

## AGENDA

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, FEBRUARY 22, 2021, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

**DUE TO THE COVID 19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.**

**THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:**

**Dial in Phone Number: 630-920-2488**  
**Code: 012153#**

**Written Public Comments Can Be Submitted By 5:15 pm on February 22, 2021 to [mmertens@willowbrook.il.us](mailto:mmertens@willowbrook.il.us)**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a. January 25, 2021 Meeting of the Municipal Services Committee
4. DISCUSS – Mosquito Abatement Proposal
5. DISCUSS – Village Landscape Maintenance Bids
6. PUBLIC WORKS UPDATE
  - a. ADS Water Distribution Point-in-Time Leak Survey Project Update
  - b. Pump House Meter Replacement Project Update
  - c. Snow Removal Update
  - d. Water Pumpage Charts
  - e. January 2021 Monthly Building Permit Reports
7. VISITOR'S BUSINESS

(Public comment is limited to three minutes per person)
8. ADJOURNMENT

**Mayor**

Frank A. Trilla

**Village Clerk**

Deborah A. Hahn

**Village Trustees**

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

**Village Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman



MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 25, 2021 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

The meeting was called to order at 5:30 PM. It was noted that this meeting was held via conference call due to the Covid-19 pandemic.

2. ROLL CALL

Those physically present at roll call were Village Administrator Brian Pabst.

Those present via Zoom Conference call were Trustee Michael Mistele, Trustee Sue Berglund, Trustee Greg Ruffolo, Assistant Village Administrator Michael Mertens, Finance Director Carrie Dittman, and Public Works Forman AJ Passero.

3. APPROVAL OF MINUTES

After review of the draft minutes from the January 25, 2021 meeting of the Municipal Services Committee, Trustee Ruffolo made a motion to approve the minutes as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

4. DISCUSS WATER DISTRIBUTION POINT-IN-TIME LEAK SURVEY PROPOSALS

Assistant Village Administrator Mertens advised that the Village has received three (3) proposals for point-in-time leak surveys. The water distribution leak survey helps isolate possible leaks within our water system. The leak survey program utilizes listening points of contact, on all hydrants and selected main line valves, b-box, and service valves, to pinpoint leaks in the water distribution system. Once located the Village public works staff would work with the Village contractor to repair the leaks to reduce the Village water loss throughout the system. As discussed at a previous Board meeting, staff advised that the Village water loss was 13% last year. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact on Village water expenses.

The following is a list of proposals from three firms for the Winter / Fall 2021 water leak detection survey program:

Company	Per Mile Rate	Winter 2021	Fall 2021	Total
ADS Environmental Service	\$134.00	\$5,628.00	\$5,628.00	\$11,256.00
Associated Technical Services, LTD (ATS)	\$211.20	\$9,152.64	\$9,152.54	\$18,305.28
M.E. Simpson Co., Inc.	\$205.00	\$9,225.00	\$9,225.00	\$18,450.00

Upon discussion, the consensus of the Committee was to recommend the proposal from ADS Environmental Services. A resolution would be placed on the next Village Board for formal consideration. Trustee Mistele made a motion to approve as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

5. DISCUSS WATER DISTRIBUTION CONTINUOUS LEAK DETECTION SYSTEM PROPOSAL

As discussed at a previous Municipal Services Committee meeting staff advised that the Village water loss was 13% last year. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact of the Village water expenses. The Village past practices have been to utilize a point-in-time leak detection surveys to help manage water loss in our water distribution system. A water leak detection option that is being currently utilized by the City of Elmhurst is a continuous water leak detection system. This system is supplied by Aclara, which also supplies the water metering software system utilized by the Village of Willowbrook.

A summary of the system in place for the City of Elmhurst is as follows:

- Over 600 acoustical devices are listening for leaks on water mains, hydrants, and service lines every night, 365 days a year.
- If 2 or more devices hear a sound they correlate the leak sound down to an area of 5-10 feet (could be a water main break, service leak or a main valve leak)
- Water meters record flows every 15 minutes, if flows are greater than 2gpm for 72 hours, the water smart system send the owner a notice that they have a continuous water use and should look for a leak.
- Customers can monitor use on portal to see hours of high use or if they have uses they do not know about.
- The system covers all main line water piping and monitors, analyzes, prioritizes, and correlates leaks 365 days a year.
- Water smart monitors, analysis data, and reports directly to customers that they may have an internal leak that may be costing them money.
- Decrease Non-revenue water loss.
- Monitor for leaks daily versus yearly surveys.
- Find leaks in main distribution system before they surface causing property damage.
- Decrease residential complaints of high bills due to leaking toilets or other internal home leaks.

Staff has requested a proposal for the Aclara Continuous Leak Detection System. The proposal calls for three hundred (300) Zone Scan locations along with the noise and survey tools and one time set up fees. The program as presented is estimated at \$488,800.00.

Upon discussion, the consensus of the Committee was to recommend staff present this concept as part of our Water Rate Study and Capital Improvement plan with further consideration by the



Village Board at a future date.

6. DISCUSS WATER RATE STUDY AND WATER DISTRIBUTION CAPITAL IMPROVEMENT PLAN PROPOSAL

The Village of Willowbrook receives its Chicago water supply through the DuPage Water Commission. The last water rate adjustment by the Village of Willowbrook occurred on January 1, 2015. The Village does not have an established system on how DWC rates are passed through or a methodology on how the Village considers rates adjustments on a year-to-year basis. The proposed study would help the Village be as transparent as possible with our residential and commercial customers on our public assets and how the rate system was designed. The study will offer options for water rates centered on a base system maintenance number applied to all users, and water usage rates to better balance the needs of the customer base and the community alike.

Staff has requested a water rate study proposal from Christopher B. Burke Engineering, the Village Engineering firm. Their proposal is as follows:

**Water Rate Study Task Fee**

1. Project Kickoff and Scoping Meeting \$1,500
2. Review Historic Revenues and Expenses \$3,500
3. Establish Basis for Projected Revenues and Expenses \$5,000
4. Prepare a Rate Model and Establish Baseline Rate Design \$7,000
5. Evaluate Alternative Rate Designs \$5,000
6. Prepare Draft and Final Report \$4,000
7. Meetings and Presentations \$1,500 Direct Costs \$500
- TOTAL \$28,000**

An important note is that this water rate proposal presumes that the Village has a complete water distribution capital improvement program. The Village does have a few items in our planning process for capital improvements, but the Village does not have a true water distribution capital improvement plan. Staff believes that it is important for the Village to consider initiating a water rate study in conjunction with a water distribution capital improvement program to review the data and make recommendations on a formalized system. It is anticipated that this capital improvement program will provide the Village with an inventory of our water distribution system, with a history of installation, repairs, and projected long-term maintenance. This information would be rolled into a water rate study that will help the Village in establishing a methodology and process for considering any enhancements to our water rates. Staff has requested that Christopher B. Burke Engineering provide an additional proposal for a formal water distribution capital improvement plan. This proposal estimate is due to the Village shortly but not available at the time of issuing the agenda packet.

Upon discussion, the consensus of the Committee was to recommend staff present this concept of a Water Rate Study and Capital Improvement Plan as part of the budget sessions by the Village Board.



7. DISCOUSS PUMP HOUSE METER REPLACEMENT

As discussed at a previous Municipal Services Committee meeting staff advised that the Village water loss was 13% in 2019. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact of the Village water expenses.

One area of focus that may account for our water loss is an under registering from our pump house meters. The Village has two meters in our pump house that are 8 plus years old. These meters have not been tested or replaced during this time frame. The following is a proposal from Midwest Meter to replace the two 8" badger meters.

- Badger T-3500 8 " Cast Iron Turbo Meter w/ Lead Free Bronze Cover with HRE-LCD / 4-20 Output Dual Register for Aclara 3400 Encoder MTU and SCADA \$4,865.00 / each for a total of \$9,730.00.

Funding for these meters is available in the new meter and meter replacement line items of our FY2020 / 21 budget.

Upon discussion, the consensus of the Committee was to recommend the proposal from for the two Badger T-3500 8" Meters. A resolution would be placed on the next Village Board for formal consideration. Trustee Ruffolo made a motion to approve as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

8. PUBLIC WORKS UPDATE

- a) **Water Pumpage Chart** - Staff provided an overview of the December 2020 Water Pumpage Report.
- b) **October 2020 Monthly Permit Activity Report** – Staff provided an overview of the December2020 Building Department Report.
- c) **Snow Equipment** - Public Works Forman Passero provided the Committee with an update on the latest watermain breaks and snow plowing events.

9. VISITORS BUSINESS

None

10. ADJOURNMENT

Motion to adjourn was made by Trustee Mistele, seconded by Trustee Berglund. Roll Call. Motion Carried.

The meeting was adjourned at 6:08 PM.

## MUNICIPAL SERVICES COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### DISCUSS – Mosquito Abatement Proposal

#### COMMITTEE REVIEW

- ☐ Finance/Administration  
☒ Municipal Services  
☐ Public Safety

Meeting Date: 02/22/21

- ☐ 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

Our three-year contract with Clarke to provide mosquito abatement services for the Village expired after the 2020 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke.

The result is that Clarke has agreed to offer continued services to the Village for a new three (3) year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,450 for the 2021 season. They would also agree to freeze that price for an additional two (2) years if we entered another three (3) year contract. Therefore, the cost of the 2021, 2022 and 2023 program would be \$26,450 each year. Staff would also recommend, same as the last contract, that an additional \$7,400 be budgeted for up to two (2) optional ULV services which includes adulticide (spraying), both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus (WNV).

This recommended program continues with the previous program in that it includes the use of environmentally friendly products as an alternative to conventional chemical insecticides. This program Clarke offers is called EarthRight™. Products used within this program are made from naturally derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advises that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications (i.e., ULVs) have an increased level of effectiveness. There is no increase in basic cost to the Village over the previous program.

The treatment terms of the contract, including Village-wide catch basin treatment four (4) times a year, or roughly once a month during the summer season, will remain unchanged. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a “booster” treatment, will be performed in mid-August.

#### STAFF RECOMMENDATION

Attached, please find a copy of the proposal from Clarke Environmental Mosquito Management, Inc., reflecting the EarthRight™ program. Staff recommends that the Committee consider this program and recommend the Village Board on March 8, 2021 adopt a resolution authorizing the Mayor to execute the agreement to provide mosquito abatement services to the Village during the 2021 thru 2023 seasons.



EarthRight™

**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for  
The 2021-2023 Village of Willowbrook  
EarthRight™ Program**

**Part I. General Service**

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Public Relations and Educational Brochures
- D. Mosquito Hotline Citizen Response – (800) 942-2555
- E. Comprehensive Insurance Coverage naming the Village of Willowbrook additionally insured
- F. Program Consulting and Quality Control Staff
- G. Monthly Operational Reports, Periodic Advisories, and Annual Report
- H. Regulatory compliance on local, state, and federal levels

**Part II. Surveillance and Monitoring**

- A. Floodwater Mosquito Migration Model:  
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. (Clarke will contact the Village of Willowbrook representative and inform him of the impending brood arrival.)
- B. Arbovirus Surveillance:
  - 1. Clarke New Jersey Light Trap Network: Operation of one (1) traps within the Village of Willowbrook to monitor and evaluate adult mosquito activity.
- C. Weather Monitoring – Operational Forecasts

**Part III. Larval Control**

- A. Targeted Mosquito Management System (TMMS™) computer database and site management.
- B. Larval Site Monitoring: 10 inspections
  - 1. Two (2) complete inspections of up to 72 sites as outlined by most recent Clarke GIS Survey.
  - 2. Five (5) targeted inspections of up to 42 breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  - 3. Three (3) targeted inspections of up to 30 known *Culex spp.* breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  - 4. Inspections of sites called in by residents on the Mosquito Hotline.
- C. Prescription Larval Control will be performed with Natular® mosquito larvicide as described in the following sections.
  - 1. Larval Control: The program provides for 50.4 acres of single brood or 30 day residual product with backpack, hand, or helicopter equipment.
  - 2. Larval Control: Stocking of 1,000 mosquito fish (*Gambusia affinis*) for biological control.
  - 3. Catch Basins: One treatment of up to 775 catch basins, inlets and manholes using Natular® XRT, an extended residual slow release insecticide for control of up to 180 days. - Beginning of Season





EarthRight™

→ August

4. Catch Basins: One (1) late-season treatment of up to 775 street side catch basins, inlets and manholes using Natular® 30-day sustained slow release insecticide.
5. Catch Basins: Back Yard Catch Basins: One (1) treatment of up to one known backyard catch basin at 6031 Bentley using Natular® XRT, an extended residual slow release insecticide for control of up to 180 days.

#### Part IV. Adult Control

- A. Adulticiding in mosquito harborage areas:
- B. Upon the request of Village staff, backpack barrier treatments using a synthetic pyrethroid insecticide of up to 1 mile for residual control of adult mosquitoes in isolated residential areas experiencing severe mosquito annoyance conditions. Any authorized backpack barrier treatments will be priced at \$418.00 per treatment.
- C. Adulticiding in Residential Areas:
  1. As authorized by Village staff, community-wide truck ULV treatments of up to 46.5 miles of streets using Merus™ a botanical insecticide (pyrethrin). Any authorized community ULV treatments will be priced at \$3,700.00 per treatment. *- above base program w/ Fogger truck*
- D. Adulticiding Operational Procedures
  1. Notification of community contact.
  2. Weather limit monitoring and compliance.
  3. Notification of residents on Clarke Call Notification List.
  4. ULV particle size evaluation.
  5. Insecticide dosage and quality control analysis.

2021-2023 Total Annual Price for Parts I, II, III, IV\*\*

**\$26,450.00** *- CORE program*

↳ *optional*

*1.5% increase over 2020*

→ *Start in May w/ Traps + Catch basins depending on weather*

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.



EarthRight™

**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for  
The 2021-2023 Village of Willowbrook  
EarthRight™ Program**

- I. **Program Payment Plan:** For Parts I, II, III, and IV as specified in the 2021-2023 Professional Services Price Outline, the total for the 2021-2023 program is \$26,450.00 per year. The payments will be due on May 1<sup>st</sup>, June 1<sup>st</sup>, July 1<sup>st</sup>, & August 1<sup>st</sup> according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed. The program pricing for 2022-2023 will be held at 2021 rates.

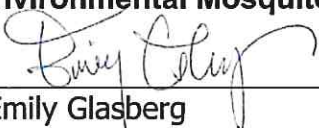
**PROGRAM PAYMENT PLAN**

Month	2021-2023
May 1	\$6,612.50
June 1	\$6,612.50
July 1	\$6,612.50
August 1	\$6,612.50
<b>TOTAL</b>	<b>\$26,450.00</b>

**For Village of Willowbrook:**

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clarke Environmental Mosquito Management, Inc.:**

Name:  Title: Key Accounts Manager Date: 12/14/2020  
Emily Glasberg



EarthRight™

**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for  
The 2021-2023 Village of Willowbrook  
EarthRight™ Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ P.O. # \_\_\_\_\_  
E-mail: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an  
Email address that the invoices should be sent to.\*\***

**Treatment Address (if different from above):**

County: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Contact Person for Village of Willowbrook:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person for Village of Willowbrook:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Attn: Emily Glasberg  
675 Sidwell Court, St. Charles, IL 60174 or email to [eglasberg@clarke.com](mailto:eglasberg@clarke.com)





# Village of Willowbrook

## 2020 Mosquito Management Program Annual Service Report

Submitted by:

Clarke Environmental Mosquito Management, Inc., a Clarke Company

Consultant:

Emily Glasberg

December 2020

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**clarke**

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A Global Environmental Products and Services Company



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# Clarke Environmental Mosquito Management 2020 Annual Report

### **Introduction**

The year 2020 was dominated by some of the most significant public health challenges in generations. The COVID-19 novel coronavirus pandemic put public health front-and-center throughout the nation and the world, with mandatory lockdowns, mask orders, remote schooling, and stockpiling of groceries making headlines around the world.

