereto and by this reference incorporated herein.

Base Price \$ \_\_\_\_\_

Make/Model (if applicable) \_\_\_\_\_

Delivery Terms: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

CONTRACT - *Page One of Two*

1. This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and \_\_\_\_\_.
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, \_\_\_\_\_ agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

VILLAGE OF WILLOWBROOK

Attest:

By: \_\_\_\_\_  
Village Clerk

By: \_\_\_\_\_  
Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

SUBSCRIBED AND SWORN BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

(18)

CONTRACT - *Page Two of Two*

**IF A PARTNERSHIP**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Seal)  
(Seal)  
(Seal)  
(Seal)

PARTNERS DOING BUSINESS UNDER THE NAME OF  
\_\_\_\_\_  
\_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME

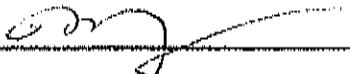
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

\_\_\_\_\_  
\_\_\_\_\_

**IF AN INDIVIDUAL**

  
\_\_\_\_\_  
(Seal)

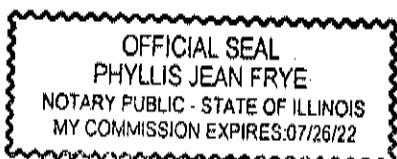
SUBSCRIBED AND SWORN BEFORE ME

This 26 day of November, 2018.

MY COMMISSION EXPIRES: 07/26/2022

  
\_\_\_\_\_  
\_\_\_\_\_

NOTARY PUBLIC



## II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

### A. INTENT

It is the intent of these specifications and proposal that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

### B. LOCATION OF UTILITIES

The successful Vendor shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

### C. TRAFFIC CONTROL AND PROTECTION

Traffic control and protection - the successful Vendor's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

### D. EXAMINATION OF SITE

The successful Vendor shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Vendor of his/her responsibility under this contract.

### E. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Vendor shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

### F. PREVAILING WAGES

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

#### **F. PREVAILING WAGES (CONTINUED)**

Prospective Vendors shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

#### **G. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Vendor when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

#### **H. BIDDER'S RESPONSIBILITY**

The successful Vendor shall be responsible for constructing the improvements in accordance with the specifications. The successful Vendor shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Vendor shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

#### **I. SITE CONDITION AND CLEAN-UP**

The successful Vendor shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Vendor shall have control over his/her employees' parking of automobiles on the site, and, if required, shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Vendor shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Vendor and final acceptance will not be made until the site is in a condition acceptable to the Village.

#### **J. TRESPASS ON LAND**

The successful Vendor shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Vendor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the successful Vendor is to enter upon the property of third parties in the execution of the work, he/she shall obtain written permission prior to doing so, and submit evidence of said written permission to the Village.

#### **K. COPIES OF DRAWINGS AND SPECIFICATIONS**

The Village shall furnish to the Vendor, without charge, three (3) sets of specifications for that portion of the work to be performed by the Vendor. If the Vendor desires additional copies of the specifications, they may be secured from the Village at Vendor's expense.

#### **L. PROTECTION OF PUBLIC**

The Vendor shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Vendor shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Vendor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the Vendor. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

#### **M. GUARANTEE**

All work and materials furnished under this contract shall be guaranteed by the Vendor against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Vendor shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

#### **N. PAYMENT**

Final payment will be made when the work is accepted by the Village. The Vendor shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

#### **O. ACCEPTANCE**

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

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**VILLAGE OF WILLOWBROOK**  
**PARKWAY TREE TRIMMING SERVICES**  
**SPECIFICATIONS**

The undersigned ("Contractor") agrees to furnish to the Village of Willowbrook, an Illinois municipal corporation, hereinafter referred to as the "Village", PARKWAY TREE TRIMMING SERVICES conforming to the terms and conditions set forth herein.

**I. GENERAL TERMS AND CONDITIONS**

**A. EXAMINATION OF SITE**

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and the type of trimming required under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

**B. MEETING BEFORE WORK BEGINS**

It is mandatory that the Contractor meets with the Director of Municipal Services or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

**C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

**D. BASIS OF PAYMENT**

The Contractor shall be paid for the work described herein on a per tree basis for each work area. Partial payment shall be made to the Contractor as work progresses but, in no case, shall payment be made on trees not completed to the satisfaction of the Village and in accordance with these specifications and accepted arboricultural practices. Diameter of

trees trimmed shall be measured with a standard diameter tape at four and one-half (4-1/2) feet from the ground. In the case of multi-stemmed trees whose crotch is four and one-half (4-1/2) feet from the ground or lower, measurement will be taken one foot below the crotch.

**E. FINAL REPORT**

Upon completion of the project a report shall be prepared and submitted to the Village for review and acceptance in typed form listing location (address), number(s) of trees trimmed, species and condition upon completion of the project. The Contractor shall be required to make any requested revisions to the report prior to the Village finalizing and accepting the project.

**F. STARTING AND COMPLETION REQUIREMENTS**

Work shall begin on or about February 15, 2019 or at a time mutually agreed upon by the Contractor and the Village inspector. All work shall be completed prior to April 1, 2019. Fifty percent (50%) of the dollar value of the contract shall be completed by March 1, 2019, as an indication that the Contractor is satisfactorily progressing toward completion of the contract.

**G. WORKING HOURS**

The Contractor shall work the same hours as the Public Works Division of the Village unless other arrangements are agreed upon ahead of time. The Division's normal work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Unless otherwise approved by an authorized representative of the Village, all work by the Contractor shall be completed at least one (1) hour prior to the end of the Village's specified work hours, in order to allow an opportunity to review the completed work.

**H. PREVAILING WAGES**

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above-mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

**I. TRESPASS ON LAND**

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

**J. COSTS**

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

**K. ADDITIONAL WORK**

The Village reserves the right to order additional work at the same unit price as provided for in the contractor's bid. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Director of Municipal Services or his designee, has approved the charges in writing.

**L. ADDITIONAL INFORMATION**

Each bidder shall be asked to provide the following data with the bid:

A statement of the items or equipment that the bidder proposes to use on the project and a statement noting which of these items of equipment the bidder owns. A separate statement is needed for those items the contractor does not own but will be able to rent or otherwise have access to use.

At least four (4) references who can attest to the bidder's ability to fulfill this contract including at least one (1) municipal, governmental, or institutional reference. Include names, addresses and phone numbers.

At least one (1) reference that can attest to the bidder's previous satisfactory performance of a municipal or other governmental tree trimming contract that is comparable in size to this project.

Any bidder may be required by the Village to submit additional data in support of the bidder's claim to be competent to carry out the terms and provisions of the contract.

**M. PENALTY FOR NON-COMPLETION**

Time is of the essence to the contract. Should the Contractor fail to complete the work within the working days stipulated in the contract or on or before the completion date stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction

of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on Village residents or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- a) failure to start work on the specified date and time without notification and approval for a change from the Village;
- b) failing to show up for scheduled work without notification to the Village;
- c) starting operations before the allowed time without permission from the Village;
- d) failure to provide appropriate traffic control and protection; and
- e) failure to notify the Village in advance of where work will be taking place.

## II. PRUNING SPECIFICATIONS

### A. PURPOSE AND INTENT

1. All pruning shall follow the ANSI A300-2001 Pruning Standard and the ISA's Tree Pruning Guidelines for the purpose of crown cleaning, crown thinning, crown raising, and structure development.
2. All pruning shall improve the appearance of the trees, maintaining the crown shape and symmetry typical of the species at its size and age with an emphasis on the following:
  - a. Crown cleaning to remove all dead, dying, diseased, crowded, weakly attached and low-vigor branches.
  - b. Crown thinning to selectively remove and/or prune branches back to large laterals to increase light penetration and air movement through the crown. After crown thinning, trees and branches shall have foliage and mechanical stress evenly distributed along a branch and throughout the crown.
  - c. Crown raising to remove lower branches where practical to obtain an eventual full foliage height clearance of fifteen (15) feet on the street side of the tree and approximately ten (10) feet on the sidewalk or pedestrian side of the tree. All work shall always maintain the crown shape and symmetry typical of the species being pruned. If a tree is near a building, branches shall be pruned to clear the building by approximately ten (10) feet. Pruning may include heading cuts on lower limbs or thinning cuts to lighten lower branch loads to achieve clearance if complete branch removal is not practical.

- d. Pruning for structure such that if a scaffold branch is large in diameter and competes with the leader, that this scaffold branch be headed back to a lateral and/or thinned to obtain a balanced crown shape overall.
- e. Pruning to remove all interior crowding branches, and one of all crossed or rubbing branches where practical so the removal thereof will not leave large holes in the general form of the tree.
- f. Pruning to remove one branch of all structurally weak "V" crotches occurring along the main trunk or developing within young tree crowns. Special attention shall be given to the effect removal of such branches will have on the ultimate form of the tree.
- g. Pruning to remove trunk suckers and water sprouts especially where they are present below the bottomed one half (1/2) of the tree. Such branches that add to the shape of the tree above 14 feet may remain in mature trees which may not have an optimum tree crown or shape.

## **B. PRUNING CUTS AND TOOLS**

- 1. All Final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar and that leave oval exposed wounds shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.
- 2. All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning manner as to prevent any damage to real or personal property, publicly or privately owned.
- 3. Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be placed on each branch to obtain the proper pruning cut. This shall be done in a way that will not cut, rip, or harm adjacent bark areas.
- 4. No person working in trees shall use shoes with spikes, or any other footwear, which will, in the opinion of the Village Director of Municipal Services or his designee, injure the tree being pruned. At no time shall any person working in the trees for pruning purposes, wear spurs or climbing irons.

## **C. PRUNING OF TREES BY POWER LINES**

Trees which have been disfigured due to ComEd pruning for power line clearance shall only be pruned for height clearance from the ground, clearance from buildings, and removal of structurally weak branches or deadwood under this contract. If any question arises, the Village shall define the trees which are "disfigured."

## **D. SITE APPEARANCE AND CLEAN-UP**

Pruned limbs and branches temporarily placed in the parkway area shall be placed in such a manner as to eliminate any obstruction or potential hazard to motor vehicles and pedestrians.

The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. The Contractor shall clean up and dispose of all debris resulting from trimming operation, including raking all lawn areas and sweeping all paved areas. All work areas shall be cleaned up by the end of each workday. The site shall be returned to the same state it existed in prior to the pruning work. Under no circumstances shall any materials be allowed to lie on the parkway overnight. Failure to keep the site neat, complete restoration of any disturbed areas, or cleanup debris to the satisfaction of the Village, when directed to do so shall be just cause for withholding payment due the Contractor and final acceptance will not be made until the site is in a condition acceptable to the Village. If the Contractor fails to complete the repairs or clean-up immediately, or as otherwise directed by the Village, the Village shall provide notice to the Contractor and proceed to repair or replace the existing facilities and/or damaged property as may be deemed necessary at the Contractor's expense.

As pruning may occur during and after snow events, some debris may not be immediately accessible for clean up. In these instances, it is the responsibility of the contractor to re-clean and rake up debris in these areas after the snow melts. No extra payment shall be made for this clean up work.

