
INTEROFFICE MEMORANDUM

TO: DR. KEVIN RUSSELL, SUPERINTENDENT
TODD DRAFALL, ASSISTANT SUPERINTENDENT FOR BUSINESS

FROM: KATIE HANNIGAN
KEVIN BARTO

SUBJECT: LANDSCAPE MAINTENANCE

DATE: 6/8/20

Background Information

The District applies a very blended approach to landscape management. The Downers Grove Park District mows all of the large lawn areas at the schools. District custodians mow and trim during school days, working around student testing and other critical instruction periods. A landscape contractor mows and trims those same areas during the summer. In addition to District staff, other groups such as scout troops, parents, community volunteers, and many teachers assist with landscape bed maintenance at various times throughout the year. Finally, some PTAs have hired landscape maintenance contractors to improve the appearance of the grounds around their school.

Earlier this year, we began to create a more routine and focused improvement to the school grounds. We posted a bid in a local newspaper and on our website for a contractor to perform several of the necessary components of maintaining the landscape at all of our sites. We received three bids in response. Below is a table of the annual totals submitted by each vendor, and a listing of prices per site is attached.

| | |
|---------------------------|--------------|
| Langton Group | \$45,552.00 |
| W.A. Management Inc | \$116,395.00 |
| Vega Building Maintenance | \$255,220.00 |

Administrative Consideration

We have worked with W.A. Management Inc under different specifications in the past but Langton Group was the lowest bid. Langton Group's total bid is within budget and expenses will be paid out of the Operations and Maintenance 2020-2021 budget. Langton Group provided references demonstrating that they have done landscape work for municipalities and other school districts. We performed reference checks that came back favorable and feel comfortable moving forward.

Recommendation

It is recommended that the board award the landscape maintenance bid to Langton Group for the next fiscal year at a total of \$45,552.

| | Langton Group | W.A. Management Inc | Vega Building Maintenance |
|---------------------------------|--------------------|---------------------|---------------------------|
| Belle Aire | \$2,685.00 | \$8,050.00 | \$22,000.00 |
| El Sierra | \$2,865.00 | \$8,430.00 | \$19,000.00 |
| Fairmount | \$3,196.00 | \$7,210.00 | \$23,000.00 |
| Highland | \$4,165.00 | \$6,920.00 | \$17,000.00 |
| Hillcrest | \$4,089.00 | \$8,640.00 | \$25,000.00 |
| Indian Trail and ASC | \$2,582.00 | \$9,980.00 | \$17,500.00 |
| Kingsley | \$2,506.00 | \$8,820.00 | \$23,200.00 |
| Lester | \$3,631.00 | \$8,470.00 | \$12,500.00 |
| Pierce Downer | \$3,627.00 | \$9,785.00 | \$12,000.00 |
| Henry Puffer | \$4,547.00 | \$8,160.00 | \$25,000.00 |
| Whittier | \$3,323.00 | \$6,740.00 | \$9,500.00 |
| Herrick | \$2,735.00 | \$9,430.00 | \$30,700.00 |
| O'Neill | \$3,785.00 | \$9,500.00 | \$26,320.00 |
| Longfellow | \$1,816.00 | \$6,260.00 | \$5,000.00 |
| Total for all properties | \$45,552.00 | \$116,395.00 | \$255,220.00** |

**Total pricing submitted by the vendor was \$255,220.00. The prices submitted by the vendor per site total \$267,720.00.