In the world of mosquito control, surveillance and tracking of arboviruses remained relatively quiet, with sometimes-drastic changes in data over recent trends. Whether this data is a true legitimate anomaly, or perhaps impacted by COVID – possibly by changes in behavior, budgets, staff resources, or other metrics – we may not know for many years.

Overall, mosquito control activity was remarkably contained, with fewer than 500 West Nile virus cases reported nationally, only four Illinois counties reporting West Nile virus activity, no Zika activity, and an average number of Eastern Equine cases.

As always, Clarke is dedicated to helping the residents of your community reduce their risk of contracting mosquito-borne diseases like West Nile virus through a comprehensive program of support, education, and contracted services.

### **Service Contracts**

Clarke provides an annual report to its customers to outline control activity and provide an overview of mosquito control challenges around the country and in our state. As mosquito control is always weather-dependent, we examine carefully the impact that local weather had on mosquito breeding and the responsive control undertaken by Clarke in your community. We work closely with our municipal partners to create and execute a mosquito control program specifically tailored to their environmental challenges, risks, and community needs.

Using best practices and proven industry protocols, Clarke works in close consultation with customers to conduct mosquito surveillance and interventional methods to reduce mosquito populations, especially when the risk of disease is present.





## Seasonal Overview

### **Record-breaking rains in May, followed by a hot, dry summer.**

May 2020 was the wettest May on record in the Chicago area, with 9.51 inches of rain recorded at O'Hare. However, the conditions quickly reversed to a mini drought-like period with less than an inch of rain falling during the first 21 days of June.

The map to the right by the Illinois State Climatologist Office shows the Chicagoland area received a range of 5.0 to over 6.5 inches of rain through May 19.

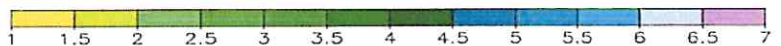
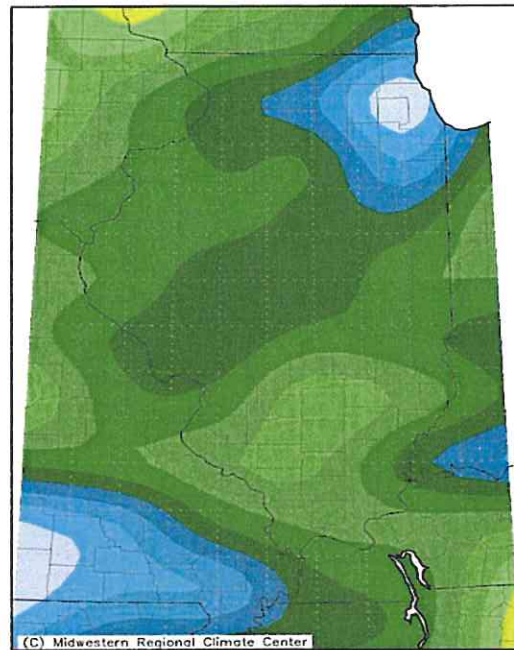
This series of May flooding rains triggered seven floodwater mosquito (*Aedes vexans*) brood hatches through early June, with associated rises in nuisance mosquito populations.

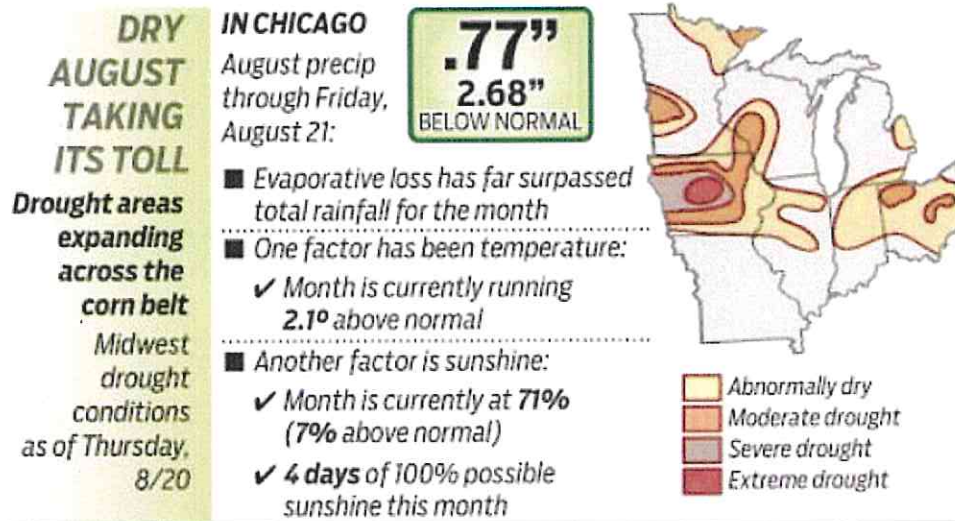
Throughout the rest of the 2020 season, warm and relatively dry conditions resulted in lower mosquito counts in traps and reduced nuisance calls to the Clarke hotline.

2020 was the third warmest summer on record and the hottest since 1955. As the summer transitioned to fall, extremely hot and dry weather conditions curtailed the seasonal floodwater mosquito population.

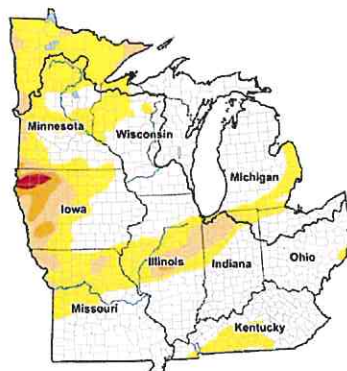
Overall, August 2020 was 4.6° above normal and the sixth warmest August on record. The following August weather information (through 8/21) summarizes the expanding drought conditions across northern Illinois, according to the WGN TV Weather Center.

Accumulated Precipitation (in)  
May 1, 2020 to May 18, 2020





The following map from the National Integrated Drought Information System (NIDIS - <https://www.drought.gov/drought/dews/midwest>) depicts the status of drought conditions in the immediate Chicagoland area and surrounding states, as of December 8, 2020.



## U.S. Drought Monitor

### Midwest – DEWS

(Drought Early Warning System)

#### Drought Intensities

None: No Drought  
D0: Abnormally Dry

D1: Moderate Drought  
D2: Severe Drought

D3: Extreme Drought  
D4: Exceptional Drought

After the wettest May on record, precipitation amounts plummeted and were followed by the hottest summer on record since 1955. Accordingly, the extremely hot and dry weather conditions curtailed the seasonal floodwater mosquito population. Since the start of 2020 mosquito season, rainfalls have hatched only 16 floodwater mosquito broods, compared to 30 in 2019. The harsh conditions diminished the impact of the predicted broods as indicated by very few citizen mosquito annoyance reports on the Clarke hotline and portal.



## **About West Nile Virus**

West Nile virus is primarily a mosquito-borne disease, which can cause West Nile encephalitis (swelling of the brain) and West Nile fever in humans. Though the majority of humans infected will not show symptoms, those who develop West Nile virus risk debilitating effects and possibly death. While the most severe cases and the highest risk of West Nile occur traditionally in people over 50 years of age or with compromised immune systems, all people who spend time outside are at risk of contracting the virus. The disease also affects birds, horses, and other animals with higher mortality rates.

According to the U.S. Geological Survey, West Nile virus has spread rapidly across North America since it was discovered in the Western Hemisphere. West Nile virus swept from the New York City region in 1999 to almost all of the continental U.S., seven Canadian provinces, and throughout Mexico and parts of the Caribbean by 2004. Of those infected, one in five will develop symptoms.

Currently, in 2020, 43 states have reported West Nile virus infections in people, birds, or mosquitoes. To date, 481 cases of West Nile disease in people have been reported to the CDC, less than half of the number of human cases at this time in 2019 (which was already sharply lower than the previous several years).

## **West Nile in the United States 2020**

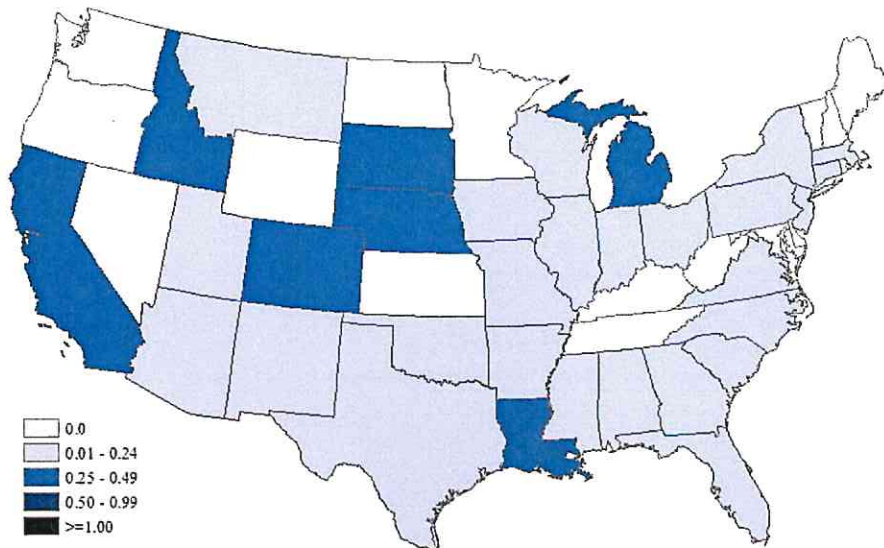
- 2015: 2,175 cases
- 2016: 2,149 cases
- 2017: 2,097 cases
- 2018: 2,647 cases
- 2019: 958 cases
- 2020: 481 as of November 24, 2020





West Nile in the United States 2020

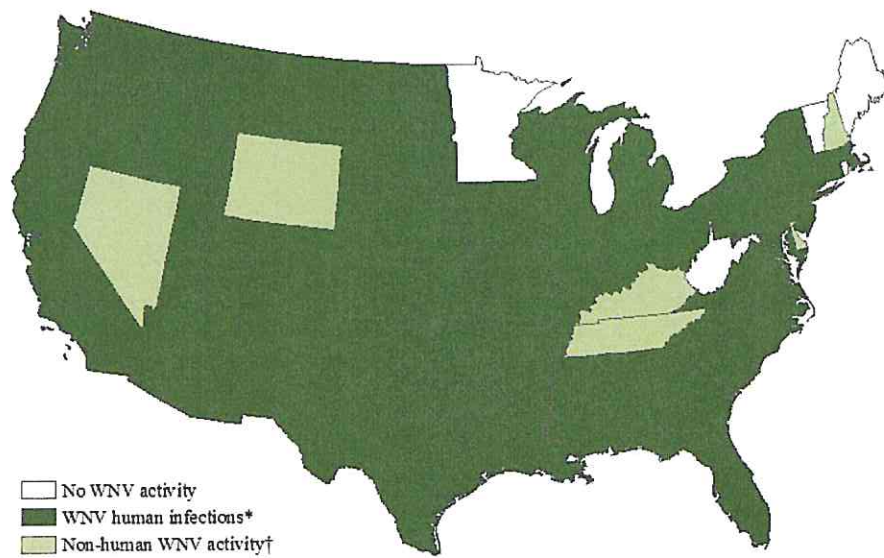
West Nile Virus Neuroinvasive Disease Incidence by State –  
United States, 2020 (as of November 24, 2020)



Retrieved from <https://www.cdc.gov/westnile/statsmaps/preliminarymapsdata2020/incidencestate-2020.html> on December 14, 2020

West Nile Virus Activity by State – United States, 2020 (as of  
November 24, 2020)

Retrieved from



<https://www.cdc.gov/westnile/statsmaps/preliminarymapsdata2020/activitybystate2020.html> on December 14, 2020



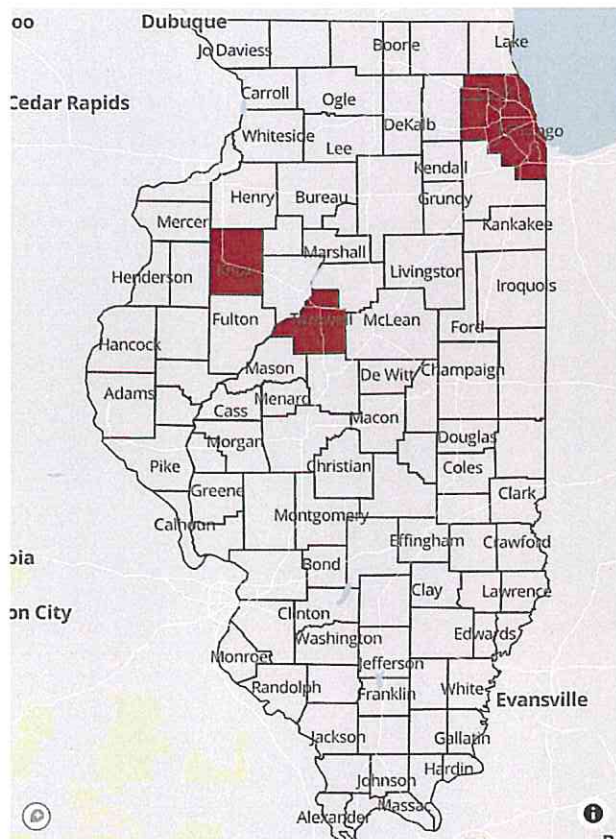


## West Nile in Illinois 2020

As of November 18, 2020, Illinois has reported 37 human cases of West Nile virus and 2 deaths.

- 2016 – 154 human cases
- 2017 – 90 human cases
- 2018 – 137 human cases
- 2019 – 28 human cases
- 2020 – 37 human cases

## 2020 Human Case Data



Illinois West Nile virus statistics in 2020 (reported to-date) are:

- 37 human cases (up from 28 in 2019)
- 2 fatalities (up from 1 in 2019)
- 4 counties reporting West Nile activity (down drastically from 46 in 2019)
- 10 positive birds (up from 4 in 2019)
- 2,345 positive mosquito batches (up from 1,202 in 2019)



Illinois identified the first human West Nile virus case in a resident of DuPage County on September 9.