**E. TREE DISEASE DIAGNOSIS**

In the course of completing the trimming work, the contractor shall identify and inventory any and all trees that the contractor believes may exhibit signs of undue stress and/or disease, including but not limited to ash trees showing signs of emerald ash borer (EAB) infestation. The contractor shall submit the full inventory of any and all trees identified to the Director of Municipal Services, or his designee, as part of the Final Report outlined in Section "E" above.

**F. INSPECTION OF WORK**

In order to allow for the efficient progression and inspection of the work, the Contractor shall confine their ongoing operations to a specific geographic area each day, as approved by the Village. All work must be completed to the satisfaction of the Director of Municipal Service or his designee. The Village will inspect the site(s) which have been worked on by the Contractor and notify the Contractor if any additional work is required in order to meet the project specifications. Failure to properly complete the work shall result in non-payment to the Contractor until all work has been completed to the satisfaction of the Village.

**G. DISCONTINUANCE OF WORK / PROTECTION OF THE PUBLIC**

Any practice of obviously hazardous activity as determined by the Director of Municipal Services or his designee shall be immediately discontinued by the Contractor upon receipt of either written or verbal notice from a representative of the Village to discontinue such practice. Continued practice of hazardous activity is grounds for termination of contract. Any and all applicable penalties will be imposed to the fullest extent of the law.

If in the opinion of the Village a hazardous condition exists and the Contractor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the bidder.

**H. PERSONNEL AND EQUIPMENT**

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified.

**I. CERTIFIED ARBORIST**

An Arborist certified by the International Society of Arboriculture must be on the job site at all times. Their name(s) and certification number(s) shall be included in the bid document. Failure to have a certified arborist on site at all times may result in termination of the contract at the discretion of the Village.

**J. WORK CREW SUPERVISION**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Director of Municipal Services or his designee and the supervisor(s) shall be available twenty-four (24) hours a day. The Village and Contractor representatives for this project will meet on a regular basis as designated by the Village representative, in order to discuss the completed work, review the ongoing tree counts, among other items. The discussions of completed work and tree counts are not the inspection of the completed work, which will be done separately by the Village.

**K. PROTECTION OF OVERHEAD UTILITIES**

Tree trimming operations may be conducted in areas when overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches, which may conflict with or create a hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

**L. 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.

**M. TREE LOCATIONS**

The Village designated trees to be trimmed are over (4) inches Diameter at Breast Height (D.B.H.) and located on Village right-of-way in the following areas and trimmed in the following sequence:

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

WORK AREA ("WATERFORD SUBDIVISION")

|    |   |    |   |
|----|---|----|---|
| 1  | Waterford Drive – Madison Street to Garfield Avenue                       | 2  | Waterford Court – Off of Waterford Drive                          |
| 3  | Bentwood Lane – Waterford Drive to Hiddenbrook Lane                       | 4  | Hiddenbrook Lane – Bentwood Lane to Meadow Lane                   |
| 5  | Meadow Lane – Hiddenbrook Lane to Waterford Drive                         | 6  | Wingate Road – Waterford Lane to Ridgemoor Drive                  |
| 7  | Woodgate Court – Off of Wingate Road                                      | 8  | Stonegate Court – Off of Wingate Road                             |
| 9  | Cambridge Road – Waterford Drive to Ridgemoor Drive                       | 10 | Rodgers Drive – Waterford Drive to Plainfield Road                |
| 11 | Ridgemoor Drive – Madison Street to Rodgers Drive                         | 12 | Wedgewood Lane – Ridgemoor Drive to Somerset Road                 |
| 13 | Somerset Road – Wedgewood Lane to Chaucer Road                            | 14 | Somerset Court – Off of Somerset Court                            |
| 15 | Chaucer Road – Somerset Road to Waterford Drive                           | 16 | Chaucer Court – Off of Chaucer Road                               |
| 17 | Rodgers Court – Off of Rodgers Drive                                      | 18 | Ridgemoor Court – Off of Ridgemoor Drive                          |
| 19 | Wedgewood Court – Off of Wedgewood Lane                                   | 20 | Sheffield Street – Ridgemoor Drive to Stratford Lane              |
| 21 | Stratford Lane – Sheffield Street to Wedgewood Lane                       | 22 | Kingswood Road – Stratford Lane to Plainfield Road                |
| 23 | Kingswood Court – Off of Kingswood Road                                   | 24 | Oxford Road – Waterford Drive to Hill Road                        |
| 25 | Creekside Court – Off of Madison Street, South of 63 <sup>rd</sup> Street | 26 | Garfield Avenue – from 63 <sup>rd</sup> Street to Plainfield Road |

OPTIONAL AREA 1 ("ROGERS FARM SUBDIVISION")

|   |  |   |   |
|---|--|---|---|
| 1 | Hill Road – Tremont Road to Raleigh Road           | 2 | Tremont Road – Hill Road to Sunset Ridge Road |
| 3 | Sunset Ridge Road – Tremont Road to Raleigh Road   | 4 | Raleigh Road – Hill Road to Sunset Ridge Road |
| 5 | Wesley Road – Sunset Ridge Road to Hill Road       | 6 | Briar Road – Sunset Ridge Road to Hill Road   |
| 7 | Rogers Farm Road – Raleigh Road to Garfield Avenue |   |   |

OPTIONAL AREA 2

|   |   |   |  |
|---|---|---|--|
| 1 | Garfield Ridge Court – Off of Garfield Avenue | 2 | Ridgefield Lane – Off of Garfield Avenue |
|---|---|---|--|

**OPTIONAL AREA 3**

|   |   |   |   |
|---|---|---|---|
| 1 | Ridgemoor Drive – 6412 Madison to 6730 Madison west side    | 2 | Lane Court – Off of Ridgemoor Drive                       |
| 3 | Ridgemoor Drive - Route 83 to Quincy Street                 | 4 | Willow Lane - Route 83 to Quincy Street                   |
| 5 | Stough Street - Ridgemoor Drive to Willow Lane              | 6 | Quincy Street - North from Willow Lane                    |
| 7 | Madison Street – 63 <sup>rd</sup> Street to Plainfield Road | 8 | 64 <sup>th</sup> Street – Madison Street to Thurow Street |
| 9 | Thurow Street – off of 64 <sup>th</sup> Street              |   |   |

**OPTIONAL AREA 4**

|   |   |   |   |
|---|---|---|---|
| 1 | Martin Drive – Off of 63 <sup>rd</sup> Street | 2 | Creekside Court – Off of Madison Street |
|---|---|---|---|

**OPTIONAL AREA 5 ("WILLOW MANOR SUBDIVISION")**

|   |  |   |  |
|---|--|---|--|
| 1 | 67 <sup>th</sup> Place – Madison Street to 68 <sup>th</sup> Street | 2 | 68 <sup>th</sup> Street – Madison Street to west terminus        |
| 3 | 68 <sup>th</sup> Place – 68 <sup>th</sup> Street to Adams Street   | 4 | Quincy Street – 67 <sup>th</sup> Place to 68 <sup>th</sup> Place |
| 5 | 69 <sup>th</sup> Street – Adams Street to west terminus            | 6 | Adams Street – 68th Street to Plainfield Road                    |
| 7 | Caitlin Court – 68th Street to south terminus                      |   |  |

A map depicting these areas is attached.

**N. CHIP DISPOSAL**

Disposal of chips generated by work described within this contract will be the responsibility of the Contractor. At the Village's option the Contractor may be asked to drop chips at a Village park site or other Village owned property within town.

**O. EMERGENCY TREE SERVICES**

At the Village's option the Contractor may be asked provide emergency tree services in the event that such services become necessary. The cost of such services will be provided on a time and equipment plus profit basis as stated on the proposal page. Work shall begin within twenty-four (24) hours of notification by the Director of Municipal Services or his designee.

**P. TREE REMOVAL SERVICES**

At the Village's option the Contractor may be asked to provide tree removal service. At the discretion of the Village, stump grinding will be required. Stump grinding shall include at a minimum the removal of the stump to eight inches (8") below grade as well as the removal of any surface roots in order to be able to landscape the area where the tree used to be located. The cost of removal and stump grinding will be billed separately at the rate listed on the proposal page.

**Q. TRAFFIC CONTROL**

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities. This shall include but not limited to the following:

- a. Whenever possible, work vehicles shall be parked on the same side of the street as work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by the Village Code of Ordinances.
- b. Whenever possible the work site on a two-lane street shall be confined to one traffic lane leaving the opposite lane open to traffic.
- c. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
- d. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection, which may be necessary.
- e. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
- f. Warning signs such as "MEN WORKING" shall be diamond shape having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 24 inches by 24 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
- g. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorist of activity in those trees.
- h. Blocking of public streets shall not be permitted unless prior arrangements have been made with and approved by the Village and is coordinated with the appropriate departments.
- i. The Contractor shall provide adequate barricades, flagmen, sign and/or warning devices during the performance of the Contract to protect motorists and pedestrians. Yellow flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the Director of Municipal Services or his designee.

**R. NOTIFICATION OF COMMENCING WORK**

The Contractor shall keep the Village informed as accurately as possible as to when they plan to commence work and in what way they intend to proceed. In order to accomplish this, at a minimum, the Contractor shall provide advance daily written notification (via fax, email, or hand delivered) of the locations the Contractor intends to work that day to the Village's contact person for this project.

**S. ADDITIONAL WORK – TREE TRIMMING ON PRIVATE PROPERTY**

The Village offers a private participation tree trim program to interested property owners. The Contractor will be required to trim trees on private property at the unit price stated

under "Additional Work" on the bid document. Work on private property, including brush removal and cleanup will be performed to the same specifications as provided in this document for trimming of trees on public property. The agreement for the work will be between the Contractor and the resident.

The Program will work as follows:

- Step 1: Property owners who live in the area where tree trimming will take place will receive a letter from the Village stating the Contractor name and price for tree trimming.
- Step 2: The property owner contacts the Contractor and arranges for tree trimming. All quotes must be provided in writing and agreed to in writing by the homeowner.
- Step 3: The Contractor invoices the property owner for the cost to perform the trimming. The cost of the work is based upon the bid award for additional work.
- Step 4: The property owner submits payment directly to the Contractor.
- Step 5: A report shall be prepared during the contract period and submitted to the Village in a typed form listing location (address), number of trees trimmed, and amount invoiced to each property owner. The report shall be submitted to the Village upon completion of the entire project.

In instances where the Contractor cannot trim a tree on private property due to an obstruction or other extenuating circumstance(s) he must contact the Director of Municipal Services or his designee to view the site. If the Director or his designee agrees that conditions exist which reasonably prevent trimming of the tree(s) the Contractor will not be required to trim the tree.

**VILLAGE OF WILLOWBROOK**  
**PARKWAY TREE TRIMMING SERVICES PROPOSAL**

The undersigned "Contractor" offers to provide to the Village of Willowbrook, an Illinois Municipal Corporation, Parkway Tree Trimming Services conforming to the specifications attached hereto, with such exceptions or modifications as herewith set forth, and in accordance with the terms and conditions herein specified.

**WORK AREA ("Waterford Subdivision")**

| Work Area #  | Approximate # of Trees | Unit Price   | Estimated Total |
|--------------|------------------------|--------------|-----------------|
| 1            | 56                     | 16.00        | 896.00          |
| 2            | 12                     | 16.00        | 192.00          |
| 3            | 5                      | 16.00        | 80.00           |
| 4            | 11                     | 16.00        | 176.00          |
| 5            | 15                     | 16.00        | 240.00          |
| 6            | 26                     | 16.00        | 416.00          |
| 7            | 11                     | 16.00        | 176.00          |
| 8            | 13                     | 16.00        | 208.00          |
| 9            | 15                     | 16.00        | 240.00          |
| 10           | 28                     | 16.00        | 448.00          |
| 11           | 26                     | 16.00        | 416.00          |
| 12           | 19                     | 16.00        | 304.00          |
| 13           | 26                     | 16.00        | 416.00          |
| 14           | 7                      | 16.00        | 112.00          |
| 15           | 25                     | 16.00        | 400.00          |
| 16           | 21                     | 16.00        | 336.00          |
| 17           | 19                     | 16.00        | 304.00          |
| 18           | 10                     | 16.00        | 160.00          |
| 19           | 4                      | 16.00        | 64.00           |
| 20           | 15                     | 16.00        | 240.00          |
| 21           | 22                     | 16.00        | 352.00          |
| 22           | 9                      | 16.00        | 144.00          |
| 23           | 12                     | 16.00        | 192.00          |
| 24           | 7                      | 16.00        | 112.00          |
| 25           | 11                     | 16.00        | 176.00          |
| 26           | 20                     | 16.00        | 320.00          |
| <b>Total</b> | <b>445</b>             | <b>16.00</b> | <b>7120.00</b>  |

#### OPTIONAL AREA 1 ("Rogers Farm Subdivision")

|                     | Approximate # of Trees | Unit Price   | Estimated Total |
|---------------------|------------------------|--------------|-----------------|
| 1                   | 23                     | 16.00        | 368.00          |
| 2                   | 18                     | 16.00        | 288.00          |
| 3                   | 17                     | 16.00        | 272.00          |
| 4                   | 10                     | 16.00        | 160.00          |
| 5                   | 29                     | 16.00        | 464.00          |
| 6                   | 16                     | 16.00        | 256.00          |
| 7                   | 8                      | 16.00        | 128.00          |
| <b>AREA 1 TOTAL</b> | <b>121</b>             | <b>16.00</b> | <b>1936.00</b>  |

#### OPTIONAL AREA 2

|                     | Approximate # of Trees | Unit Price   | Estimated Total |
|---------------------|------------------------|--------------|-----------------|
| 1                   | 31                     | 16.00        | 496.00          |
| 2                   | 26                     | 16.00        | 416.00          |
| <b>AREA 2 TOTAL</b> | <b>57</b>              | <b>16.00</b> | <b>912.00</b>   |

#### OPTIONAL AREA 3

|                     | Approximate # of Trees | Unit Price   | Estimated Total |
|---------------------|------------------------|--------------|-----------------|
| 1                   | 66                     | 16.00        | 1056.00         |
| 2                   | 19                     | 16.00        | 304.00          |
| 3                   | 3                      | 16.00        | 48.00           |
| 4                   | 1                      | 16.00        | 16.00           |
| 5                   | 1                      | 16.00        | 16.00           |
| 6                   | 10                     | 16.00        | 160.00          |
| 7                   | 16                     | 16.00        | 256.00          |
| 8                   | 3                      | 16.00        | 48.00           |
| 9                   | 5                      | 16.00        | 80.00           |
| <b>AREA 3 TOTAL</b> | <b>124</b>             | <b>16.00</b> | <b>1984.00</b>  |

#### OPTIONAL AREA 4

|                     | Approximate # of Trees | Unit Price   | Estimated Total |
|---------------------|------------------------|--------------|-----------------|
| 1                   | 30                     | 16.00        | 480.00          |
| 2                   | 11                     | 16.00        | 176.00          |
| <b>AREA 4 TOTAL</b> | <b>41</b>              | <b>16.00</b> | <b>656.00</b>   |

**OPTIONAL AREA 10 ("Willow Manor Subdivision")**

|                      | Approximate # of Trees | Unit Price   | Estimated Total |
|----------------------|------------------------|--------------|-----------------|
| 1                    | 29                     | 16.00        | 464.00          |
| 2                    | 39                     | 16.00        | 624.00          |
| 3                    | 16                     | 16.00        | 256.00          |
| 4                    | 65                     | 16.00        | 1040.00         |
| 5                    | 41                     | 16.00        | 656.00          |
| 6                    | 1                      | 16.00        | 16.00           |
| 7                    | 15                     | 16.00        | 240.00          |
| <b>AREA 10 TOTAL</b> | <b>206</b>             | <b>16.00</b> | <b>3296.00</b>  |

**GRAND TOTAL (INCLUDING ALL OPTIONAL AREAS)**

|   | Approximate # of Trees | Unit Price          | Estimated Total |
|---|------------------------|---------------------|-----------------|
| <b>Total Including<br/>Optional Areas</b> | <b>994</b>             | <b>Grand Total:</b> | <b>15904.00</b> |

**ADDITIONAL WORK**

| Item | Category  | Description       | Cost     |
|------|---|-------------------|----------|
| 1a   | Tree Removal Services                             | Cost per D.B.H    | \$ 23 -  |
| 1b   | Tree Removal Services                             | Stump Grinding    | \$ 150 - |
| 2a   | Emergency Tree Service                            | Cost per Man-hour | \$ 75 -  |
| 2b   | Emergency Tree Service                            | Equipment Cost    | \$ 75 -  |
| 3a   | Private Participation Program –<br>Tree Trimming  | Unit Cost         | \$ 285 - |
| 3b   | Private Participation Program –<br>Tree Removal   | Cost per D.B.H    | \$ 28 -  |
| 3c   | Private Participation Program –<br>Stump Grinding | Stump Grinding    | \$ 150 - |

NOTE: Prices shall remain in effect until April 30, 2019.

Certified Arborist:

Darin Ryan

Name

IL 1637

Number

Contractor:

D. Ryan Tree & Landscape LLC

Address:

17271 RT 23

DeKalb IL 60115

Phone:

630-752-8733

Date: 11/26/18

Signature:

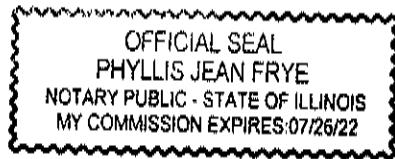
D. Ryan

Subscribed and sworn before me on this 26 day of November, 2018

MY COMMISSION EXPIRES:

07-26-2022

Phyllis Jean Frye  
NOTARY PUBLIC



### ADDITIONAL BID INFORMATION

|    |  | <i>Please check the appropriate column</i> |   |
|----|--|--|---|
| A. | Statement of the Items / Equipment the Bidder Proposes to use for the project. | Owned By the Vendor                        | Rented or Other Access to by the Vendor |
| 2  | 2018 Bucket Trucks   | ✓  |   |
| 2  | 2018 Vermeer Chipper   | ✓  |   |
| 1  | 2019 Chaser  | ✓  |   |
| 2  | 2016 Vermeer Stumpers  | ✓  |   |
| 2  | Ford Chip Trucks   | ✓  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |
|    |  |  |   |

## REFERENCE LIST

(please make additional copies of this sheet if needed)

Village/City: Willow Bay  
Contact: Scott Phone: 630-719-4717  
Type & Date of Work: 2008 - 2018 Trim & Remove

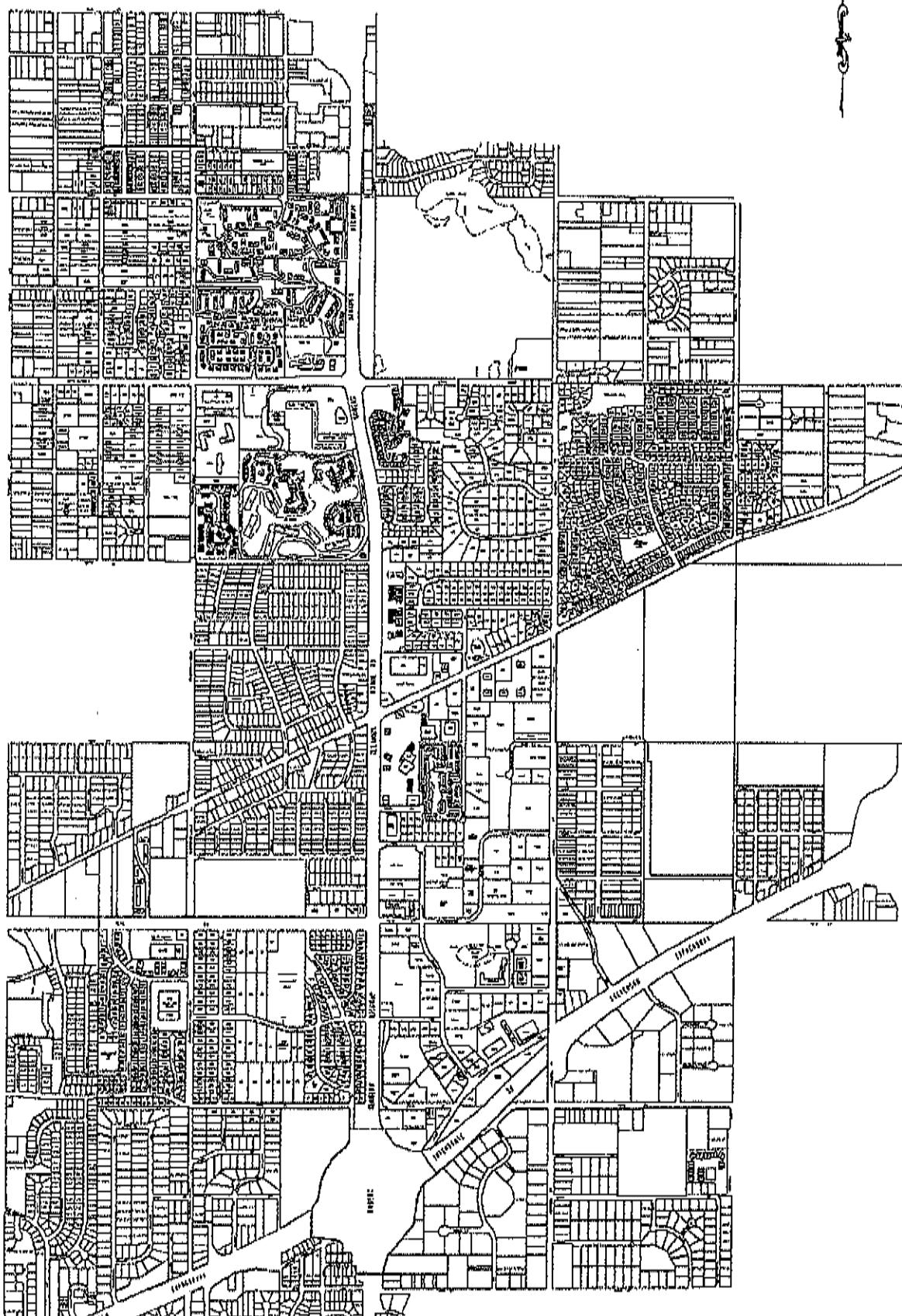
Village/City: Willow Bay  
Contact: Tim Phone: \_\_\_\_\_  
Type & Date of Work: Trim & Remove 2015-2018