## 2020 Positive Birds, Mosquitoes, Horses, Other Animals (as of 10/19/20) <sup>1</sup>

County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
<u>BOONE</u>	0	0	0	2	0	0
<u>BROWN</u>	0	0	1	0	0	0
<u>CHAMPAIGN</u>	0	0	0	8	0	0
<u>COOK</u>	1	0	0	2005	0	0
<u>DUPAGE</u>	1	0	1	109	0	0
<u>GREENE</u>	0	0	0	2	0	0
<u>GRUNDY</u>	1	0	0	4	0	0
<u>JACKSON</u>	0	0	0	1	0	0
<u>KANE</u>	0	0	0	44	0	0
<u>KANKAKEE</u>	0	0	0	4	0	0
<u>KENDALL</u>	0	0	0	8	0	0
<u>LAKE</u>	0	0	0	92	0	0
<u>LASALLE</u>	0	0	0	1	0	0
<u>LEE</u>	0	0	0	2	0	0
<u>MACON</u>	0	0	0	4	0	0
<u>MACOUPIN</u>	0	0	0	3	0	0
<u>MCHENRY</u>	0	0	1	13	0	0
<u>MCLEAN</u>	2	0	0	2	0	0
<u>MERCER</u>	0	0	0	0	1	0
<u>OGLE</u>	0	0	0	4	0	0
<u>STEPHENSON</u>	0	1	0	4	0	0
<u>WASHINGTON</u>	0	0	0	4	0	0
<u>WILL</u>	0	0	0	26	0	0
<u>WINNEBAGO</u>	1	0	0	1	0	0
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>2343</b>	<b>1</b>	<b>0</b>

<sup>1</sup> [http://public.dph.illinois.gov/wnvpublic/wnvsurveillance\\_data.aspx](http://public.dph.illinois.gov/wnvpublic/wnvsurveillance_data.aspx), retrieved December 14, 2020

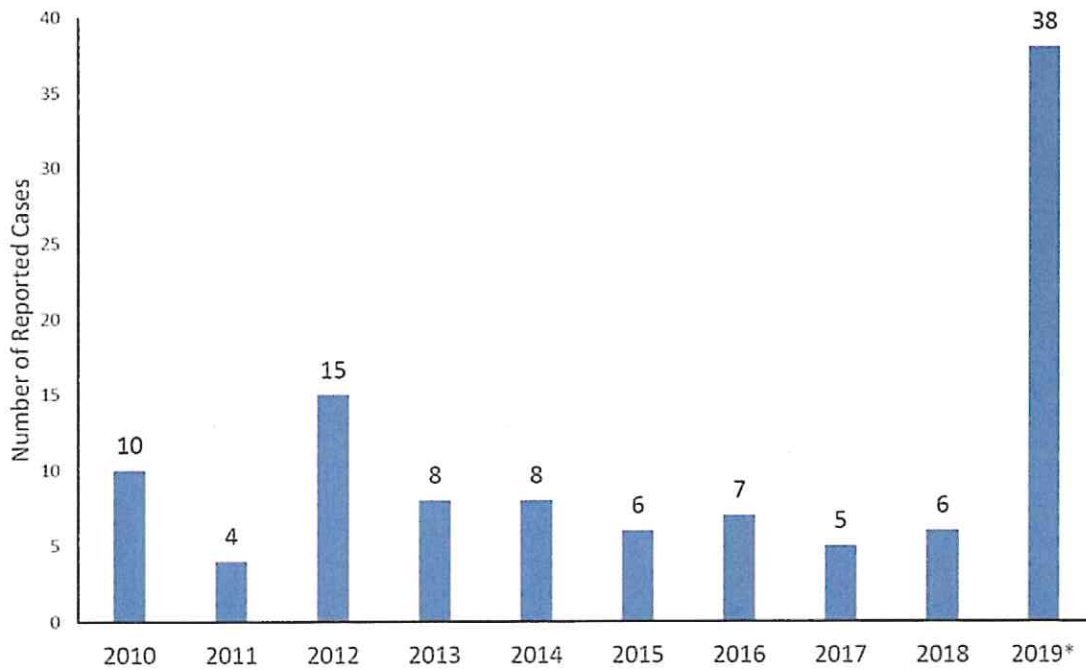


## Eastern Equine Encephalitis in the United States 2020

Eastern equine encephalitis is a mosquito-borne disease primarily vectored by the *Culiseta melanura*, which lives in freshwater hardwood swamps, generally on the Atlantic coast and around the Great Lakes. The disease is one of the most dangerous mosquito-borne diseases; one in three patients diagnosed will die from Eastern equine encephalitis.

While the U.S. averages about seven (7) cases of EEE each year, last year (2019) had 38 cases reported, with significant outbreaks in Massachusetts, Michigan, Indiana, New Jersey, and Connecticut. As of October 20, 2020, 9 confirmed cases of EEE virus have been reported to the CDC from Indiana (1), Massachusetts (4), Michigan (2), and Wisconsin (2).

### Eastern equine encephalitis virus neuroinvasive disease cases reported by year, 2010–2019\*

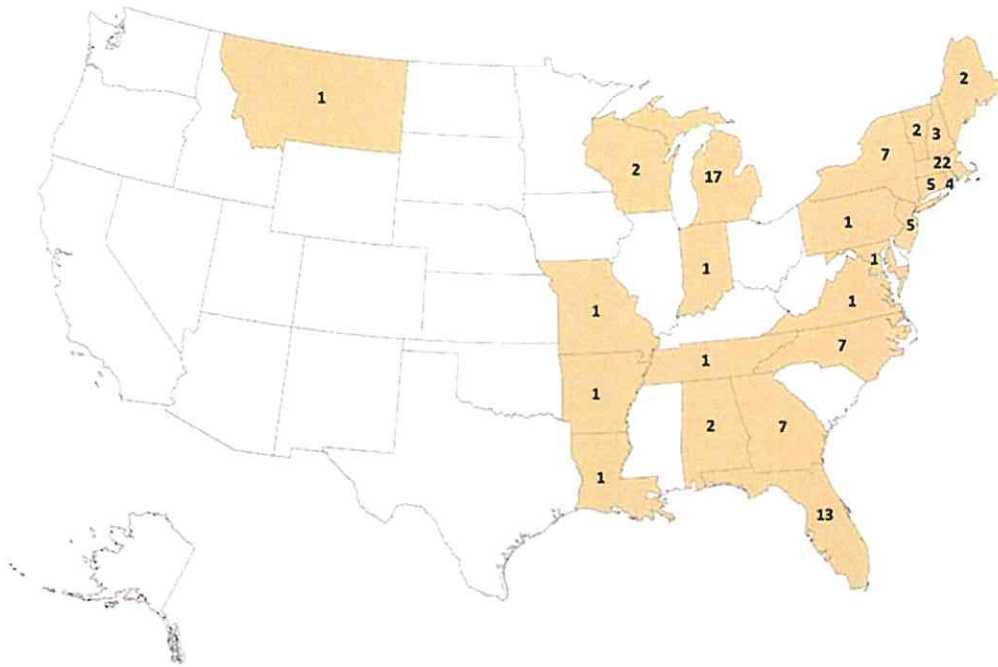


Source: ArboNET, Arboviral Diseases Branch, Centers for Disease Control and Prevention

\*2019 data are provisional and subject to change



## Eastern equine encephalitis virus neuroinvasive disease cases reported by state of residence, 2010–2019\*



Source: ArboNET, Arboviral Diseases Branch, Centers for Disease Control and Prevention

\*2019 data are provisional and subject to change

### **Eastern Equine Encephalitis in Illinois**

While Illinois does not have a recent history of EEE cases, the proximity of the cases in Indiana, Michigan, and Wisconsin call for continued vigilance.





## About Zika Virus

Zika virus is a mosquito-borne disease that is transmitted primarily by the *Aedes aegypti* mosquito and through sexual transmission. While Zika symptoms are generally mild in adults (fever, rash, joint pain, conjunctivitis), pregnant women who contract Zika virus can pass the virus to their unborn children, increasing the risks of serious birth defects like microencephaly.

When Zika debuted in the U.S. in 2016, more than 5,100 travel-related cases of Zika were confirmed nationwide, including 139 locally transmitted cases in areas of south Florida. Since that time, cases have steadily decreased. This year, the number of traveler-contracted Zika cases has dwindled to two.

## Zika Virus in the United States 2020

### Cases by State and Territory

Zika virus disease cases\*\* reported to ArboNET by states and territories – United States, 2020 (as of December 3, 2020)



\*\*Includes reported confirmed and probable Zika virus disease cases

Source: <https://www.cdc.gov/zika/reporting/2020-case-counts.html> Retrieved December 14, 2020

## Zika Virus in Illinois

Illinois does not have a significant population of *Aedes aegypti* mosquitoes, so local transmission risk is small. Illinois reported no travel-related human cases in 2020.



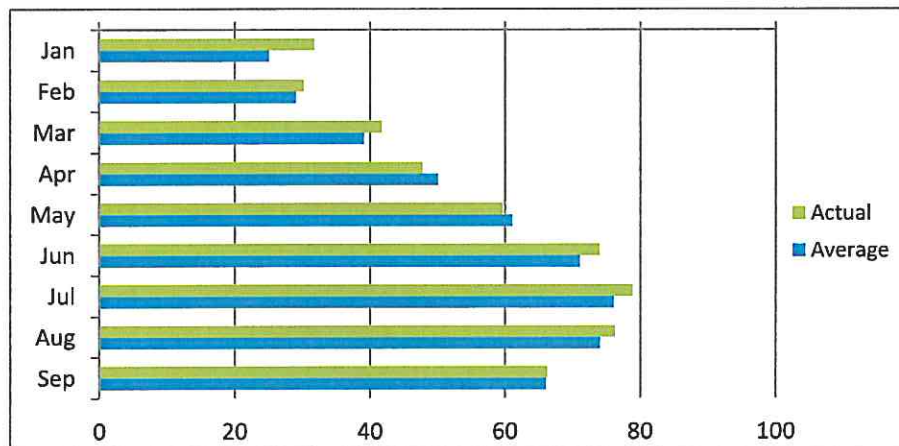
## Climatology and Mosquito Overview

The weather dramatically impacts mosquito breeding and population. Special attention should be paid to weather conditions, as weather has a huge impact on mosquito populations. With floodwater mosquitoes, rainfall determines if mosquito eggs will hatch, fierce storms can wash away egg rafts, and variations in temperature can affect mosquito activity and larval development. In periods of hot, dry weather, water sources dwindle for vector species, and virus transmission can amplify, creating a greater percentage of infected mosquitoes.

## 2020 O'Hare International Airport (Chicago) Weather Survey

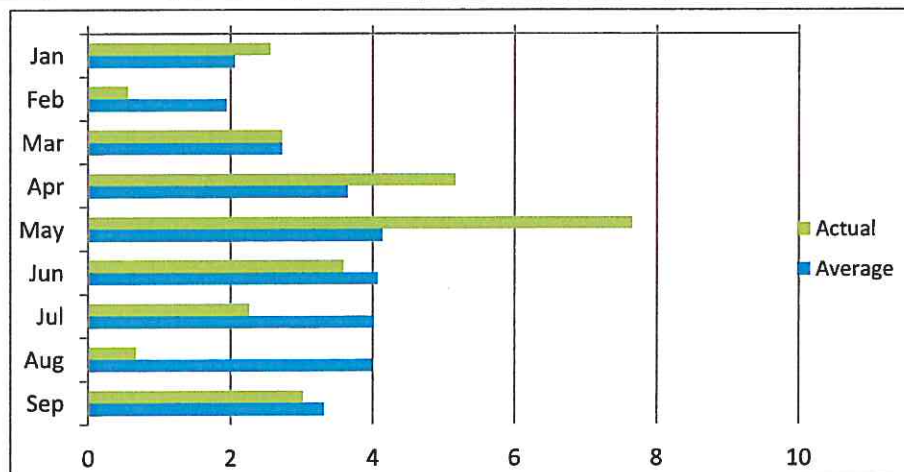
Temperature (degrees Fahrenheit)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	31.69	30.18	41.7	47.69	59.58	73.89	78.85	76.25	66.19
Average	25	29	39	50	61	71	76	74	66



Precipitation (inches)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	2.56	0.55	2.72	5.16	7.65	3.58	2.26	0.67	3.02
Average	2.06	1.94	2.72	3.64	4.13	4.06	4.01	3.99	3.31

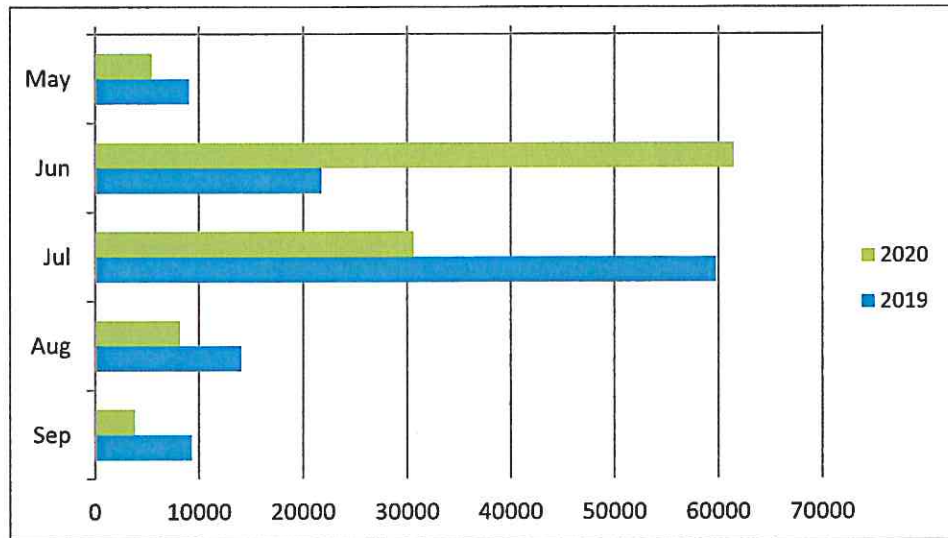




## 2020 Mosquito Light Trap Network Target Species Comparison

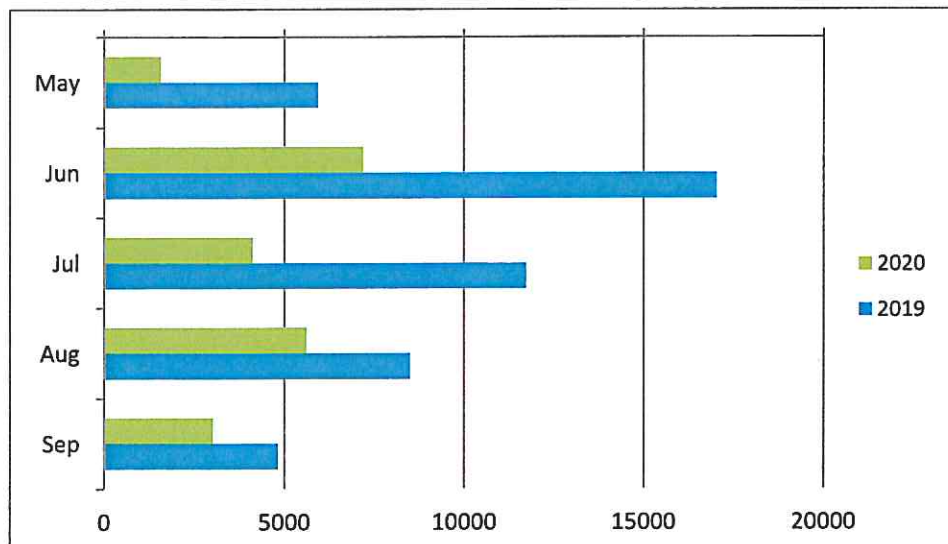
### *Aedes vexans*

	May	Jun	Jul	Aug	Sep
<b>2019</b>	9005	21742	59736	14030	9252
<b>2020</b>	5457	61447	30583	8136	3824



### *Culex pipiens and Culex restuans*

	May	Jun	Jul	Aug	Sep
<b>2019</b>	5927	17018	11703	8477	4808
<b>2020</b>	1571	7183	4118	5604	3015

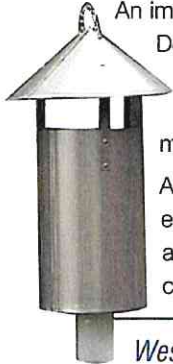






## Surveillance Network

### *New Jersey Light Trap Network*



An important supplement to any mosquito control program is a New Jersey Light Trap. Developed in the 1930s, the trap helps determine species diversity and monitors mosquito populations. These traps are located in residential areas and are operated between dusk and dawn (the peak activity period for many species) and should be maintained each year to identify historic and habitual mosquito sites. A 25-watt bulb in the trap attracts mosquitoes, which are drawn into the trap via an electric fan. Data generated by the trap catches serve several purposes: it confirms the arrival of predicted floodwater mosquito migrations, reflects the effectiveness of mosquito control efforts and identifies fluctuations in adult mosquito populations.

### *West Nile Virus Surveillance Trap*

A vital tool in adult mosquito and arbovirus surveillance is the West Nile virus, or gravid, trap. Developed by the Centers for Disease Control and Surveillance, the trap primarily collects gravid (*Culex*) mosquitoes (principal vectors of West Nile virus), which makes it particularly effective in tracking the disease. A gravid female mosquito has taken a blood meal and is ready to lay her eggs. Typically, (*Culex*) mosquitoes search for water rich in organic material to lay their eggs. If they've obtained their blood meal from an infected animal, they can transmit the virus to their eggs. The mosquitoes are captured live, which allows us to test them for arboviruses and get an early indicator that the virus is present in the area.



### *Centers for Disease Control and Prevention (CDC) Trap*



Mosquitoes looking for a blood meal are mainly attracted by carbon dioxide, exhaled by humans and animals. The CDC trap provides carbon dioxide as bait, though dry ice (frozen carbon dioxide), and a light source to attract female mosquitoes. This trap is set out at prime activity hours for the species targeted. A fan draws mosquitoes into a net and the live mosquitoes are trapped for arbovirus testing. CDC traps often show a very high species diversity and large overall mosquito numbers, indicating the presence of a mosquito-borne virus and relative indices of adult mosquito species.





## Light Trap Species Summary

The following table summarizes the species composition from the light trap network operating in northern Illinois.

Light Trap Species Summary				
Species	Females	Percent	Males	Percent
<i>Ae cinereus</i>	272	0.13%	70	0.22%
<i>Ae vexans</i>	109447	53.85%	8252	26.38%
<i>Ae misc</i>	4429	2.18%	3450	11.03%
<i>An punctipennis</i>	887	0.44%	74	0.24%
<i>An quadrimaculatus</i>	5309	2.61%	221	0.71%
<i>An walkeri</i>	196	0.10%	0	0.00%
<i>An species</i>	269	0.13%	67	0.21%
<i>Cq perturbans</i>	36917	18.16%	1171	3.74%
<i>Cx erraticus</i>	2695	1.33%	222	0.71%
<i>Cx pipiens</i>	988	0.49%	3	0.01%
<i>Cx restuans</i>	1493	0.73%	14	0.04%
<i>Cx species</i>	19011	9.35%	14674	46.90%
<i>Cx tarsalis</i>	24	0.01%	2	0.01%
<i>Cx territans</i>	207	0.10%	10	0.03%
<i>Cs inornata</i>	608	0.30%	94	0.30%
<i>Cs minnesotae</i>	23	0.01%	0	0.00%
<i>Cs species</i>	34	0.02%	13	0.04%
<i>Mosquito, Misc.</i>	178	0.09%	33	0.11%
<i>Oc excrucias</i>	2	0.00%	0	0.00%
<i>Oc grossbecki</i>	3	0.00%	0	0.00%
<i>Oc japonicus</i>	381	0.19%	213	0.68%
<i>Oc canadensis</i>	185	0.09%	19	0.06%
<i>Oc sollicitans</i>	13	0.01%	1	0.00%
<i>Oc triseriatus</i>	434	0.21%	1915	6.12%
<i>Oc trivittatus</i>	17314	8.52%	87	0.28%
<i>Oc. species</i>	19	0.01%	4	0.01%
<i>Or signifera</i>	20	0.01%	1	0.00%
<i>Ps ciliata</i>	11	0.01%	2	0.01%
<i>Ps ferox</i>	101	0.05%	2	0.01%
<i>Ps columbiae</i>	1	0.00%	0	0.00%
<i>Ps misc</i>	0	0.00%	2	0.01%
<i>Ur sapphirina</i>	1783	0.88%	671	2.14%
<b>Total</b>	<b>203,254</b>	<b>100.00%</b>	<b>31,287</b>	<b>100.00%</b>

**Total Number of Mosquitoes: 234,541**



## Light Trap Species Summary

The following table summarizes the species composition from the light trap network operating in the Village of Willowbrook.

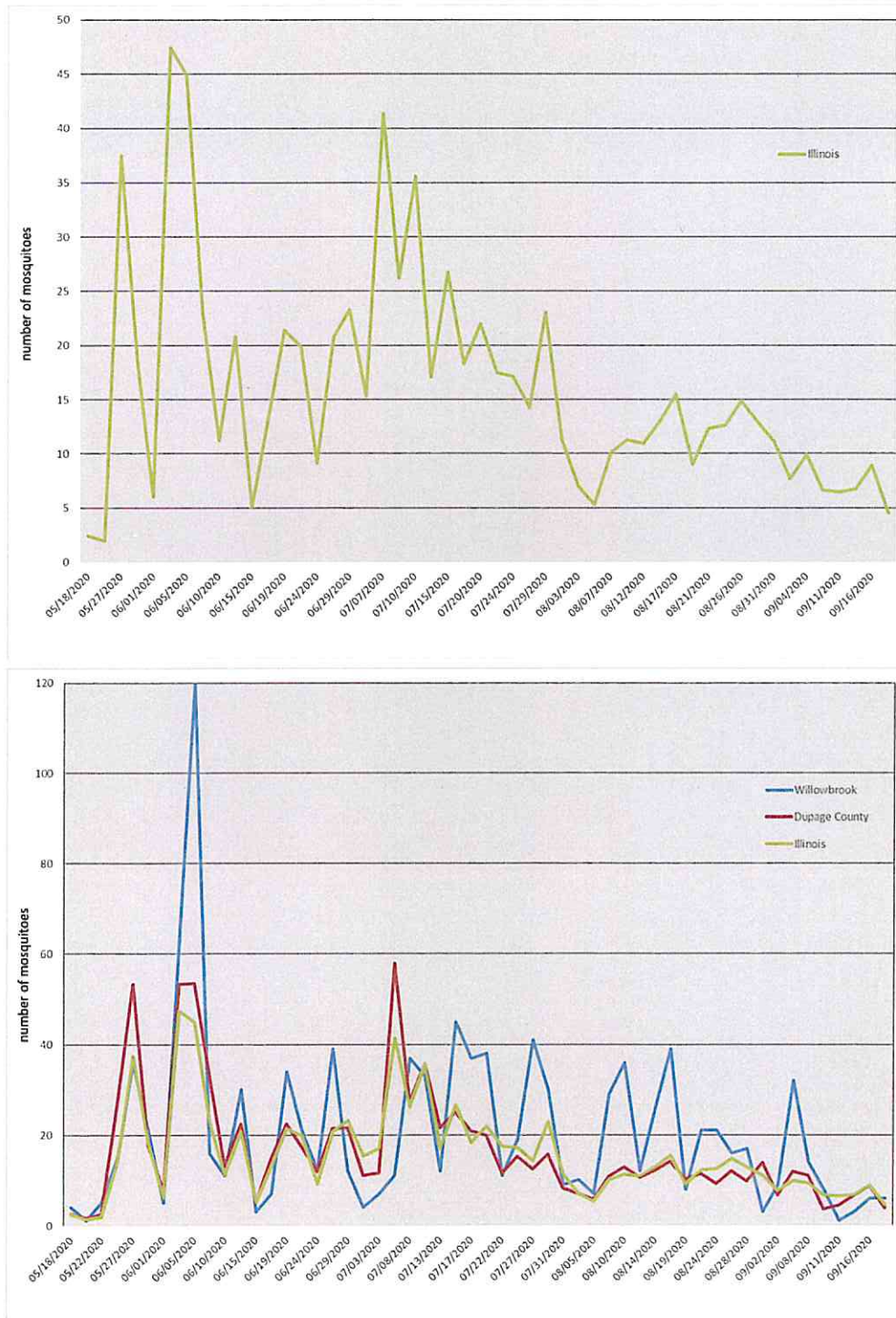
Light Trap Species Summary				
Species	Females	Percent	Males	Percent
<i>Ae cinereus</i>	0	0.0%	1	0.4%
<i>Ae species</i>	112	10.0%	11	4.0%
<i>Ae vexans</i>	415	37.2%	52	18.7%
<i>An punctipennis</i>	34	3.0%	5	1.8%
<i>An quadrimaculatus</i>	54	4.8%	2	0.7%
<i>An species</i>	2	0.2%	2	0.7%
<i>Cq perturbans</i>	11	1.0%	3	1.1%
<i>Cx erraticus</i>	19	1.7%	0	0.0%
<i>Cx pipiens</i>	5	0.4%	0	0.0%
<i>Cx restuans</i>	18	1.6%	0	0.0%
<i>Cx salinarius</i>	0	0.0%	0	0.0%
<i>Cx species</i>	393	35.2%	191	68.7%
<i>Cx tarsalis</i>	0	0.0%	0	0.0%
<i>Cx territans</i>	6	0.5%	0	0.0%
<i>Cs inornata</i>	3	0.3%	0	0.0%
<i>Cs species</i>	0	0.0%	0	0.0%
<i>Mosquito, Misc.</i>	0	0.0%	0	0.0%
<i>Oc canadensis</i>	0	0.0%	0	0.0%
<i>Oc excrucians</i>	0	0.0%	0	0.0%
<i>Oc fitchii</i>	0	0.0%	0	0.0%
<i>Oc japonicus</i>	4	0.4%	7	2.5%
<i>Oc stimulans</i>	0	0.0%	0	0.0%
<i>Oc triseriatus</i>	4	0.4%	0	0.0%
<i>Oc trivittatus</i>	10	0.9%	0	0.0%
<i>Oc. species</i>	0	0.0%	0	0.0%
<i>Or signifera</i>	1	0.1%	0	0.0%
<i>Ps ciliata</i>	0	0.0%	0	0.0%
<i>Ps columbiae</i>	0	0.0%	0	0.0%
<i>Ps ferox</i>	0	0.0%	0	0.0%
<i>Ur sapphirina</i>	25	2.2%	4	1.4%
<b>Total</b>	<b>1,116</b>	<b>100.0%</b>	<b>278</b>	<b>100.0%</b>
Total Number of Trap: 1	Average Number of Females/Trap Night: 19.58			
Total Number of Trap Nights: 57				

**Total Number of Mosquitoes: 1,394**



## Light Trap Counts by Region, County, and Community

### Light Trap Comparison Chart







## Operations and Surveillance Reports

Below is a report outlining all services performed year-to-date. These services may include the following:

- **0956 N J Light Trap Service (5 Days/Wk-WMAD):** *Seasonal New Jersey Light Trap service for adult mosquito population monitoring (5 day per week operation).*
- **1252 Complete Site Larval Inspection Service:** *Inspection service of all potential mosquito larvae development sites*
- **1302 Targeted Site Larval Inspection:** *Inspection of all targeted larval development sites*
- **1305 Culex Site Inspection Service:** *Inspection of Culex mosquito larval development sites for the prevention of West Nile Virus and other mosquito-borne diseases.*
- **1352 Larval Site Service Call:** *Special inspection of standing water for mosquito breeding per hot line request*
- **1718 Hand Larvicide:** *Hand equipment application for control of mosquito larvae*
- **1719 Backpack Larvicide Trmt.:** *Backpack application for control of mosquito larvae*
- **2002 Catch Basin Treatment.:** *Catch basin treatment with a sustained-release biological insecticide for larval control*
- **2004 30 day Altosid Briq CB Treatment:** *Catch basin treatment for larval control*

## Services Performed Year-to-Date

Service Item	Start Date
ROS2010 - Natular XRT BYCB Bike	04/29/2020
ROS2009 - Natular XRT CB Bike	05/07/2020
ROS0952 - N.J. Light Trap Seasonal Serv	05/08/2020
ROS1302 - Targeted Site Larval Insp Serv	05/11/2020
ROS1852 - Mosquitofish (G. Affinis) Stck	05/15/2020
ROS1852 - Mosquitofish (G. Affinis) Stck	05/15/2020
ROS1999 - Natular G 5#/Acre Hand	05/26/2020
ROS1302 - Targeted Site Larval Insp Serv	05/26/2020
ROS1999 - Natular G 5#/Acre Hand	06/15/2020
ROS1252 - Complete Site Larval Insp Serv	06/15/2020
ROS1302 - Targeted Site Larval Insp Serv	06/23/2020
ROS2552 - Merus Truck ULV	06/28/2020
ROS1302 - Targeted Site Larval Insp Serv	07/13/2020
ROS1999 - Natular G 5#/Acre Hand	07/21/2020
ROS1252 - Complete Site Larval Insp Serv	07/21/2020
ROS1999 - Natular G 5#/Acre Hand	08/03/2020
ROS1302 - Targeted Site Larval Insp Serv	08/03/2020
ROS1999 - Natular G 5#/Acre Hand	08/20/2020
ROS2000 - Natular Backpack Larviciding	08/20/2020
ROS1305 - Culex Site Inspection Service	08/20/2020





## Annual Report

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ROS2552 - Merus Truck ULV	08/31/2020
ROS1999 - Natular G 5#/Acre Hand	09/02/2020
ROS1305 - Culex Site Inspection Service	09/02/2020
ROS2002 - Natular G30 Bike CB (WSP)	09/04/2020
ROS1999 - Natular G 5#/Acre Hand	09/16/2020
ROS1305 - Culex Site Inspection Service	09/16/2020

### **Services Invoiced Per Contract**

Services Invoiced Year-to-Date: \$33,480.00

**MUNICIPAL SERVICES COMMITTEE MEETING  
AGENDA ITEM SUMMARY SHEET**

**DISCUSSION - 2021 LANDSCAPE MAINTENANCE BIDS**

**COMMITTEE REVIEW**

- ☐ Finance/Administration  
☒ Municipal Services  
☐ Public Safety

Meeting Date:

February 22, 2021

- |   |   |
|---|---|
| <input type="checkbox"/> Discussion Only  | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)           |
| <input type="checkbox"/> Regular Report   | <input type="checkbox"/> Report/documents requested by Committee  |

**BACKGROUND**

In April 2018 the Village Contracted with Hanson Landscape Design & Installation for landscape maintenance in the form of regular turf mowing, trimming, and planting bed maintenance for parks, rights-of-ways, and the other Village owned facilities (e.g., Village Hall, pump house, water towers). The Village continued this service agreement for one-year in May of 2020. On January 7, 2021, the Village advertised for bid landscape maintenance services for Fiscal 2021 / 2022 contract period. Bids were received on Friday, February 5, 2021 at 10:00 am.

The Village received three bids as follows:

Bid #1 Serenity Landscape Group	\$63,150 *
Bid #2 NJ Ryan Tree & Landscape LLC	\$76,500
Bid #3 Hanson Landscape	\$80,900

\* Please note that the Bid #1 for Serenity Landscape Group was non-conforming to the bid standards as they supplied numbers for Plant Bed Maintenance on a per occurrence basis vs. the per season basis as required by the specifications. Attached is a copy of the public bid document, summary page from the three bidders and a bid summary.