Village/City: Appison  
Contact: Tim Phone: 630-747-5494  
Type & Date of Work: 2005 - 2018 Trim

Village/City: Downden's Grove  
Contact: Casmine Phone: 630-878-7504  
Type & Date of Work: 2008 - 2018 Trim & Remove

# VILLAGE OF WILLOWBROOK

DU PAGE COUNTY, ILLINOIS



CHRISTOPHER B. BURKE ENGINEERING, LTD.  
9575 West Higgins Road, Suite 600  
Bensenville, Illinois 60102  
(847) 623-0500

ADDRESS MAP

| NAME | SECTION | PARCEL NO. |
|------|---------|------------|
| CB   | 61W     | 20-10002   |
| CBOL | 61L     | 20-10001   |
| SHLD | 61S     | 20-10003   |
| SWL  | 61SW    | 1          |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |
|---|--|---|
| PRODUCER  |  | CONTACT NAME: <input type="text" value="Melissa Padilla"/>  |
| Crum-Halsted Agency Inc<br>2350 Bethany Road  |  | PHONE (A/C, No. Ext): <input type="text" value="(815) 756-2906"/> FAX (A/C, No.): <input type="text" value="(815) 756-2138"/> |
| Sycamore  |  | E-MAIL ADDRESS: <input type="text" value="mpadilla@crumhalsted.com"/>   |
| IL 60178  |  | INSURER(S) AFFORDING COVERAGE   |
| NJ Ryan Tree & Landscape, LLC; D Ryan Tree & Landscape LLC;<br>Midwest Landscape & Tree Care LLC<br>17271 IL ROUTE 23<br>DeKalb |  | INSURER A: <input type="text" value="West Bend Mutual Ins Co"/> NAIC # 15350  |
| IL 60115-8864   |  | INSURER B: <input type="text" value="5 Star Specialty Program"/>  |
| INSURED   |  | INSURER C: <input type="text"/>   |
| NJ Ryan Tree & Landscape, LLC; D Ryan Tree & Landscape LLC;<br>Midwest Landscape & Tree Care LLC<br>17271 IL ROUTE 23<br>DeKalb |  | INSURER D: <input type="text"/>   |
| IL 60115-8864   |  | INSURER E: <input type="text"/>   |
|   |  | INSURER F: <input type="text"/>   |

| COVERAGES   |  | CERTIFICATE NUMBER: 2017-2018 MASTER CERT |               | REVISION NUMBER:        |                         |  |              |            |            |  |
|---|--|---|---------------|-------------------------|-------------------------|--|--------------|------------|------------|--|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |  |   |               |                         |                         |  |              |            |            |  |
| INSR LTR  | TYPE OF INSURANCE  | ADDL SUBR INSD WVO                        | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |              |            |            |  |
| A   | COMMERCIAL GENERAL LIABILITY<br><br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  |   | 0970953       | 12/12/2017              | 12/12/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |              |            |            |  |
|   | GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: <input type="checkbox"/>   |   |               |                         |                         |  |              |            |            |  |
|   | ANY AUTO<br>OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY   |   |               |                         |                         |  |              |            |            |  |
|   | <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  |   |               |                         |                         |  |              |            |            |  |
|   | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE   |   |               |                         |                         |  |              |            |            |  |
|   | DED <input type="checkbox"/> RETENTION \$  |   |               |                         |                         |  |              |            |            |  |
| A   | AUTOMOBILE LIABILITY<br><br>ANY AUTO<br>OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY   |   | 0970953       | 12/12/2017              | 12/12/2018              | COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |              |            |            |  |
|   | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  |   |               |                         |                         |  |              |            |            |  |
|   | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE   |   |               |                         |                         |  |              |            |            |  |
|   | DED <input type="checkbox"/> RETENTION \$  |   |               |                         |                         |  |              |            |            |  |
|   | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / N<br>If yes, describe under DESCRIPTION OF OPERATIONS below |   |               |                         |                         |  | BNUWCO115293 | 12/16/2017 | 12/16/2018 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000 |
|   | DESCRIPTION OF OPERATIONS below  |   |               |                         |                         |  |              |            |            |  |
| RENTED/LEASED EQUIPMENT   |  |   |               |                         |                         |  |              |            |            |  |
| 0970953   |  |   |               |                         |                         |  |              |            |            |  |
| 12/12/2017  |  |   |               |                         |                         |  |              |            |            |  |
| 12/12/2018  |  |   |               |                         |                         |  |              |            |            |  |

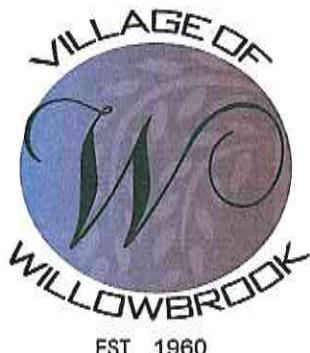
## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Village of Willowbrook, its officials, agents, employees and volunteers are named Additional Insureds in respect to General Liability. 30 day notice of cancellation will be provided to Certificate Holder.

## CERTIFICATE HOLDER

## CANCELLATION

|   |  |          |  |
|---|--|----------|--|
| Village of Willowbrook<br>835 Midway Drive<br>Willowbrook |  | IL 60527 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   |  |          | AUTHORIZED REPRESENTATIVE<br><br><i>Patrick E. Fagan</i>   |



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

MONTHLY REPORT  
MUNICIPAL SERVICES DEPARTMENT  
November ,2018

Mayor

Frank A. Trilla

| Permits Issued:      |    |
|----------------------|----|
| Alarms               | 1  |
| Cable Comcast        | 1  |
| Demo                 | 1  |
| Doors/Window         | 3  |
| Drainage             | 1  |
| Driveway             | 1  |
| Electrical           | 2  |
| Elevator/Lift        | 1  |
| Exhaust fan extended | 1  |
| Epoxy                | 1  |
| Irrigation           | 1  |
| Patio                | 2  |
| Parking Lot          | 2  |
| Remodel Comm.        | 6  |
| Remodel Res          | 2  |
| Re-occupancy         | 1  |
| Roof                 | 4  |
| Sewer Repairs        | 1  |
| Shed                 | 1  |
| Signs                | 4  |
| Water Heater         | 2  |
| Water Disconnect     | 1  |
| TOTALS               | 42 |

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

|                                   |                    |
|-----------------------------------|--------------------|
| Plan Review Deposit Fee           | 3                  |
| Permit Revenue for November ,2018 | <u>\$62,682.40</u> |

Village Administrator

Tim Halik

Total Revenue Collected for Fiscal YTD \$ 368,051.10

Chief of Police

Robert Schaller

Total Budgeted Revenue for Fiscal Year 2018/19 \$ 255,000.00

Total Percentage of Budgeted Revenue  
Collected to Date

144.33%

Director of Finance

Carrie Dittman

Certificate of Occupancy, Final 2  
Certificate of Occupancy, Temporary 5

Respectfully submitted,

Timothy Halik  
Village Administrator

TH/LJS



Proud Member of the  
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2018-2019

| MONTH                                       | CURRENT FISCAL YEAR |              | PRIOR FISCAL YEAR |              |
|---|---------------------|--------------|-------------------|--------------|
|   | 2018-2019           |              | 2017-2018         |              |
| MAY   | \$                  | 53,371.02    | \$                | 74,721.15    |
| JUNE  | \$                  | 65,924.20    | \$                | 18,289.54    |
| JULY  | \$                  | 87,692.72    | \$                | 35,679.59    |
| AUGUST                                      | \$                  | 42,766.17    | \$                | 65,281.45    |
| SEPTEMBER                                   | \$                  | 30,423.09    | \$                | 47,252.63    |
| OCTOBER                                     | \$                  | 25,191.50    | \$                | 60,248.25    |
| NOVEMBER                                    | \$                  | 62,682.40    | \$                | 43,329.42    |
| DECEMBER                                    |                     |              | \$                | 12,100.70    |
| JANUARY                                     |                     |              | \$                | 62,793.69    |
| FEBRUARY                                    |                     |              | \$                | 27,672.56    |
| MARCH                                       |                     |              | \$                | 29,264.69    |
| APRIL                                       |                     |              | \$                | 150,359.86   |
| COLLECTED REVENUE                           | \$                  | 368,051.10   | \$                | 626,993.53   |
| BUDGETED REVENUE                            | \$                  | 255,000.00   | \$                | 245,500.00   |
| REVENUES COLLECTED-<br>(OVER)/UNDER BUDGET  | \$                  | (113,051.10) | \$                | (381,493.53) |
| PERCENTAGE OF BUDGETED<br>REVENUE COLLECTED |                     | 144.33%      |                   | 255.39%      |

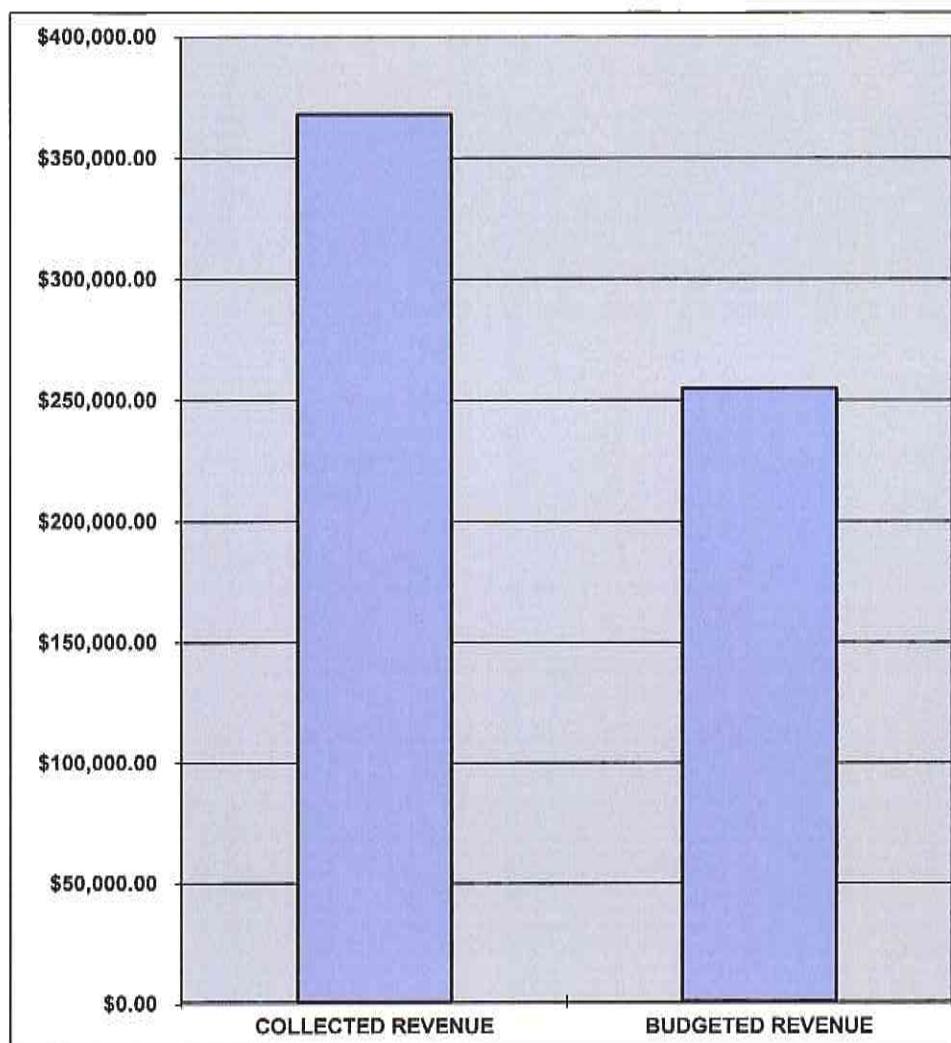
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

|                   | Fiscal Year 18/19 | Fiscal Year 17-18 |
|-------------------|-------------------|-------------------|
| COLLECTED REVENUE | \$ 368,051.10     | \$ 626,933.53     |
| BUDGETED REVENUE  | \$ 255,000.00     | \$ 245,500.00     |

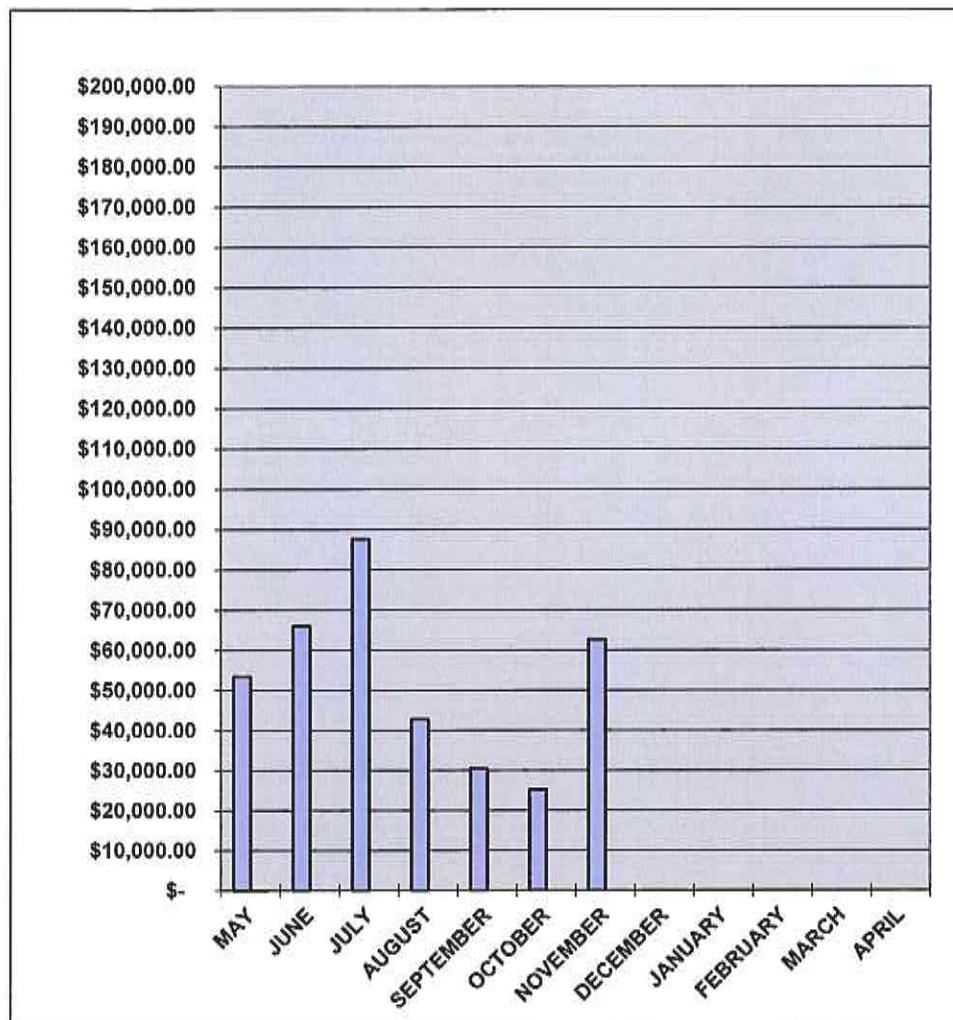
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



## MUNICIPAL SERVICES DEPARTMENT

### PERMIT REVENUE





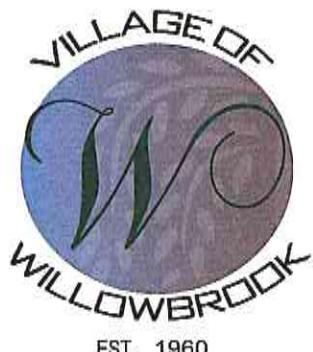
| Date       | JNL | Type | Description                       | Reference # | Debits       | Credits   | Balance      |
|------------|-----|------|-----------------------------------|-------------|--------------|-----------|--------------|
|            |     |      | Fund 01 GENERAL FUND              |             |              |           |              |
| 11/01/2018 |     |      | 01-00-310-401 BUILDING PERMITS    |             | BEG. BALANCE |           | (301,482.67) |
| 11/02/2018 | CR  | RCPT | Building Dept. Invoice 11/02/2018 |             | 1,325.00     |           | (302,807.67) |
| 11/02/2018 | CR  | RCPT | Building Dept. Invoice 11/02/2018 |             | 390.00       |           | (303,197.67) |
| 11/05/2018 | CR  | RCPT | Building Dept. Invoice 11/05/2018 |             | 15,142.59    |           | (318,340.26) |
| 11/06/2018 | CR  | RCPT | Building Dept. Invoice 11/06/2018 |             | 100.00       |           | (318,440.26) |
| 11/06/2018 | CR  | RCPT | Building Dept. Invoice 11/06/2018 |             | 50.00        |           | (318,490.26) |
| 11/07/2018 | CR  | RCPT | Building Dept. Invoice 11/06/2018 |             | 8,491.85     |           | (326,982.11) |
| 11/07/2018 | CR  | RCPT | Building Dept. Invoice 11/07/2018 |             | 265.00       |           | (327,247.11) |
| 11/08/2018 | CR  | RCPT | Building Dept. Invoice 11/07/2018 |             | 230.00       |           | (327,477.11) |
| 11/09/2018 | CR  | RCPT | Building Dept. Invoice 11/08/2018 |             | 8,480.50     |           | (335,957.61) |
| 11/09/2018 | CR  | RCPT | Building Dept. Invoice 11/09/2018 |             | 200.00       |           | (336,157.61) |
| 11/13/2018 | CR  | RCPT | Building Dept. Invoice 11/09/2018 |             | 200.00       |           | (336,357.61) |
| 11/13/2018 | BD  | TRX  | Building Dept. Invoice 11/13/2018 |             | 35.00        |           | (336,392.61) |
| 11/14/2018 | CR  | RCPT | SUMMARY BD 11/13/2018             |             | 3,489.15     |           | (339,881.76) |
| 11/14/2018 | CR  | RCPT | Building Dept. Invoice 11/14/2018 |             | 490.00       |           | (340,371.76) |
| 11/15/2018 | CR  | RCPT | Building Dept. Invoice 11/14/2018 |             | 2,090.00     |           | (342,461.76) |
| 11/15/2018 | CR  | RCPT | Building Dept. Invoice 11/15/2018 |             | 200.00       |           | (342,661.76) |
| 11/16/2018 | CR  | RCPT | Building Dept. Invoice 11/15/2018 |             | 605.00       |           | (343,266.76) |
| 11/19/2018 | CR  | RCPT | Building Dept. Invoice 11/16/2018 |             | 875.00       |           | (344,141.76) |
| 11/19/2018 | CR  | RCPT | Building Dept. Invoice 11/19/2018 |             | 120.00       |           | (344,261.76) |
| 11/20/2018 | CR  | RCPT | Building Dept. Invoice 11/19/2018 |             | 4,874.90     |           | (349,136.66) |
| 11/20/2018 | CR  | RCPT | Building Dept. Invoice 11/20/2018 |             | 430.00       |           | (349,566.66) |
| 11/21/2018 | CR  | RCPT | Building Dept. Invoice 11/20/2018 |             | 145.00       |           | (349,711.66) |
| 11/26/2018 | CR  | RCPT | Building Dept. Invoice 11/21/2018 |             | 75.00        |           | (349,786.66) |
| 11/26/2018 | CR  | RCPT | Building Dept. Invoice 11/26/2018 |             | 1,525.00     |           | (351,311.66) |
| 11/27/2018 | CR  | RCPT | Building Dept. Invoice 11/26/2018 |             | 3,564.60     |           | (354,876.26) |
| 11/28/2018 | CR  | RCPT | Building Dept. Invoice 11/27/2018 |             | 7,965.51     |           | (362,841.77) |
| 11/28/2018 | CR  | RCPT | Building Dept. Invoice 11/28/2018 |             | 145.00       |           | (362,986.77) |
| 11/29/2018 | CR  | RCPT | Building Dept. Invoice 11/28/2018 |             | 107.50       |           | (363,094.27) |
|            |     |      | Building Dept. Invoice 11/29/2018 |             |              |           |              |
| 11/30/2018 |     |      | 01-00-310-401                     | END BALANCE | 0.00         | 61,611.60 | (363,094.27) |

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GL ACTIVITY REPORT FOR WILLOWBROOK  
FROM 01-00-310-402 TO 01-00-310-402  
TRANSACTIONS FROM 11/01/2018 TO 11/30/2018

Page: 1/1

| Date                        | JNL | Type | Description                       | Reference # | Debits       | Credits  | Balance    |
|-----------------------------|-----|------|-----------------------------------|-------------|--------------|----------|------------|
| <b>Fund 01 GENERAL FUND</b> |     |      |                                   |             |              |          |            |
| 11/01/2018                  |     |      | 01-00-310-402 SIGN PERMITS        |             | BEG. BALANCE |          | (5,016.03) |
| 11/13/2018                  | CR  | RCPT | Building Dept. Invoice 11/13/2018 |             | 100.00       |          | (5,116.03) |
| 11/15/2018                  | CR  | RCPT | Building Dept. Invoice 11/15/2018 |             |              | 795.80   | (5,911.83) |
| 11/21/2018                  | CR  | RCPT | Building Dept. Invoice 11/21/2018 |             |              | 75.00    | (5,986.83) |
| 11/29/2018                  | CR  | RCPT | Building Dept. Invoice 11/29/2018 |             |              | 100.00   | (6,086.83) |
| 11/30/2018                  |     |      | 01-00-310-402                     | END BALANCE | 0.00         | 1,070.80 | (6,086.83) |