**REQUEST FOR FEEDBACK**

Upon review of the bids received and consultation with the Village Attorney, staff would recommend that the Village reject Bid #1 from Serenity Landscape Group due to non-conformance with the bid specifications for the Plant Bed Maintenance section. Staff would recommend the Committee consider Bid #2 from NJ Ryan Tree & Landscape LLC as the most responsive and responsible bidder for the 2021 Landscape Maintenance program.

The proposed FY 2021/22 Budget includes the following funding for this program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>FY 2021/22 BUDGET</u>
Pub. Serv.	01-35-755-281	Rt. 83 Beautification	\$55,000
Parks & Rec.	01-20-570-281	Contracted Maintenance	\$125,100

**STAFF RECOMMENDATION**

Staff Recommends Bid #2 NJ Ryan Tree & Landscape LLC for the FY 2021/22 Landscape Maintenance Program.

Village of Willowbrook Landscape Bid

2/5/2021

10:00 AM

Line Item	Bid #1	Bid #2	Bid #3
	Serenity Landscape Group PO Box 6996 Villaa Park, IL 60181 Gary Bershire, President 630-359-5139	NJ Ryan Tree & Landscape LLC 17271 IL RT 23 DeKalb, IL 60115 Darin Ryan 630-800-8767	Hanson Landscape PO Box 307 Big Rock, IL 60511 Kevin Moravick 630-556-4120 <a href="mailto:kevin@hansonlandscape.com">kevin@hansonlandscape.com</a>
Insurance Policy Information			
Cashier's Check	None listed \$ 7,300.62	Westbend Mutual Insurance Co \$ 3,825.00	Crum Halstead \$ 4,045.00
Mowing & Trmming			
A. Parks	\$ 25,615.00	\$ 28,000.00	\$ 30,740.00
B. ROW, Medians, & Facilities	\$ 35,920.00	\$ 35,800.00	\$ 38,160.00
Aeration			
A. Parks	\$ 1,000.00	\$ 3,800.00	\$ 3,500.00
B. ROW, Medians, & Facilities	\$ 325.00	\$ 1,800.00	\$ 1,500.00
Plant Bed Maintenance			
A. Parks	\$ 140.00	\$ 3,700.00	\$ 3,600.00
B. ROW, Medians, & Facilities	\$ 150.00	\$ 3,400.00	\$ 3,400.00
Total	\$ 63,150.00	\$ 76,500.00	\$ 80,900.00
Alternate #1			
Tree Ring Maint per Tree	\$ 30.00	\$ 75.00	\$ 55.00
Alternate #2			
Additional Mowing per Acre	\$ 60.00	\$ 650.00	\$ 675.00
Alternate #3			
Tree Fertilization per Tree	\$ 50.00	\$ 125.00	\$ 80.00

\* Per Occurance not per Season



Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2021 through April 30, 2022.

**Mowing and Trimming**

A. Parks (Section III-BB-1) \$ 25,615

B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) \$ 35,920

**Aeration**

A. Parks (Section III-CC-1) \$ 1,000 \*  
\* Per Season

B. Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) \$ 325 \*

\* per Season  
per Nicole Barshino 2/5/21 call

**Planting Bed Maintenance**

A. Parks (Section III-DD-1) \$ 140 \*\*  
per Occurrence per Nicole

B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) \$ 150 \*\*

per Occurrence per Nicole Barshino 2/5/21 call

**TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD)** \$ 63,150

**Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price** \$ 30

**Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price** \$ 60

**Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities** \$ 50

Bid #2 - NJ Ryan Tree & Landscape LLC

**Village of Willowbrook**

**LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2**

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2021 through April 30, 2022.

**Mowing and Trimming**


- |    |   |                    |
|----|---|--------------------|
| A. | Parks (Section III-BB-1)  | \$ <u>28,000</u> - |
| B. | Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) | \$ <u>35,800</u> - |

**Aeration**

- |    |   |                   |
|----|---|-------------------|
| A. | Parks (Section III-CC-1)  | \$ <u>3,800</u> - |
| B. | Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) | \$ <u>1,800</u> - |

**Planting Bed Maintenance**

- |    |  |                   |
|----|--|-------------------|
| A. | Parks (Section III-DD-1)   | \$ <u>3,700</u> - |
| B. | Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) | \$ <u>3,400</u> - |

 **TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD)** \$ 76,500 -

**Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price** \$ 75 -

**Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price** \$ 650 -

**Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities** \$ 125 -

Bid # 3 - Hanson Landscape

**Village of Willowbrook**

**LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2**

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2021 through April 30, 2022.

**Mowing and Trimming**

- |    |   |                  |
|----|---|------------------|
| A. | Parks (Section III-BB-1)  | \$ <u>30,740</u> |
| B. | Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) | \$ <u>38,160</u> |

**Aeration**

- |    |   |                |
|----|---|----------------|
| A. | Parks (Section III-CC-1)  | \$ <u>3500</u> |
| B. | Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) | \$ <u>1500</u> |

**Planting Bed Maintenance**

- |    |  |                 |
|----|--|-----------------|
| A. | Parks (Section III- DD-1)  | \$ <u>31000</u> |
| B. | Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) | \$ <u>3400</u>  |

<b>TOTAL --</b>	<b>Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD)</b>	\$ <u>80,900</u>
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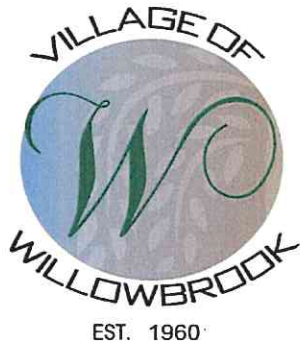
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<b>Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - <u>Per Tree Unit Price</u></b>	\$ <u>55</u>
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<b>Alternate #2 - Additional Mowing – <u>Per Acre/ Per Occurrence Unit Price</u></b>	\$ <u>1075</u>
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<b>Alternate #3 - Tree Fertilization - <u>Per Tree Unit Price</u> - Parks, Roadside Rights of Way, Medians and Other Facilities</b>	\$ <u>80</u>
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**VILLAGE OF WILLOWBROOK  
NOTICE TO BIDDERS**

**Mayor**

Frank A. Trilla

**Village Clerk**

Deborah Hahn

**Village Trustees**

Sue Berglund

Umberto Davi

Mark Ruffalo

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

**FOR: Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities**

**DATE: Thursday January 7, 2021**

**OWNER: Village of Willowbrook  
835 Midway Drive (Village hall)  
Willowbrook, IL 60527**

Notice is hereby given that the **Village of Willowbrook** will be receiving sealed bids for Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities within the Village of **Willowbrook, DuPage County, IL 60527**.

Bid proposals for this project will be considered not only on the basis of cost, but also on past performance, experience and ability to perform the work. Contract documents may be obtained from the **Village of Willowbrook Village Hall** located at **835 Midway Drive, Willowbrook, IL 60527**, between the hours of 8:30 AM and 4:30 PM, Monday through Friday, or may be downloaded from the Village's website at [www.willowbrookil.org](http://www.willowbrookil.org) starting January 7<sup>th</sup>, 2021.

Each bid must be in a sealed envelope marked "**Willowbrook Landscape Maintenance Services - DO NOT OPEN**" and addressed to the Village of Willowbrook located at 835 Midway Drive, Willowbrook, IL 60527, Attn.: Village Deputy Clerk, Christine Mardegan. Bids will be received until **10:00 AM, Friday February 5th**, at which time the bids will be opened and read. Due to COVID-19 there will be no public bid opening. Unofficial results will be set via email that same day.

The **Village of Willowbrook** reserves the right to reject any or all proposals or to accept any proposals which, in its judgment, will be to the best interest of the public. Only bids in compliance with the provisions of the specifications will be considered. All Bids shall remain subject to acceptance for 45 days after the time set for receiving Bids.

Published upon the authority of Deborah Hahn, Village Clerk of Willowbrook.

Dated at Willowbrook, Illinois, January 7, 2021



Proud Member of the  
Illinois Route 66 Scenic Byway

**SPECIFICATIONS AND CONTRACT DOCUMENTS**  
for  
**LANDSCAPE MAINTENANCE SERVICES FOR PARKS, ROADSIDE RIGHTS OF  
WAY, MEDIANS, AND SPECIFIED FACILITIES**

Required for Use By:

**VILLAGE OF WILLOWBROOK**  
Willowbrook, Illinois 60527

**CONTRACTOR'S CERTIFICATION - BID PROPOSAL - PAGE 16**

\*\* MUST BE EXECUTED AND NOTARIZED \*\*

**BIDS TO BE EXECUTED IN DUPLICATE**

**ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC**

**ALL INSURANCE REQUIREMENTS MUST BE MET**

CONTRACT PERIOD:	MAY 1, 2020 – APRIL 30, 2021
ACCOUNT NUMBER:	_____
BID DEPOSIT: <i>(Certified Check, Bank Cashier's Check or Bid Bond)</i>	5% of Bid Amount <i>(See Page 4)</i>
PERFORMANCE BOND(S) REQUIRED:	Yes <i>(See Page 4)</i>
DRAWINGS:	None
BID OPENING – DATE/TIME/LOCATION:	<b>10:00 AM CST February 5, 2021</b> <b>WILLOWBROOK VILLAGE HALL</b> Attention Deputy Clerk 835 Midway Drive Willowbrook, Illinois 60527

Issued by:      Administration Department  
Village of Willowbrook, Illinois  
835 Midway Drive  
Willowbrook, Illinois 60527  
(630) 323-8215

Brian Pabst  
Village Administrator

Carrie Dittman  
Director of Finance

### **BID NOTICE**

The Village of Willowbrook will be accepting sealed bids for the item(s) listed. Bids will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until at the time(s) shown below, at which time they will be opened and publicly read aloud.

**Bid Item:**                      **Landscape Maintenance Services for Parks, Roadside Rights of Way, Medians, and Specified Facilities**

**Bid Opening:**                **10:00 AM CST February 5, 2021**

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 Administration Department at (630) 323-8215.

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.

The Village of Willowbrook reserves the right to reject any or all bids, to waive technicalities, and to accept any bid 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 Brian Pabst, 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, audiotape, and/or computer disk.



## **I. GENERAL CONDITIONS**

### **A. DEFINITIONS**

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

A. BIDDER shall mean:

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

### **B. PREPARATION AND SUBMISSION OF PROPOSAL**

The Bidder 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. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. **The following documents shall be executed at the time of submission of a bid:**

Contractor's Certification Bid Proposal - Page #16  
**BID PROPOSAL PAGE**

**ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE  
FOLLOWING INFORMATION ON THE FACE:**

**BIDDER'S NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID  
OPENING AND HOUR DESIGNATED FOR BID OPENING.**

### **C. WITHDRAWAL OF PROPOSAL**

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids. However, no bid shall be withdrawn or cancelled for a period of forty-five (45) calendar days after said advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled, or modified after having been accepted by the Village.

**D. SUBMISSION OF ALTERNATE BIDS**

Bidder may submit alternate bids provided that:

1. Cash bid proposals meet Village Specifications and are submitted separately.
2. The Village shall not consider an alternate bid which fails to meet specifications.

**E. 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 of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

**F. 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.

**G. 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 Bidder proposes to furnish the item as identified. If the Bidder proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the bid proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

**H. BASIS OF AWARD**

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

**I. ACCEPTANCE OF BID**

The Village shall make its determination with respect to bids within forty-five (45) days, or within sixty (60) days where approval by other agencies is required, from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

**J. CATALOGS**



Each Bidder 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.

**K. 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 Bidder, 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.

**L. GUARANTEES AND WARRANTEES**

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

**M. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS**

No contract awarded 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 Bidder 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 Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Bidder 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.

**N. COMPETENCY OF BIDDER**

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

The Bidder, 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 and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

**O. 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. Bidder 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 Bidder will strictly comply with all ordinances of the Village of Willowbrook, the laws of the State of Illinois and United States Government.

**P. SPECIAL HANDLING**

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

**Q. MATERIAL INSPECTION AND RESPONSIBILITY**

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

**R. TOXIC SUBSTANCES**

Successful Bidder 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 Bidder 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 Bidder.

**S. PRICE REDUCTIONS**

If at any time after a contract is awarded the successful Bidder(s) 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 contract for the duration of the contract period (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 Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. 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 Bidder 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 Bidder, 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 contract.

**T. TERMINATION OF CONTRACT**

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

- a) If the successful Bidder 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 Bidder); or
- b) If the successful Bidder fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract 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.
- c) If it is determined that successful Bidder knowingly falsified information provided to the Village.
- d) If it is determined that successful Bidder offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
- e) Any order is entered in any proceeding against the successful Bidder decreeing the dissolution of the successful Bidder and such order remains in effect for sixty (60) days.
- f) The successful Bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Bidder, or commence any proceedings relating to the successful Bidder 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 Bidder, and the successful Bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- g) 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 Bidder shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

**U. 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 contract 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.

### V. INSURANCE SPECIFICATIONS ("Insurance Section")

1. The successful Bidder **shall not commence work** under the contract until all insurance required herein and such insurance has been approved by both the Village of Willowbrook and the County of DuPage.
2. The successful Bidder shall maintain limits no less than:

#### TYPE OF INSURANCE

#### MINIMUM INSURANCE COVERAGE

---

##### **Commercial (Comprehensive) General Liability**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Comprehensive Form</li><li>2. Premises Operations</li><li>3. Explosion &amp; Collapse Hazard</li><li>4. Underground Hazard</li><li>5. Products/Completed Operations Hazard</li><li>6. Contractual Liability Coverage Included</li><li>7. Broad Form Property Damage</li></ol> |
|--|

Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million dollars (\$2,000,000) per occurrence and one million dollars (\$1,000,000) excess liability in the annual aggregate injury/property damage.

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##### **Worker's Compensation Insurance**

In the statutory amounts

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##### **Employer's Liability Insurance**

In an amount not less than one million dollars (\$1,000,000) each accident/injury and one million dollars (\$1,000,000) each employee/disease.

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##### **Commercial (Comprehensive) Automobile Liability Insurance**

With minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).

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The coverage limits required for **Commercial (Comprehensive) General Liability** and **Commercial (Comprehensive) Automobile Liability Insurance** may be satisfied through a

combination of primary and excess coverage. No work is allowed to commence until all of the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractors; insurance including endorsements shall be provided prior to the commencement of any work. In addition, DuPage County shall be named as a third-party beneficiary of the insurance requirements provided for in this insurance section.

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. If the insurance required is satisfied through a combination of primary and excess coverage, said excess/umbrella liability policy shall include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. A copy of said section of the excess/umbrella liability policy shall be provided upon request by the Village and/or County of DuPage.

**The Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance** shall name the Village, the County of DuPage, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The Village of Willowbrook, the County of DuPage, its officers, and employees are named as additional insured(s) as defined in the Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance policies with respect to claims arising from the contractor's performance under this contract. The Endorsements must also be provided naming both the Village and County of DuPage c/o DuPage County Division of Transportation, 421 N. County Farm Road, Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and non-contributory basis."

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.