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

MONTHLY REPORT  
MUNICIPAL SERVICES DEPARTMENT  
December, 2018

Mayor

Frank A. Trilla

|                   |   |
|-------------------|---|
| Permits Issued:   |   |
| Alarms            | 1 |
| Cable Comcast     | 2 |
| Demo              | 1 |
| Doors/Window      | 4 |
| Electrical        | 9 |
| Exhaust Fan       | 1 |
| Parking Lot       | 1 |
| Plumbing          | 1 |
| Remodel Res       | 1 |
| Renovate Com Pool | 1 |
| Re-occupancy      | 1 |
| Roof              | 5 |
| SFR               | 1 |
| Signs             | 3 |
| Slab Repair       | 1 |

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

|                                |           |
|--------------------------------|-----------|
| <b>TOTALS</b>                  | <b>33</b> |
| <b>Plan Review Deposit Fee</b> | <b>2</b>  |

Village Administrator

Tim Halik

**Permit Revenue for December ,2018** **\$23,630.91**

Chief of Police

Robert Schaller

**Total Revenue Collected for Fiscal YTD** **\$ 391,682.01**

**Total Budgeted Revenue for Fiscal Year 2018/19** **\$ 255,000.00**

**Total Percentage of Budgeted Revenue Collected to Date** **153.60%**

Director of Finance

Carrie Dittman

**Certificate of Occupancy, Final** **5**  
**Certificate of Occupancy, Temporary** **2**

Respectfully submitted,

Timothy Halik  
Village Administrator

TH/LJS



Proud Member of the  
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2018-2019

| MONTH                                       | CURRENT FISCAL YEAR<br>2018-2019 |              | PRIOR FISCAL YEAR<br>2017-2018 |              |
|---|----------------------------------|--------------|--------------------------------|--------------|
| MAY   | \$                               | 53,371.02    | \$                             | 74,721.15    |
| JUNE  | \$                               | 65,924.20    | \$                             | 18,289.54    |
| JULY  | \$                               | 87,692.72    | \$                             | 35,679.59    |
| AUGUST                                      | \$                               | 42,766.17    | \$                             | 65,281.45    |
| SEPTEMBER                                   | \$                               | 30,423.09    | \$                             | 47,252.63    |
| OCTOBER                                     | \$                               | 25,191.50    | \$                             | 60,248.25    |
| NOVEMBER                                    | \$                               | 62,682.40    | \$                             | 43,329.42    |
| DECEMBER                                    | \$                               | 23,630.91    | \$                             | 12,100.70    |
| JANUARY                                     |                                  |              | \$                             | 62,793.69    |
| FEBRUARY                                    |                                  |              | \$                             | 27,672.56    |
| MARCH                                       |                                  |              | \$                             | 29,264.69    |
| APRIL                                       |                                  |              | \$                             | 150,359.86   |
| COLLECTED REVENUE                           | \$                               | 391,682.01   | \$                             | 626,993.53   |
| BUDGETED REVENUE                            | \$                               | 255,000.00   | \$                             | 245,500.00   |
| REVENUES COLLECTED-<br>(OVER)/UNDER BUDGET  | \$                               | (136,682.01) | \$                             | (381,493.53) |
| PERCENTAGE OF BUDGETED<br>REVENUE COLLECTED |                                  | 153.60%      |                                | 255.39%      |

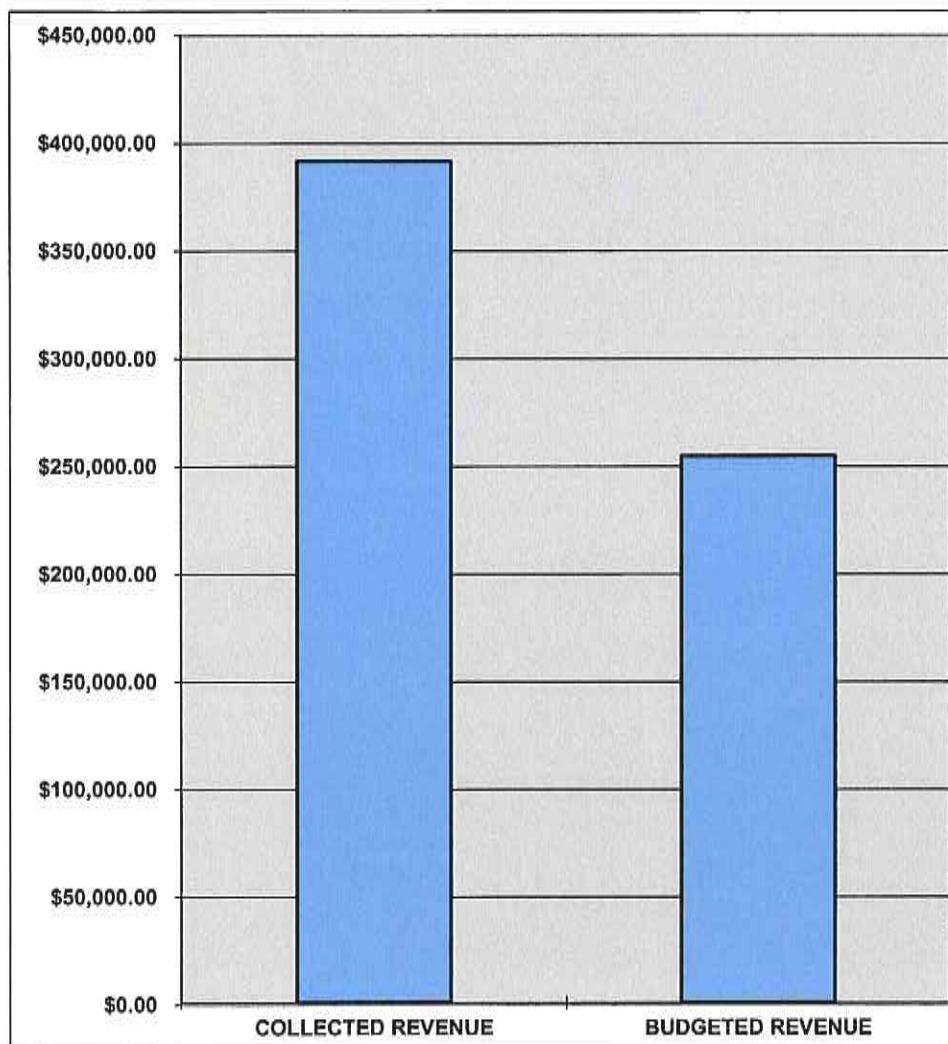
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

|                   | Fiscal Year 18/19 | Fiscal Year 17-18 |
|-------------------|-------------------|-------------------|
| COLLECTED REVENUE | \$ 391,682.01     | \$ 626,933.53     |
| BUDGETED REVENUE  | \$ 255,000.00     | \$ 245,500.00     |

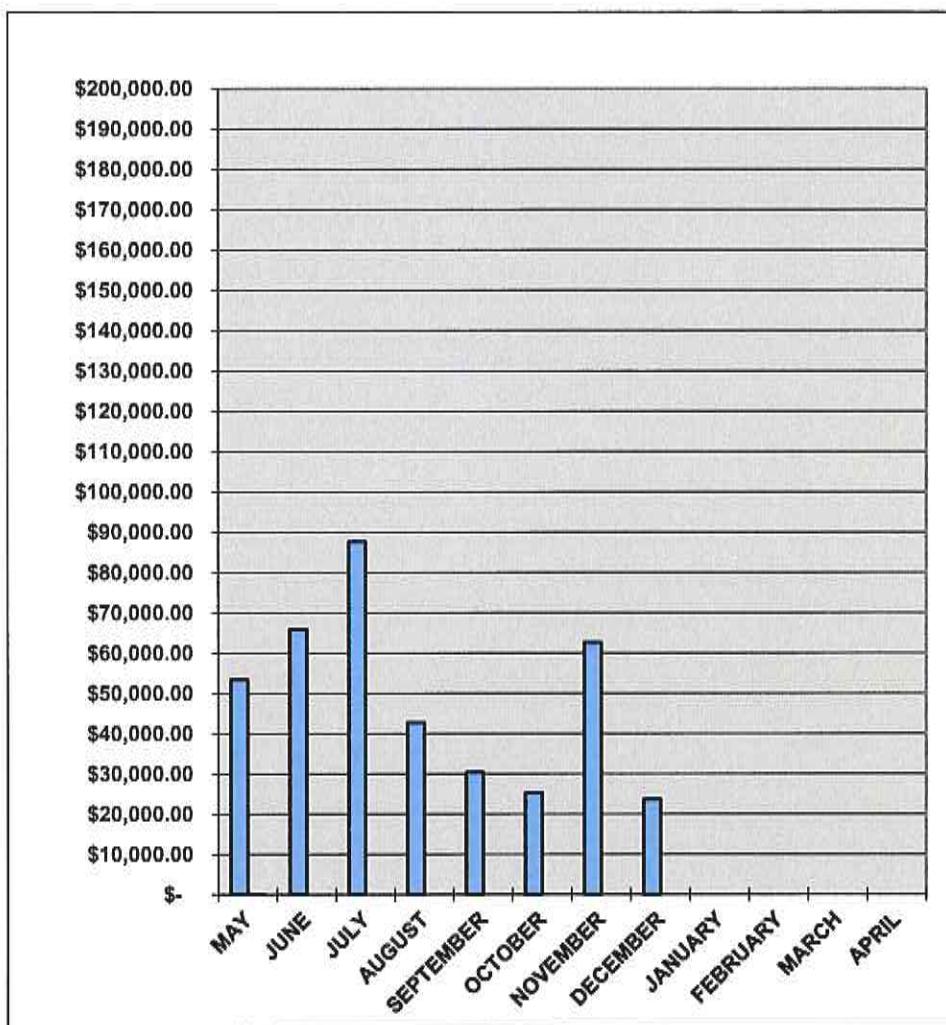
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



## MUNICIPAL SERVICES DEPARTMENT

### PERMIT REVENUE





| Date                        | JNL | Type | Description                           | Reference #   | Debits       | Credits   | Balance      |
|-----------------------------|-----|------|---------------------------------------|---------------|--------------|-----------|--------------|
| <b>Fund 01 GENERAL FUND</b> |     |      |                                       |               |              |           |              |
| 12/01/2018                  |     |      | <b>01-00-310-401 BUILDING PERMITS</b> |               | BEG. BALANCE |           | (363,094.27) |
| 12/04/2018                  | CR  | RCPT | Building Dept. Invoice 12/04/2018     |               | 3,756.10     |           | (366,850.37) |
| 12/04/2018                  | CR  | RCPT | Building Dept. Invoice 12/04/2018     |               | 50.00        |           | (366,900.37) |
| 12/05/2018                  | CR  | RCPT | Building Dept. Invoice 12/05/2018     |               | 1,250.00     |           | (368,150.37) |
| 12/06/2018                  | BD  | TRX  | SUMMARY BD 12/06/2018                 |               | 145.00       |           | (368,295.37) |
| 12/07/2018                  | CR  | RCPT | Building Dept. Invoice 12/07/2018     |               | 950.00       |           | (369,245.37) |
| 12/11/2018                  | CR  | RCPT | Building Dept. Invoice 12/11/2018     |               | 75.00        |           | (369,320.37) |
| 12/12/2018                  | CR  | RCPT | Building Dept. Invoice 12/12/2018     |               | 513.50       |           | (369,833.87) |
| 12/13/2018                  | CR  | RCPT | Building Dept. Invoice 12/13/2018     |               | 35.00        |           | (369,868.87) |
| 12/13/2018                  | CR  | RCPT | Building Dept. Invoice 12/13/2018     |               | 1,720.00     |           | (371,588.87) |
| 12/14/2018                  | CR  | RCPT | Building Dept. Invoice 12/14/2018     |               | 3,519.70     |           | (375,108.57) |
| 12/17/2018                  | CR  | RCPT | Building Dept. Invoice 12/17/2018     |               | 35.00        |           | (375,143.57) |
| 12/20/2018                  | CR  | RCPT | Building Dept. Invoice 12/20/2018     |               | 345.00       |           | (375,488.57) |
| 12/21/2018                  | CR  | RCPT | Building Dept. Invoice 12/21/2018     |               | 50.00        |           | (375,538.57) |
| 12/26/2018                  | CR  | RCPT | Building Dept. Invoice 12/26/2018     |               | 8,699.11     |           | (384,237.68) |
| 12/26/2018                  | CR  | RCPT | Building Dept. Invoice 12/26/2018     |               | 35.00        |           | (384,272.68) |
| 12/27/2018                  | CR  | RCPT | Building Dept. Invoice 12/27/2018     |               | 2,000.00     |           | (386,272.68) |
| 12/28/2018                  | CR  | RCPT | Building Dept. Invoice 12/28/2018     | 01-00-310-401 | 75.00        |           | (386,347.68) |
| 12/31/2018                  |     |      |                                       | END BALANCE   | 0.00         | 23,253.41 | (386,347.68) |

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GL ACTIVITY REPORT FOR WILLOWBROOK  
FROM 01-00-310-402 TO 01-00-310-402  
TRANSACTIONS FROM 12/01/2016 TO 12/31/2018

Page:

1/1

| Date                 | JNL | Type | Description                       | Reference # | Debits | Credits      | Balance    |
|----------------------|-----|------|-----------------------------------|-------------|--------|--------------|------------|
| Fund 01 GENERAL FUND |     |      |                                   |             |        |              |            |
| 12/01/2018           |     |      | 01-00-310-402 SIGN PERMITS        |             |        | BEG. BALANCE | (6,086.83) |
| 12/06/2018           | CR  | RCPT | Building Dept. Invoice 12/06/2018 |             |        | 100.00       | (6,186.83) |
| 12/06/2018           | BD  | TRX  | SUMMARY BD 12/06/2018             |             |        | 277.50       | (6,464.33) |
| 12/31/2018           |     |      | 01-00-310-402                     | END BALANCE | 0.00   | 377.50       | (6,464.33) |

**VILLAGE OF WILLOWBROOK - PUMPAGE REPORT**  
**TOTAL GALLONS PUMPED**  
**FY 2002/03 - FY 2018/19**

| Month        | 2002-03            | 2003-04            | 2004-05            | 2005-06            | 2006-07            | 2007-08            | 2008-09            | 2009-10            | 2010-11            | 2011-12            | 2012-13            | 2013-14            | 2014-15            | 2015-16            | 2016-17            | 2017-18            | 2018-19            |
|--------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| May          | 32,267,000         | 33,518,000         | 35,018,000         | 35,919,000         | 35,162,000         | 36,698,000         | 33,890,000         | 31,322,000         | 31,715,000         | 30,725,000         | 34,220,000         | 30,860,000         | 29,547,000         | 29,213,000         | 31,048,000         | 28,681,000         | 32,538,000         |
| June         | 38,911,000         | 38,691,000         | 35,447,000         | 48,511,000         | 42,471,000         | 43,700,000         | 33,817,000         | 32,087,000         | 31,799,000         | 32,620,000         | 44,635,000         | 31,512,000         | 32,193,000         | 29,447,000         | 34,451,000         | 33,573,000         | 37,621,000         |
| July         | 52,100,000         | 39,116,000         | 41,248,000         | 52,479,000         | 43,279,000         | 44,574,000         | 41,463,000         | 38,819,000         | 38,513,000         | 41,371,000         | 49,498,000         | 39,106,000         | 33,122,000         | 32,813,000         | 34,898,000         | 34,333,000         | 38,319,000         |
| August       | 44,167,000         | 40,433,000         | 41,059,000         | 47,861,000         | 41,114,000         | 38,778,000         | 43,017,000         | 38,516,000         | 38,745,000         | 35,639,000         | 40,272,000         | 41,448,000         | 32,796,000         | 36,985,000         | 32,739,000         | 33,061,000         | 34,685,000         |
| September    | 40,838,000         | 36,275,000         | 39,658,000         | 43,906,000         | 32,996,000         | 42,013,000         | 33,418,000         | 34,331,000         | 33,992,000         | 32,273,000         | 33,657,000         | 35,737,000         | 31,869,000         | 32,623,000         | 30,853,000         | 33,220,000         | 30,268,000         |
| October      | 33,128,000         | 31,667,000         | 33,765,000         | 35,009,000         | 31,937,000         | 34,612,000         | 30,203,000         | 28,919,000         | 33,789,000         | 29,892,000         | 30,283,000         | 29,226,000         | 28,728,000         | 30,690,000         | 27,589,000         | 27,807,000         | 28,071,000         |
| November     | 28,560,000         | 28,260,000         | 30,106,000         | 29,515,000         | 29,153,000         | 29,847,000         | 28,054,000         | 26,857,000         | 28,125,000         | 27,138,000         | 27,535,000         | 28,446,000         | 26,364,000         | 26,585,000         | 25,929,000         | 25,068,000         | 25,580,000         |
| December     | 30,503,000         | 29,133,000         | 32,786,000         | 31,086,000         | 30,102,000         | 31,435,000         | 29,568,000         | 28,931,000         | 29,257,000         | 28,643,000         | 27,863,000         | 29,847,000         | 26,710,000         | 27,194,000         | 26,581,000         | 26,480,000         |                    |
| January      | 30,343,000         | 29,602,000         | 31,223,000         | 29,411,000         | 30,340,000         | 32,444,000         | 29,383,000         | 28,123,000         | 28,401,000         | 28,846,000         | 28,427,000         | 31,265,000         | 28,505,000         | 27,915,000         | 26,165,000         | 26,040,000         |                    |
| February     | 27,216,000         | 28,755,000         | 26,768,000         | 27,510,000         | 29,078,000         | 29,470,000         | 26,629,000         | 25,005,000         | 24,988,000         | 26,635,000         | 24,308,000         | 29,230,000         | 25,484,000         | 26,048,000         | 22,962,000         | 22,950,000         |                    |
| March        | 29,488,000         | 30,315,000         | 30,025,000         | 29,905,000         | 30,362,000         | 31,094,000         | 28,408,000         | 27,945,000         | 27,909,000         | 28,911,000         | 27,862,000         | 29,917,000         | 28,779,000         | 26,552,000         | 25,855,000         | 25,388,000         |                    |
| April        | 29,845,000         | 29,350,000         | 29,478,000         | 30,452,000         | 29,468,000         | 30,239,000         | 27,193,000         | 27,793,000         | 27,145,000         | 34,220,000         | 27,514,000         | 28,101,000         | 25,255,000         | 26,791,000         | 24,720,000         | 24,583,000         |                    |
| <b>TOTAL</b> | <b>417,366,000</b> | <b>395,115,000</b> | <b>406,581,000</b> | <b>441,584,000</b> | <b>405,464,000</b> | <b>424,902,000</b> | <b>385,043,000</b> | <b>366,648,000</b> | <b>374,378,000</b> | <b>376,913,000</b> | <b>396,074,000</b> | <b>384,695,000</b> | <b>348,352,000</b> | <b>352,856,000</b> | <b>343,790,000</b> | <b>341,182,000</b> | <b>225,082,000</b> |

YEAR TO DATE LAST YEAR (gallons): **215,741,000**

YEAR TO DATE THIS YEAR (gallons): **225,082,000**

DIFFERENCE (gallons): **9,341,000**

PERCENTAGE DIFFERENCE (+/-): **4.33%**

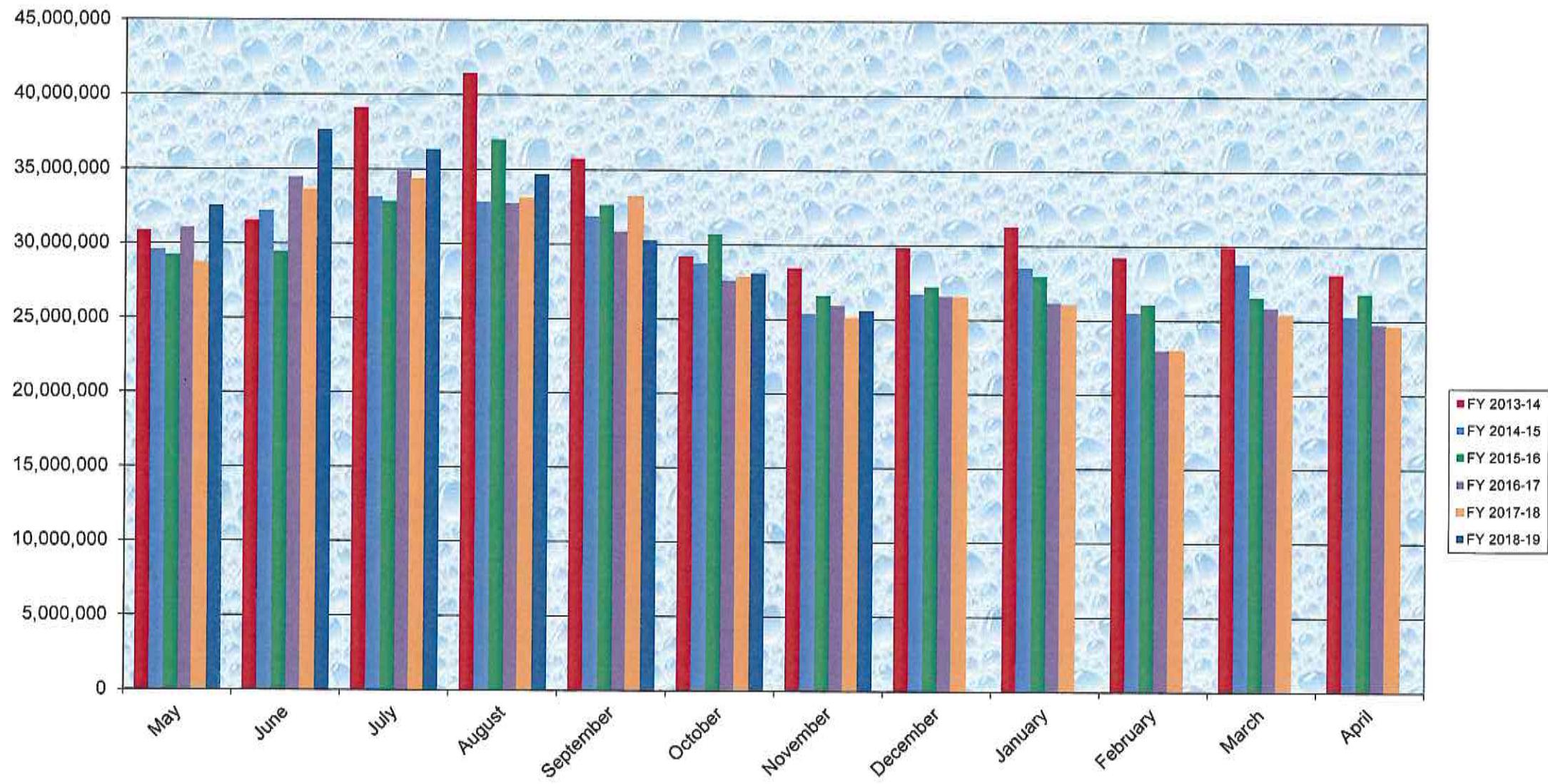
FY18/19 PUMPAGE PROJECTION (gallons): **350,000,000**