3. In the event of accidents of any kind, the successful Bidder 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.
4. 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 Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

**W. 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

COUNTY OF DuPAGE ("The County")

Attention: DuPage County Division of Transportation

421 N. County Farm Road

Wheaton, IL 60187

**1. POLICY INFORMATION.**

- A. Insurance Company \_\_\_\_\_
- B. Policy Number \_\_\_\_\_
- C. Policy Term: (From) \_\_\_\_\_ (To) \_\_\_\_\_
- D. Endorsement Effective Date \_\_\_\_\_
- E. Named Insured \_\_\_\_\_
- F. Address of Named Insured \_\_\_\_\_
- G. Limit of Liability Any One Occurrence/  
Aggregate \$ \_\_\_\_\_
- H. Deductible or Self-Insured Retention (Nil unless otherwise specified)  
\$ \_\_\_\_\_

**2. VERIFICATION OF COVERAGE**

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, **within fourteen (14) calendar days** after acceptance of the bid by the Village, furnish both the Village and the County of DuPage 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 Bidder(s) fails to furnish the insurance coverage within fourteen (14) 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 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.

**3. POLICY AMENDMENTS**

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

**A. INSURED.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

The Village, County of DuPage, 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 Bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village or County of DuPage, its officials, agents, employees, and volunteers.

**B. CONTRIBUTION NOT REQUIRED.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

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

**C. SEVERABILITY OF INTEREST.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

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.

**D. SUBCONTRACTORS. (ALL COVERAGES)**

The successful Bidder 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.

**E. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS. (COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)**

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

**F. CANCELLATION NOTICE. (ALL COVERAGES)**

The insurance coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior

written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. Such notice shall be addressed as shown in the heading of the endorsement.

**G. SUBROGATION (WORKERS COMPENSATION AND EMPLOYER'S LIABILITY)**

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

**H. ACCEPTABILITY OF INSURERS. (ALL COVERAGES)**

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage and licensed to do business in the State of Illinois.

**I. ASSUMPTION OF LIABILITY. (ALL COVERAGES)**

The successful Bidder assumes liability for all injury to or death of any person or persons including employees of the successful Bidder, 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.

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

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

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

Authorized Representative (Original signature required on endorsement furnished to the Village).

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

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**X. INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, County of DuPage 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 Bidder, 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 Bidder 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 Bidder shall, at its own expense, satisfy and discharge same.

The successful Bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful Bidder, 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 Bidder further agrees that to the extent that money is due the successful Bidder 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.

*[EXHIBIT A IRMA - Section 4:06, Page 13]*

**CONTRACTOR'S CERTIFICATION - BID PROPOSAL**

\_\_\_\_\_, as part of its bid on a  
(Name of Contractor)

contract for \_\_\_\_\_ 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: \_\_\_\_\_  
Authorized Agent of Contractor

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



**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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
NOTARY PUBLIC

## **II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS**

### **A. INTENT**

It is the intent of these specifications and contract 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 Bidder shall contact the Village of Willowbrook Department of Public Works 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 Bidder'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 Bidder 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 Bidder 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 Bidder 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 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 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.

**G. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Bidder 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 Bidder shall be responsible for constructing the improvements in accordance with the specifications. The successful Bidder shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Bidder 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 Bidder 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 Bidder shall have control over his/her employees' parking of automobiles on the site and shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Bidder 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 Bidder and final acceptance will not be made until the site is in a condition acceptable to the Village.

**J. TRESPASS ON LAND**

The successful Bidder shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Bidder 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 Bidder 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 Bidder, without charge, three (3) sets of specifications for that portion of the work to be performed by the Bidder. If the Bidder desires additional copies of the specifications, they may be secured from the Village at Bidder's expense.

**L. PROTECTION OF PUBLIC**

The Bidder 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 Bidder 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 Bidder 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. 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 Bidder 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 Bidder 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 Bidder 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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### **III. TERMS AND CONDITIONS OF THE SPECIFIC PROJECT**

#### **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 that may be encountered, and all other relevant matters concerning the work to be performed 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 Superintendent of Parks & Recreation and the Public Works Foreman and/or their designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and discuss 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 damaged caused by the Contractor and deduct these costs from any payment due the Contractor.

#### **D. PREVAILING WAGES**

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 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

#### **E. SUBLETTING CONTRACT**

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Willowbrook; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.



**F. DEFAULT**

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Willowbrook, shall constitute contract default.

**G. SAFETY**

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Willowbrook as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

**H. WORKMANSHIP**

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Village staff members, and the general public.

**I. PENALTY FOR NON-COMPLETION**

Time is of the essence to the contract. Should the Contractor fail to complete the work within the timelines 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 the Village 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:

- failing to complete work in a manner or sequence as required;
- damaging landscaping (i.e. debarking plants by running into them with equipment);
- failure of the contractor to be accessible to the Village or respond to requests to complete work;
- improperly applying mulch;
- not completing and/or maintaining the removal of weeds; and
- failing to clean-up garbage or debris.

**J. SUPERVISION AND TRAINING**

Competent English speaking supervisory personnel shall be present at each facility on a regular basis. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor visit the facilities being cleaned on a weekly basis to be sure that it has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable.

**K. WORKING HOURS**

The Contractor shall work the same hours as the Municipal Services Department unless other arrangements are agreed upon ahead of time. The Contractor must inform the Director of Municipal Services, or his designee, when the Contractor will be working outside of the normal working hours for Municipal Services.

**L. 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.

**M. 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.

**N. 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.

**O. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the vendor when ordered to do so by the Village at no cost to 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, which becomes due.

**P. ACCESSIBILITY OF CONTRACTOR**

Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of the Village placing the call. On-site response time for

complaints must be made within 24 hours of the initial call being made by the Village. The Contractor must assign an English-speaking crew leader to monitor all work being performed within the Village. The Contractor shall update the Director of Municipal Services or his designee on work progress no less than once per week. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.

**Q. REFERENCES**

A reference list (attached) must also be submitted with the bid documents. The references must be municipal accounts or accounts similar in size but shall include at least one (1) municipal client at a minimum.

**R. BILLING & PAYMENT**

Payment shall be made in eight (8) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: May, June, July, August, September, October, November, and April following receipt of an invoice from the Contractor for the month in question.

**S. RENEWAL AND EXTENSION**

This Contract shall be in full force and effect from May 1, 2021 to and including April 30, 2022. At the sole discretion of the Village, this contract may be extended for an additional twelve (12) month period under the same terms and conditions.

**T. SPECIFIC CONDITIONS FOR LANDSCAPE MAINTENANCE TRASH AND DEBRIS**

The entire site will be inspected and cleared of all trash, debris, glass, rocks, etc. before mowing begins. Mowing over paper, cups, cans and other litter shall not be accepted. Should this occur the Contractor shall immediately pick-up and properly dispose of all debris.

**U. EQUIPMENT CONDITION**

All equipment will be kept in good, safe operating condition. All mowing equipment will have sharp blades so that the grass is cut properly. All equipment will be kept in such a condition so that the gas/oil is not leaking.

**V. FUEL/OILING**

Spilling gasoline and oil kills the grass. Mowers will not be fueled or oiled in grass areas. They should be moved to a paved area to perform this function. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean up and restoration and/or reimbursement for any damages that may occur.

**W. FINAL APPEARANCE**

Mowing patterns shall be such that the clippings and mulch are evenly distributed, not wind rowed into noticeable deposits. Grass clippings will not be allowed to accumulate on hard surface areas, sidewalks or roadways and must be removed by the Contractor in an appropriate manner. If windrows are present, raking and properly disposing of the material by the Contractor must remove the clippings. The Contractor shall immediately pick up any debris that is mowed over.



**Y. ADDITIONS OR DELETIONS**

The Village reserves to right to increase or decrease quantities and number of mowings/weedings based on actual field conditions and requirements. The Contractor will be asked to provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. These rates shall be used when the quantities of work must be increased or decreased for any reason such as adding sites, deleting sites, or failure of the Contractor to complete required work. Using these rates, the Village and the Contractor shall meet and shall mutually agree upon the dollar amounts to be added to or deleted from the contract.

**Z. OPTIONAL WORK**

At the Village's option, the Contractor may be asked to provide additional lawn mowing in the event that such services become necessary. The cost of such service will be provided on a per acre basis as stated on the proposal page.

**AA. REPORT OF WORK PERFORMED AND SCHEDULED**

The Contractor shall, at a minimum of once per month during the period of providing services, submit a written report to the Director of Municipal Services in detailing the weekly progress that has been performed by the Contractor during the previous month. At the same time, the Contractor shall also provide a schedule of work that is anticipated to be completed in the subsequent month.

**BB. MOWING AND TRIMMING OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES**

Lawn mowing equipment must be mulching type, and the die shoots must be blocked or, if not mulching, a bag must be used. Mowing should be done so as to spread clippings evenly over the area. Otherwise grass clippings should be removed. Each mowing area should be completed in one day.

This mowing rotation schedule can be adjusted to a less frequent mowing schedule with the approval of the Director of Municipal Services during those times of the season when heat and/or lack of rain would cause weekly mowing to stress the grass.

From the last week in August until the final mowing of the season, mowing at the Community Park shall be done on either Thursdays or Fridays, to coincide with prevalent events at the park, as so advised by the Superintendent of Parks & Recreation

Mowing equipment shall be set at 2½" at all times. Community Park game fields should be cut to a height of 2" when fields are in use. In all mowed areas included in this contract, care should be taken to lower the height of the cut so as not to put the turf under stress.

The Director of Municipal Services, or his designee, shall have the right to inspect all equipment and height of cut immediately after mowing for compliance.

**1. Village Parks**

**A. To be mowed at least one (1) time each week**

Grass should be mowed as provided in these specifications with the additional specification for game fields at Borse Memorial Community Park (defined as the softball fields and soccer field with an approximate area of 6.18 acres). Those game

fields should be cut to a height of 2" when fields are in use (April through October), but taking care during times of extreme heat and/or lack of rain. It should be noted that this entire area is equipped with an underground sprinkler system and that care must be used to prevent damage to that system. Estimated acreage areas included for mowing and trimming are as follows:

<u>PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park	8.8
Midway Park	2.1
Creekside Park	5.1
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4

<u>PARKS (continued)</u>	<u>ACRES</u>
Waterford Park	4.3
Farmingdale Terrace Park	3.0
Willow Pond	3.0
Prairie Trail Park	5.0
Roger's Glen Park *	1.5

(\* includes both parkways on Rogers Farm Rd.)

Total: 39.2 acres

## 2. Roadside Rights of Way, Medians, and Specified Facilities

### A. To be mowed and trimmed at least one (1) time each week:

#### 1. DuPage County right-of-ways (Grand Total: 23.6 acres):

##### 63<sup>rd</sup> Street (Total: 4.42 acres):

North Side: From Western to Madison	2.23 ac.
South Side: From Western to Madison	1.99 ac.
Median: From IL Route 83 to 550 feet E. of IL Route 83:	.20 ac.

##### 75<sup>th</sup> Street (Total: 8.51 acres):

North Side: From W. of Sheridan Drive to IL Route 83:	2.61 ac.
South Side: From W. of Sheridan Drive to IL Route 83:	3.50 ac.
Median: From W. of Sheridan Drive to IL Route 83:	2.40 ac.

##### Madison Street (Total: 7.44 acres):

West Side: From 63 <sup>rd</sup> Street to Joliet Road:	3.61 ac.
East Side: From 63 <sup>rd</sup> Street to Joliet Road:	3.83 ac.

##### Plainfield Road (Total: 3.23 acres):

South Side: From IL Route 83 to Garfield Avenue:	1.59 ac.
North Side: From IL Route 83 to Garfield Avenue:	1.64 ac.

#### 2. State of Illinois right-of-ways (Grand Total: 24.67 acres)

##### Illinois Route 83 (Kingery Hwy.):

Median areas and road side right-of-way from approximately the 5900 block of Route 83 to Route 83 south 79<sup>th</sup> St., including the bermed area at Midway Drive, (south of Midway Drive: 24.67 acres

3. Specified Facilities (Grand Total: 3.87 acres)

Public Works site:

700/710 Willowbrook Cntr. Pkwy. Approx. 3.37 acres

Village Municipal Complex:

Village Hall, 835 Midway Drive

Police Station, 7760 Quincy Street

Community Resource Center, 825 Midway Drive

Approx. 0.5 acres

**B. To be mowed and trimmed at least one (1) time in each two-week period:**

**73<sup>rd</sup> Court & Quincy Street** in a southerly direction for approximately 500 feet on the east side of Quincy, and from 73<sup>rd</sup> Court and Quincy in an easterly direction on the north and south right of way for 600 feet a total of .50 acres.

**72<sup>nd</sup> Street** east of Route 83 within northern right of way for 612 feet. The mowing width will incorporate from the curb and gutter to three feet north of the sidewalk.

**79<sup>th</sup> Street** – southern right of way from Eleanor to Route 83; northern right of way from Sawmill Creek west 1,000 feet; southern right of way from Sawmill Creek west 400 feet (adjacent to guardrail)

**75<sup>th</sup> Street & Clarendon Hills Road** – eastern right of way of Clarendon Hills Rd. south of 75<sup>th</sup> Street (area is 150' x 25'); western right of way Clarendon Hills Rd. south of 75<sup>th</sup> St (area is 150' x 25')

**61<sup>st</sup> Street & Bentley Ave.** – 650 feet east from Bentley Ave. on 61<sup>st</sup> St.; northern right of way and 150 feet north from 61<sup>st</sup> eastern right of way.

**59<sup>th</sup> Street & Clarendon Hills Road** – 75 feet north from 59<sup>th</sup> St on Clarendon Hills Rd. western right of way; 75 feet west from Clarendon Hills Rd northern right of way 59<sup>th</sup> St; 75 feet south from Clarendon Hills Rd. western right of way of Clarendon Hill Rd; 75 feet west from Clarendon Hills Rd. on 59<sup>th</sup> St. southern right of way of 59<sup>th</sup> St.

**59<sup>th</sup> Street & Western Ave.** - 100 feet east from Western Ave on 59<sup>th</sup> St. southern right of way; 75 feet south from 59<sup>th</sup> St. on Western Ave. in the eastern right of way of Western Ave.; 75 feet south from 59<sup>th</sup> St on the western right of way of Western Ave.

**Executive Drive & Quincy** – 500 feet north from Executive Drive on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd on the northern right of way of Frontage Rd.

**Quincy & Frontage (Joliet Road)** 150 feet north of Joliet Road on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd. on the northern right of way of Frontage Rd.

**Garfield Road** – West Right-of Way from Plainfield Rd to Rodgers Farm Rd. = 1,770 x 10'

**79<sup>th</sup> Street** – North Right-of Way -- addresses 228 and 234 = 400' x 20'

**73<sup>rd</sup> Court** - North Right-of Way of 73<sup>rd</sup> Ct. -- 920' x 15'. South Right-of-Way of 73<sup>rd</sup> Court – 600' x 15'

**65<sup>th</sup> Street** - North Right-of Way of 65<sup>th</sup> St -- addresses 364-368-372 = 320' x 15'

**Adams Street** – Right-of Way at 7052 Adams St and 7263 Adams St. = 700' x 15'

#### General Trimming

Trimming will be done along with the mowing and will be accomplished with suitable mechanical equipment, at the same cutting height as the rest of the area and before that specific site is to be considered completed. This work is incidental to and included with the weekly mowing. It shall be the responsibility of the contractor to restore any mulch rings that are disturbed during mowing and/or trimming. Mowing and trimming shall be done as to spread clippings over the entire area. All grass must be neatly mowed and trimmed around and along all concrete, screenings paths and asphalt paths, playground surfaces, building structures, signs, shrub beds, tree rings, fence lines and backstops. Trees, shrubs and other plants must not be "debarked" by running into them with mowing or trimming equipment. All grass clippings from mowing and/or trimming which fall anywhere but on the grass (curb, gutter, parking lot, sidewalk, etc.) shall be swept up and removed. If the grass clippings fall into clumps or piles onto the mowed lawn, the piles shall be raked up and removed.

#### Median & Right-of-Way Trimming at Concrete Area and Curbs

Grasses and weeds at concrete median areas and in front of curbs (i.e., the flag of the curb – between the curb and pavement) and at joints shall be removed in their entirety. This can be accomplished by manual weeding or by trimming with suitable mechanical equipment. This work is incidental to and included with the weekly mowing.

### **CC. AERATION OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES**

Aeration shall be performed once in the fall and shall be scheduled with the Director of Municipal Services or his designee, at least one week prior to work being done. Aeration shall be done using a mechanical core aerator with hollow tines that produce cores (soil debris). Aeration shall not be done when the soil is dry or very wet (saturated with water). It shall be done only when there is optimum moisture in the soil to produce good penetration. Penetration of the soil shall be a minimum of three inches.



1. <u>PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park #	8.3
Midway Park	2.1
Creekside Park (all grass areas except sides of basin)	4.0
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4
Waterford Park (all grass areas except sides of basin)	3.0
Farmingdale Terrace Park	3.0
Willow Pond	1.5
Prairie Trail Park (all grass areas except sides of pond)	5.0
Roger's Glen Park *	<u>1.5</u>

(\* includes both parkways on Roger's Farm Rd.)

Total: 34.80 acres

# - Note that the Community Park softball and football fields are equipped with an underground sprinkler system. Care must be used to prevent damage to the sprinkler system. The Contractor shall be responsible for all costs incurred related to repairing any damage to the underground sprinkler system from or caused by the Contractor's operations. Also note that at the Community Park the area east of the creek is not included in the aeration schedule.

2. ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Village Hall 0.5 acres

**DD. PLANTING BED MAINTENANCE**

All planting beds must be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds. Dirt, rocks and grass found in plant beds shall be removed the same day and failure to do so will be deemed as substandard work. Spring clean up includes removing debris and cutting back dead shrub plant materials in beds, perennial beds, tilling, cultivating and additional mulch shall be completed by May 15. ***Planting beds must remain weed free at all times throughout the contract season.*** Regular weeding and cultivating shall be carried out along with the lawn mowing cycle. Manual weed pulling will be necessary in most cases. Plant materials in plant beds are to be trimmed and thinned including shrubs and trees of dead material and pruned throughout the contract, in addition to trimming any overgrowth of plant materials.

As part of this contract, one (1) fertilizer/weed control application shall be made to all shrubs in planting beds included in this schedule. Application shall take place between May 15 and May 30, but after the spring clean up. Contractor shall water shrubs to dissolve the fertilizer application, in the event sufficient rain is not experienced. Apply at an application of 25-2-15 product at 5 lbs. nutrients per 1000 square feet of land area. Product to be used is Arthur Clesen Inc. or approved equal and is to be a granular material. Contractor shall provide the name of the material on the bid proposal form. The Contractor shall periodically inspect plant material in the planting beds for insect and disease damage. Recommendations should be brought to the attention of the Director of

Municipal Services. Treatments will be made on an hourly rate as specified on the bid proposal form. The product must be pre-approved by the Director of Municipal Services. Mulch/Compost shall be added or removed at the Village's request. Labor shall be provided at the contractor's expense and there will be no additional charges to the Village for adding and tilling mulch. Mulch and/or compost will be provided by the Village and delivered on site. Mulch in plant beds shall be a minimum of 3" to 4" in depth and turned at minimum of three times in May, July, and September. All mulch beds shall be tilled and mulch added, if needed, no later than May 30 of each year of the contract.

<u>1. PARKS</u>	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Community Park	2	130
Midway Park	1	10
Creeside Park	1	10
Lake Hinsdale Park	3	44
Ridgemoor Park	2	36
Waterford Park	2	33
Farmingdale Terrace Park	5	100
Willow Pond	2	40
Prairie Trail Park (south entrance sign bed only)	1	8
Roger's Glen Park	1	6
<b>Total</b>	<b>20</b>	<b>417</b>

## 2. ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Village Hall	7	414
Village entrance signs on Rte 83	2	52
<b>Total</b>	<b>9</b>	<b>466</b>

## **EE. REQUIREMENTS FOR ALTERNATE BIDS**

### **1. Additional Mowing**

Specifications for any additional mowing selected by the Village shall be the same as those specifications for the contracted mowing.

### **2. Additional Aeration**

Specifications for any additional aeration selected by the Village shall be the same as those specifications for the contracted aeration.

### **3. Tree Ring Maintenance**

Tree rings trees that are selected by the Village shall be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds and mulch rings. Dirt and grass found in the tree rings shall be removed the same day by the Contractor.

### **4. Tree Fertilization**

Trees that are selected by the Village for fertilization. Contractor specify product and method of Fertilization in the bid form

## Village of Willowbrook

### LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2021 through April 30, 2022.

#### Mowing and Trimming

- A. Parks (Section III-BB-1) \$ \_\_\_\_\_
- B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) \$ \_\_\_\_\_

#### Aeration

- A. Parks (Section III-CC-1) \$ \_\_\_\_\_
- B. Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) \$ \_\_\_\_\_

#### Planting Bed Maintenance

- A. Parks (Section III-DD-1) \$ \_\_\_\_\_
- B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) \$ \_\_\_\_\_

**TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD)** \$ \_\_\_\_\_

**Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price** \$ \_\_\_\_\_

**Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price** \$ \_\_\_\_\_

**Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities** \$ \_\_\_\_\_

**Village of Willowbrook**

**LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 2 of 2**

**(CONTRACT EXTENTION)**

Rates for services listed for 2021/22 contract period will not increase more than \_\_\_\_\_ % for the 2022/2023 contract period. At its sole discretion, the Village of Willowbrook may extend the contract for a one-year term beginning on May 1, 2022 and concluding April 30, 2023.

Also, as noted in the Additions or Deletions section, the Contractor shall provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. Attach list marked as "Contractor's Exhibit" and write "attached" in the following blank: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

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

Name and Title: *(Please Print)* \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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

\_\_\_\_\_  
NOTARY PUBLIC



## REFERENCES

The Contractor must list at least four (4) references, including at least one (1) municipality, listing the firm name, address, telephone number and contact person, for whom the Contractor has supplied landscaping services similar to those provided in these specifications, for a period no less than six (6) months.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # / Fax #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # / Fax #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # / Fax #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # / Fax #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Dates of Service (from – to): \_\_\_\_\_

**CONTRACTOR’S EXHIBIT – ADDITIONS OR DELETIONS**

**LABOR RATES**

Employee Title/Classification	Hourly Rate

**EQUIPMENT RATES**

Make/Model	Hourly Rate

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-2021
May	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000	32,538,000	26,828,000	24,806,000
June	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000	37,621,000	28,968,000	34,376,000
July	39,106,000	33,122,000	32,813,000	34,898,000	34,333,000	36,319,000	34,699,000	36,766,000
August	41,448,000	32,796,000	36,985,000	32,739,000	33,061,000	34,685,000	34,602,000	39,696,000
September	35,737,000	31,869,000	32,623,000	30,853,000	33,220,000	30,268,000	27,999,000	31,817,000
October	29,226,000	28,728,000	30,690,000	27,589,000	27,807,000	28,071,000	26,404,000	27,873,000
November	28,446,000	25,364,000	26,585,000	25,929,000	25,066,000	25,580,000	24,820,000	24,268,000
December	29,847,000	26,710,000	27,194,000	26,581,000	26,480,000	26,088,000	24,643,000	24,376,000
January	31,265,000	28,505,000	27,915,000	26,165,000	26,040,000	28,169,000	26,108,000	24,412,000
February	29,230,000	25,484,000	26,048,000	22,962,000	22,950,000	23,791,000	24,453,000	
March	29,917,000	28,779,000	26,552,000	25,855,000	25,388,000	26,502,000	26,164,000	
April	28,101,000	25,255,000	26,791,000	24,720,000	24,583,000	26,615,000	22,048,000	
<b>TOTAL</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>356,247,000</b>	<b>327,736,000</b>	<b>268,390,000</b>

YEAR TO DATE LAST YEAR (gallons): 255,071,000

YEAR TO DATE THIS YEAR (gallons): 268,390,000

DIFFERENCE (gallons): 13,319,000

PERCENTAGE DIFFERENCE (+/-): 5.22%

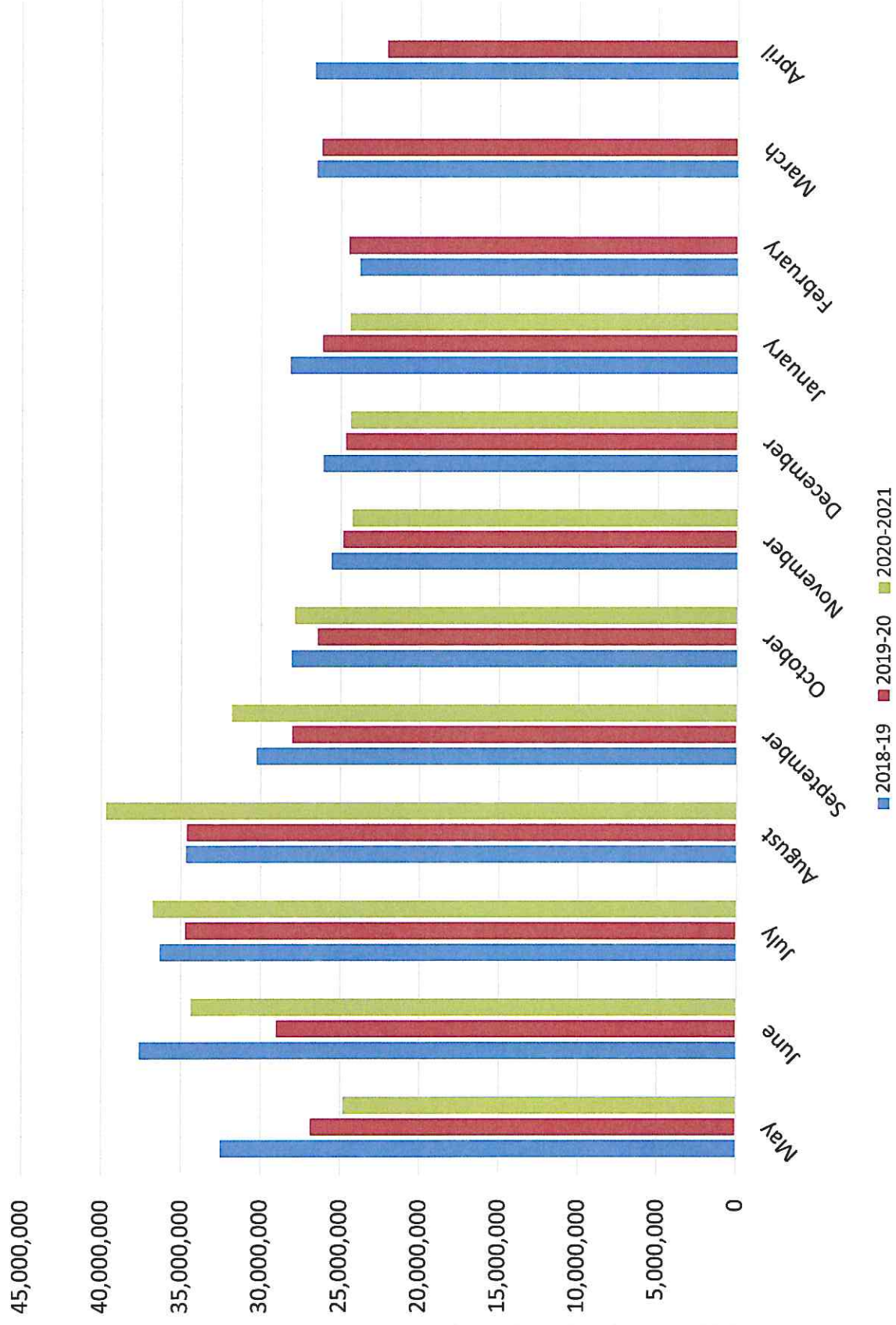
FY 20/21 PUMPAGE PROJECTION (gallons): 330,000,000

FY 20/21 GALLONS PUMPED TO DATE: 268,390,000

CURRENT PERCENTAGE  
PUMPED COMPARED TO  
PROJECTION **81.33%**

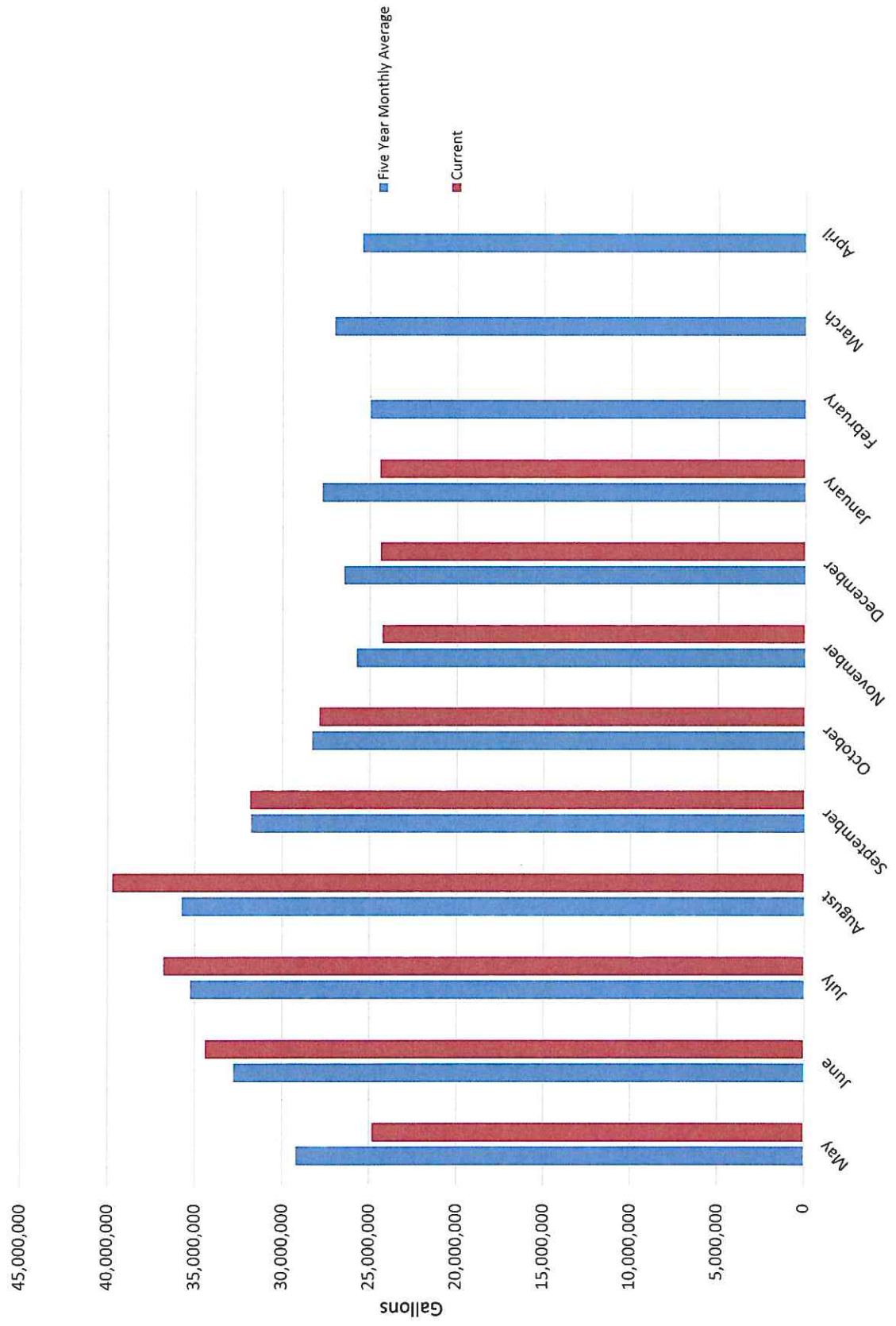
All table figures  
are in millions of  
gallons sold on  
a monthly basis  
per fiscal year.