FY18/19 GALLONS PUMPED TO DATE: **225,082,000**

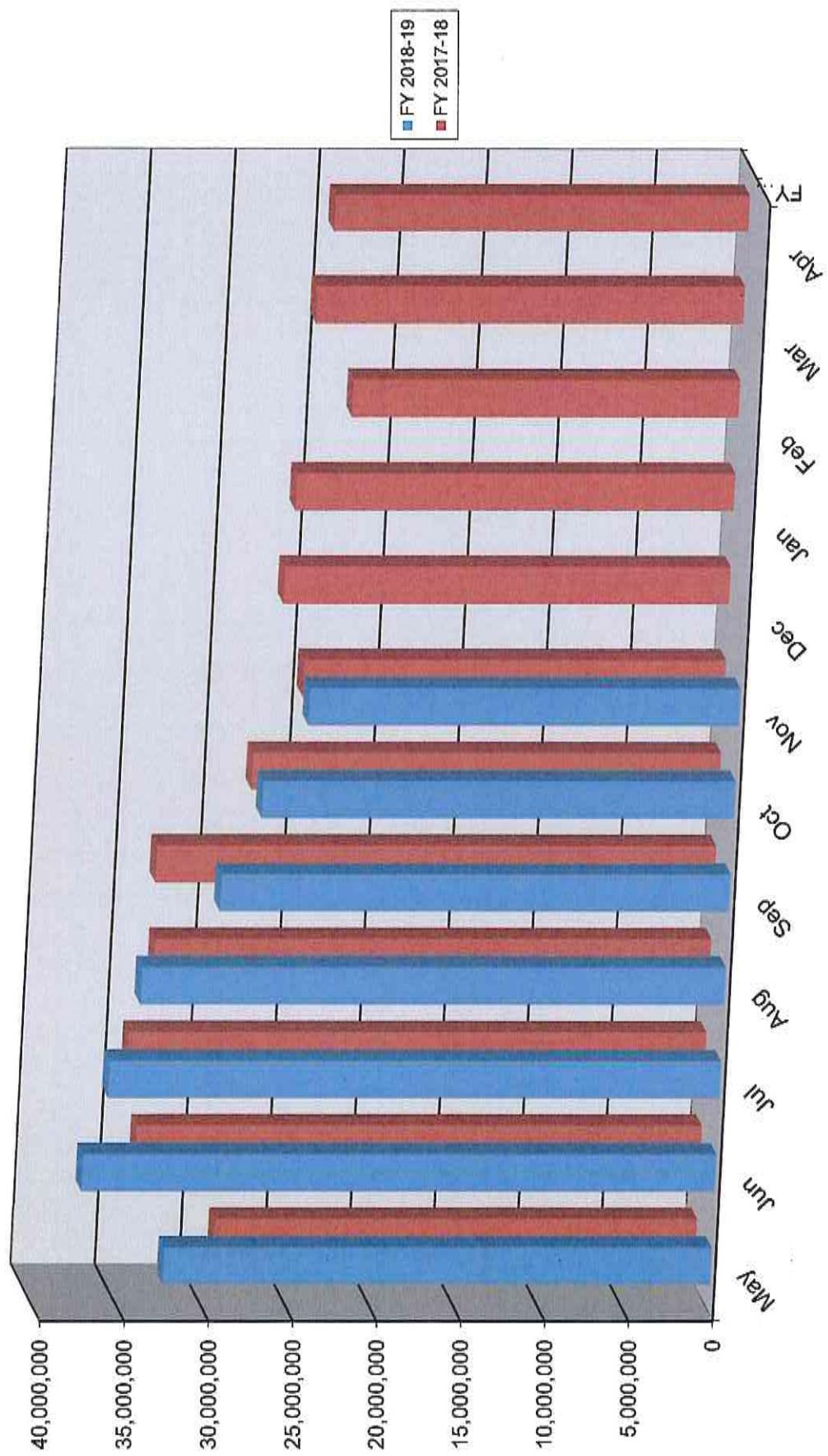
CURRENT PERCENTAGE  
PUMPED COMPARED TO **64.31%**

All table figures  
are in millions  
of gallons sold  
on a monthly  
basis per fiscal  
year.

## Village of Willowbrook Pumpage Report



### Monthly Pumpage Chart

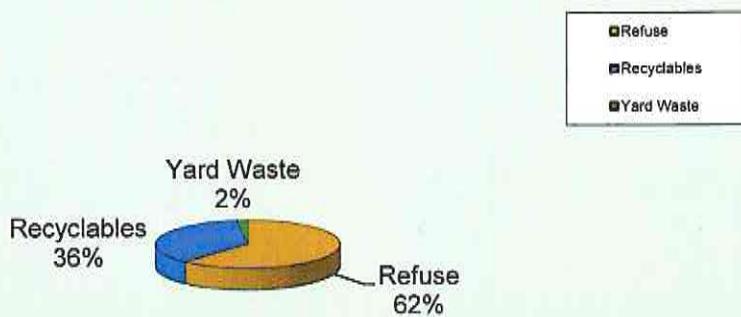


# CITY OF Willowbrook

## MONTHLY DATA REPORT

|                        | Tons Collected by Month |               |              | Recycling Detail |                          | Email To:<br><a href="mailto:thalik@willowbrook.il.us">thalik@willowbrook.il.us</a> |
|------------------------|-------------------------|---------------|--------------|------------------|--------------------------|---|
|                        | Refuse                  | Recyclables   | Yard Waste   | Paper<br>Fiber   | Commingled<br>Containers |   |
| January-18             | 79.76                   | 63.25         | 0.38         | 44.03            | 19.22                    |   |
| February-18            | 55.40                   | 37.03         |              | 25.78            | 11.25                    |   |
| March-18               | 62.16                   | 47.49         |              | 33.06            | 14.43                    |   |
| April-18               | 79.60                   | 45.50         | 2.26         | 31.67            | 13.83                    |   |
| May-18                 | 120.32                  | 66.39         | 10.37        | 46.21            | 20.18                    |   |
| June-18                | 80.70                   | 50.76         | 4.81         | 35.33            | 15.43                    |   |
| July-18                | 107.66                  | 65.09         | 2.46         | 45.31            | 19.78                    |   |
| August-18              | 80.34                   | 42.99         | 2.78         | 29.93            | 13.06                    |   |
| September-18           | 139.43                  | 50.52         | 3.14         | 35.17            | 15.35                    |   |
| October-18             | 111.17                  | 68.61         | 1.91         | 47.76            | 20.85                    |   |
| November-18            |                         |               |              | 0.00             | 0.00                     |   |
| December-18            |                         |               |              | 0.00             | 0.00                     |   |
| <b>Totals</b>          | <b>916.54</b>           | <b>537.63</b> | <b>28.11</b> | <b>374.24</b>    | <b>163.39</b>            |   |
| <b>Monthly Average</b> | <b>91.65</b>            | <b>53.76</b>  | <b>3.51</b>  | <b>31.19</b>     | <b>13.62</b>             |   |
| <b>Weekly Average</b>  | <b>21.15</b>            | <b>12.41</b>  | <b>0.81</b>  | <b>7.20</b>      | <b>3.14</b>              |   |

Percentage of Materials Collected



# DU PAGE COUNTY COMMERCIAL RECYCLING REPORT

Willowbrook Quarter 4 2018

|                           |             |
|---------------------------|-------------|
| RECEIVED                  | JAN 10 2019 |
| VILLAGE OF<br>WILLOWBROOK |             |

HAULER Groot Industries, Inc NAME OF COMPLETOR Eryn McGrath DATE 1/10/19  
 PHONE NUMBER 773-242-1977 FAX NUMBER 773-601-8639 EMAIL emcgrath@groot.com

List # Of Businesses With Refuse Collection 73 List # Of Businesses With Recycling Collection 6

| <b>COMMERCIAL RECYCLING<br/>(BUSINESSES, IN-HOUSE MUNICIPAL RECYCLING PROGRAM)</b> |                           |                            |
|--|---------------------------|----------------------------|
| <b>REFUSE COLLECTED</b>  | <b>Amount of Material</b> | <b>Unit of Measurement</b> |
| REFUSE   | 263 . 1                   | tons                       |
|  |                           |                            |

| <b>RECYCLABLES COLLECTED</b> | <b>Amount of Material</b> | <b>Unit of Measurement</b>      |
|------------------------------|---------------------------|---------------------------------|
| PAPER (3)                    |                           | tons, pounds, cubic yards, etc. |
| NON-PAPER (4)                |                           |                                 |
| PAPER & NON-PAPER (5)        | 5 . 1                     | tons                            |

| <b>MATERIALS COLLECTED</b>    | <b>Amount of Material</b> | <b>Unit of Measurement</b>      | <b>MATERIALS COLLECTED</b> | <b>Amount of Material</b> | <b>Unit of Measurement</b> | <b>% Residential (2)</b> | <b>% Normal Operations</b> |
|-------------------------------|---------------------------|---------------------------------|----------------------------|---------------------------|----------------------------|--------------------------|----------------------------|
| LANDSCAPE WASTE               |                           | tons, pounds, cubic yards, etc. | LANDSCAPE WASTE            |                           |                            |                          |                            |
| WOOD WASTE<br>(i.e., PALLETS) |                           |                                 | CONCRETE                   |                           |                            |                          |                            |
| SCRAP METAL                   |                           |                                 | ASPHALT                    |                           |                            |                          |                            |
|                               |                           |                                 | SCRAP METAL                |                           |                            |                          |                            |

(1) Estimated number of businesses included in the refuse collection total that also have recyclables collected.  
 (2) Estimated percentage of material originated from residents versus normal public works activities.  
 (3) Includes newspaper, corrugated, paperboard, magazine, phone books, low grade, high grade, and other paper.

(4) Includes aluminum, steel, bi-metal, glass, and all plastics.  
 (5) Includes all materials in (3) and (4) above.