Village of Willowbrook  
Monthly Pumpage Chart





# Village Of Willowbrook Average Monthly Pumpage Compared to Current





EST. 1960

# 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  
January 2021

**Mayor**

Frank A. Trilla

**Village Clerk**

Deborah Hahn

**Village Trustees**

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

**Village  
Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

Permits Issued:

Cables	1
Electric	1
Fence	2
Int Mod Com	1
Int Rem. Res	3
Re-Occp	1
Roof	1
Sewer rep	2
Solar Panels	1
Soil Extrac	1
Secr.Syst.	2
Water Heater	1
Window/Door	2

TOTALS 19

Plan Review Deposit Fee

Permit Revenue for January 2021 \$ 27,963.17

Total Revenue Collected for Fiscal YTD \$ 248,786.93

Total Budgeted Revenue for Fiscal Year 20/21 \$ 295 000.00

Total Percentage of Budgeted Revenue  
Collected to Date 84.33%

Certificate of Occupancy, Final 0  
Certificate of Occupancy, Temporary 1

Respectfully submitted,

\_\_\_\_\_  
Michael Mertens-Assistant Village Administrator



Proud Member of the  
Illinois Route 66 Scenic Byway

# MUNICIPAL SERVICES DEPARTMENT

## PERMIT REVENUE

Fiscal Year 2020-2021

MONTH	CURRENT FISCAL YEAR 2020-2021	PRIOR FISCAL YEAR 2019-2020
MAY	\$ 41,190.44	\$ 24,660.45
JUNE	\$ 20,616.93	\$ 18,235.23
JULY	\$ 33,143.57	\$ 86,968.36
AUGUST	\$ 19,558.63	\$ 13,262.60
SEPTEMBER	\$ 25,890.62	\$ 18,390.75
OCTOBER	\$ 19,901.01	\$ 59,207.60
NOVEMBER	\$ 27,118.85	\$ 19,078.16
DECEMBER	\$ 33,403.71	\$ 19,940.06
JANUARY	\$ 27,963.17	\$ 145,370.82
FEBRUARY		\$ 29,837.34
MARCH		\$ 29,705.09
APRIL		\$ 146,939.37
COLLECTED REVENUE	\$ 248,786.93	\$ 611,595.83
BUDGETED REVENUE	\$ 295,000.00	\$ 280,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ 46,213.07	\$ (331,595.83)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	84.33%	218.43%

# MUNICIPAL SERVICES DEPARTMENT

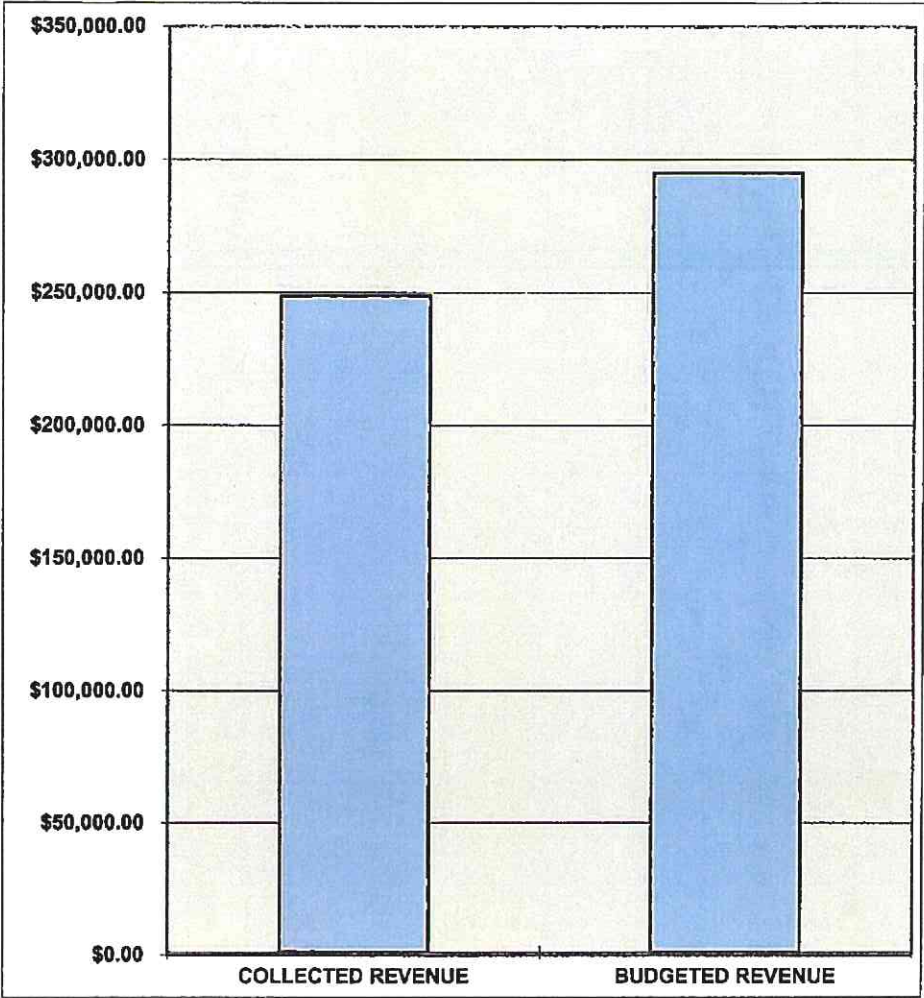
## PERMIT REVENUE

	Fiscal Year 20-21	Fiscal Year 19-20
COLLECTED REVENUE	\$ 248,786.93	\$ 611,595.83
BUDGETED REVENUE	\$ 295,000.00	\$ 280,000.00



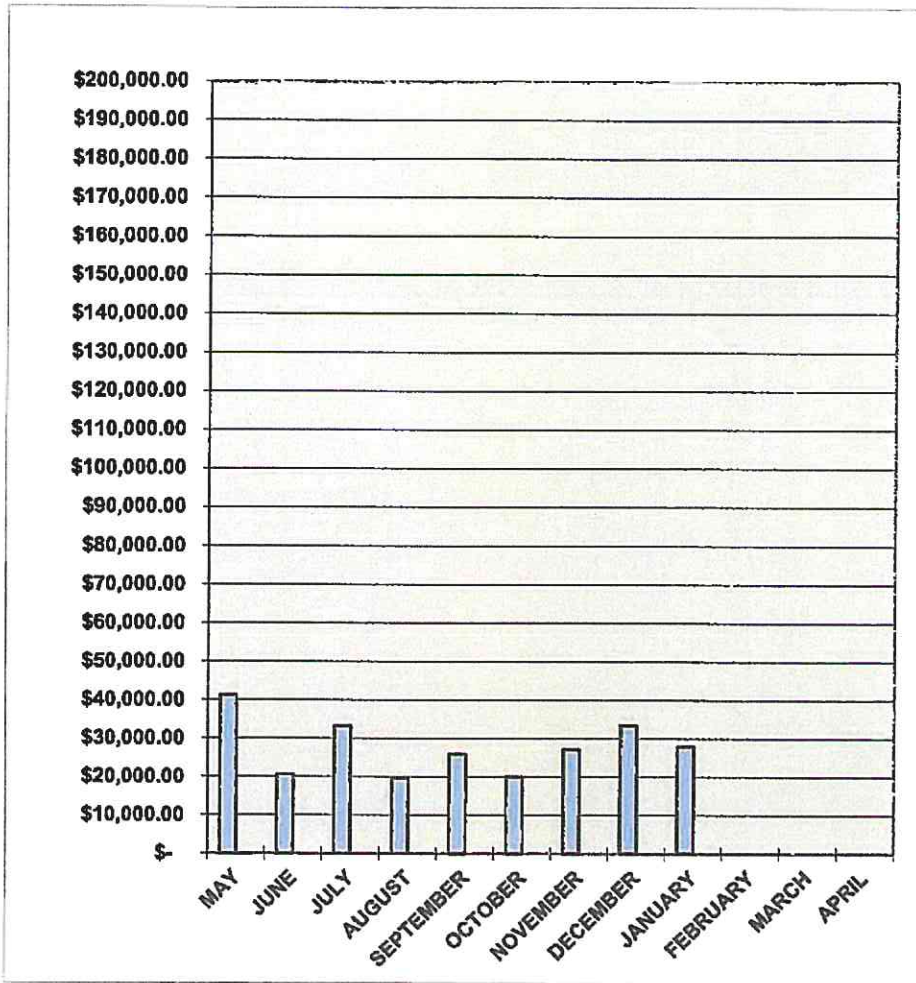
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



# MUNICIPAL SERVICES DEPARTMENT

## PERMIT REVENUE



Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Valuation:
20-425	11/23/20	01/04/21	07/05/22		6340 Americana Dr#1112	Unit remodel		\$ 590.00	M	\$ 30,000.00
20-456	12/18/20	01/04/21	07/05/22		7535 Plaza Ct	Inter. Alterations	Hauter Brothers	\$ 2,563.00	C	
20-465	12/30/20	01/04/21	07/05/22		5850 Alabama Ave	Water Heater		\$ 100.00	R	\$ 1,853.00
20-345	10/08/20	01/05/20	07/05/21		7717 Apple Tree lane	Roof		\$ 100.00	R	\$ 23,000.00
20-391	10/28/20	01/07/21	07/08/22		425 Kingwood Court	Fence		\$ 190.00	R	\$ 4,520.00
21-005	01/11/21	01/11/21	07/12/22		232 Starhope Dr # C	Inter. Alterations		\$630.00	M	\$ 10,000.00
20-342	10/08/20	01/12/21	07/13/22		308 60th Court	Electric Car Charger		\$215.00	R	\$1,275.00
20-451	12/15/20		06/30/01		CANCELLED	CANCELLED				
21-007	01/14/21	01/15/21	07/16/22		7780 Quincy	Re-Occupancy	Montrose Colors, Inc	\$250.00	C	
20-232	07/30/20	01/20/21	03/06/21		77 Lake Hinsdale #408	Window/door		\$ 140.00	M	\$ 4,780.00
20-458	01/20/21		06/30/01		6727 Ridgemoor Dr	Plumbing	Plumbing	\$ 2,800.00	R	
21-008	01/19/21	01/21/21	07/22/22		5914 Clarendon Hills Rd	Sewer Connection		\$ 440.00	R	\$ 14,800.00
21-012	01/21/21	01/21/21	07/22/22		800 Ridgemoor Dr	Sewer Repairs		\$ 315.00	R	\$ 5,500.00
21-011	01/20/21	01/22/21	07/23/22		24 Kane Court	Inter remodel		\$ 904.50	R	\$ 30,000.00
20-433	11/30/20	01/25/21	07/26/22		422 Ridgemoor Dr	Fence		\$ 190.00	R	\$ 12,680.00
20-464	12/30/20	01/25/21	07/26/22		426 Waterford Ct	Windows		\$ 190.00	R	\$ 24,812.00
21-002	01/05/21	01/25/21	07/26/22		7775 Quincy	Soil excavation	Rediehs Realestate	\$ 16,286.17	C	
21-014	01/25/01	01/25/01	07/26/02		422 Ridgemoor Dr Comm	Cables	Comcast	nc	R	
20-458	12/23/20	01/29/21	07/30/22		6320 S Madison	Security Sysm		\$ 100.00	R	\$ 2,914.00
21-008	01/15/21	01/29/21	07/30/22		825 75th Street	Security Sysm	ETL Custom Golf Clubs	\$ 150.00	C	\$ 2,403.10
21-015	01/27/21	01/29/21	07/30/22		765 Plainfield Road	Solar Panels	Lockup Storage of WB	\$ 1,309.50	C	\$ 132,120.00
			06/30/01							

02/11/2021 02:00 PM

User: DSCHMIDT

DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK  
FROM 01-00-310-401 TO 01-00-310-401  
TRANSACTIONS FROM 01/01/2021 TO 01/31/2021

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2021			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		(206,810.44)
01/04/2021	CR	RCPT	Building Dept. Invoice 01/04/2021			100.00	(206,910.44)
01/04/2021	BD	TRX	SUMMARY BD 01/04/2021			590.00	(207,500.44)
01/04/2021	BD	TRX	SUMMARY BD 01/04/2021			2,563.00	(210,063.44)
01/05/2021	BD	TRX	SUMMARY BD 01/05/2021			100.00	(210,163.44)
01/07/2021	CR	RCPT	Building Dept. Invoice 01/07/2021			190.00	(210,353.44)
01/11/2021	CR	RCPT	Building Dept. Invoice 01/11/2021			315.00	(210,668.44)
01/11/2021	BD	TRX	SUMMARY BD 01/11/2021			630.00	(211,298.44)
01/13/2021	MRB	BILL	SUMMARY MRB 01/13/2021		35.00		(211,263.44)
01/14/2021	BD	TRX	SUMMARY BD 01/14/2021			250.00	(211,513.44)
01/18/2021	BD	TRX	SUMMARY BD 01/18/2021			200.00	(211,713.44)
01/20/2021	CR	RCPT	Building Dept. Invoice 01/20/2021			140.00	(211,853.44)
01/20/2021	BD	TRX	SUMMARY BD 01/20/2021			2,500.00	(214,353.44)
01/21/2021	BD	TRX	SUMMARY BD 01/21/2021			315.00	(214,668.44)
01/22/2021	CR	RCPT	Building Dept. Invoice 01/22/2021			440.00	(215,108.44)
01/22/2021	BD	TRX	SUMMARY BD 01/22/2021			190.00	(215,298.44)
01/22/2021	BD	TRX	SUMMARY BD 01/22/2021			904.50	(216,202.94)
01/22/2021	BD	TRX	SUMMARY BD 01/22/2021			190.00	(216,392.94)
01/26/2021	CR	RCPT	Building Dept. Invoice 01/26/2021			16,536.17	(232,929.11)
01/27/2021	BD	TRX	SUMMARY BD 01/27/2021			1,309.50	(234,238.61)
01/29/2021	CR	RCPT	Building Dept. Invoice 01/29/2021			500.00	(234,738.61)
01/31/2021			01-00-310-401	END BALANCE	35.00	27,963.17	(234,738.61)



02/11/2021 02:01 PM  
User: DSCHMIDT  
DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK  
FROM 01-00-310-402 TO 01-00-310-402  
TRANSACTIONS FROM 01/01/2021 TO 01/31/2021

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2021			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(13,823.32)
01/31/2021			01-00-310-402		END BALANCE	0.00	(13,823.32)