



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

AGENDA

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, FEBRUARY 8, 2016, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) January 11, 2016 Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Annual Landscape Fertilization Contract – Consideration of Alternative, More Environmentally Friendly, Services
5. DISCUSSION – 2016 Parkway Tree Trimming Program – Review of Submitted Proposals
6. REPORT – Municipal Services Department:
 - a) January 2016 Monthly Permit Activity Report
 - b) December 2015 Water System Pumpage Report
 - c) 2015 & January 2016 Scavenger Report
7. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
8. COMMUNICATIONS
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 11, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the November 9, 2015 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Oggerino seconded the motion. Motion carried.

4. REPORT – Parkway Tree Trimming Program – South, Central, and East Quadrants of Town

Administrator Halik advised the committee that the Village had previously held to a schedule which included the trimming of one-fourth or one-fifth of parkway trees in a given year so that all trees within the Village were properly trimmed and pruned every four or five years. However, in recent years, the department has hired tree trimming contractors on an as-needed basis to trim trees on entire streets, or within entire subdivisions, when the need was determined. So, although trees have still been trimmed, the Village may not have been receiving the best contractor prices to complete the work. As a result, Halik recommended that in 2016 a comprehensive tree trimming program, with a private participation component, be performed. Halik shared with the Committee a draft proposed parkway tree trimming Request for Proposal document that has been developed. Halik advised that the technical pruning requirements within this document represent specifications as developed by the National Arborist Association. The specifications within the RFP contain general terms and conditions of the project, pruning specifications, and the final version will contain the location and approximate tree count in each identified area. In addition, section S on page 11 of the document includes a provision offering private participation in the program to interested property owners. Under this provision, residents can request that the awarded contractor trim trees on private property at the unit prices stated within the bid document. This is an opportunity for residents to potentially save money by utilizing the Village's contractor and guaranteed pricing. The agreement for this work would be entirely between the contractor and the resident. Halik advised that staff would forward the attached RFP to various reputable tree trimming and tree maintenance type contractors to solicit prices, along with posting it on the Village's website. In accordance with the RFP, the project is slated to begin in February 2016 with 50% of the project to be completed by March 1, 2016. All work must be completed by April 1, 2016. The document also includes the completion of various "optional areas" that can be authorized if unit prices come in higher than expected. Halik advised that, provided the committee has no objection to the provisions contained within the attached document, staff would request authorization to begin soliciting RFP's from reputable contractors. The proposals received would be reviewed by the Committee at their next meeting on February 8, 2016, before being considered by the

Village Board. The Committee recommended that, if required, the Village police department, the Tri-State Fire Protection District, and any affected utilities be notified of lane closures when work begins, but otherwise had no issues with the RFP document. Chairman Mistele recommended that this project be brought to the full board on February 8, 2016, after proposal are received.

5. REPORT – Status of Plumbing Ordinance Approval by the Illinois Department of Public Health (IDPH)

Administrator Halik reminded the Committee that at the November 9, 2015 meeting staff briefed the members on an issue involving the Illinois Department of Public Health. Per Illinois Department of Natural Resources requirements, the Village is required to add two new provisions to our plumbing ordinance. However, the IDPH requires that any change to a municipal plumbing ordinance must first be approved by them. When our draft ordinance was forwarded to the IDPH to seek this pre-approval, several of our long-standing local amendments, including amendments to ensure the protection of our water system, were denied by the IDPH. This response from the IDPH was unacceptable and a clear overreach by the department since their current position is not supported by the language in the state statute. Administrator Halik raised this issue with the DuPage Mayors and Managers Conference Regulatory Issues Committee, two state elected officials that represent our district, a representative from the International Code Council, and the lobbyist for the Suburban Building Officials Conference. This effort ultimately led to contact with IDPH officials to further discuss the matter. Shortly thereafter, the IDPH sought to clarify their authority through an administrative rule change. This action must follow the Joint Commission on Administrative Rules process, which includes a public comment period. The public comment period was open until December 21, 2015. Prior to the end of the comment period, several Councils of Government including the Illinois Municipal League and the DuPage Mayors and Managers Conference submitted comments letters, copies of which were included in packet, opposing the proposed rule change by the IDPH. Halik advised that on January 4, 2016, the Village received a letter from the IDPH providing tentative approval of our proposed plumbing code amendments, including those amendments aimed at protecting the Village water system. The ordinance must now be considered by the Village Board. If the ordinance is passed, a certified copy must be sent to the IDPH to receive final approval. Halik stated that staff would recommend that the proposed plumbing ordinance be considered at the Village Board's next meeting on January 25th. If approved at that time, the Village would be able to meet the IDNR's extended deadline to adopt the required provisions, which is January 31, 2016. The Committee was in agreement and thanked staff for their diligence in opposing the initial IDPH position on our local amendments.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for the months of November and December 2015. In the month of November, the Village has taken in \$39,743.04 in permit revenue for the month. In the month of December, the Village has taken in \$15,692.73 in permit revenue. Halik advised that in total for the first eight months of fiscal year 2015/16, the Village has received approximately 146% of the anticipated FY2015/16 budgeted revenue.
- b. Administrator Halik shared the water system pumpage reports for both October and November 2015. The reports indicate that the Village pumped 30,690,000 gallons of water in the month of October and 26,585,000 gallons in the month of November, bringing the total amount pumped for the first seven months of the fiscal year to 218,356,000 gallons. Halik stated that we have pumped about 2% more water so far this year as compared to the same time frame last year. Halik shared that we are on track in reaching our estimated pumpage projection of 350,000,000 gallons.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 5:50 PM.

(Minutes transcribed by: Tim Halik, 2/2/16)

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

AGENDA ITEM DESCRIPTION

**DISCUSSION – ANNUAL LANDSCAPE FERTILIZATION CONTRACT –
CONSIDERATION OF ALTERNATIVE ENVIRONMENTALLY
FRIENDLY SERVICES**

COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date:

February 8, 2016

- | | |
|---|---|
| <input checked="" type="checkbox"/> Discussion Only | <input 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 of 2015, Village staff received concerns from resident Blaine Panitch regarding the use of chemical herbicides, pesticides, and fertilizers within park properties. Mr. Panitch resides adjacent to one of the Village parks and feels the frequency of treatments are excessive resulting in overuse of the chemicals which can cause a health risk. He was invited to share the information that he referenced as part of a larger discussion on the issue at the May 11, 2015 regular meeting of the Municipal Services Committee. Mr. Panitch did attend the meeting, shared relevant information on the topic and raised concerns including proper conditions for applications, frequency of applications, the propensity for lawn care companies to oversell their programs for profit, and the health risks to children and pets being exposed to lawn care chemicals. Although the Village had already entered into a contract with a lawn care provider for the 2015/16 season, the Committee directed staff to research this subject further and make recommendations to the Committee pertaining to more environmentally friendly methods to maintain turf areas in parks and Village right-of-ways in the future.

REQUEST FOR FEEDBACK

Administrative Intern Tiffany Kolodziej was assigned the task of researching this topic further. Her research led to the consideration of organic lawn care treatment options and meetings with two (2) vendors that provide such treatments. We also received a proposed program from our current lawn care provider, Tru-Green, which includes reduced application frequencies using slightly different, more environmentally friendly, application products.

STAFF RECOMMENDATION

Staff will be prepared to present this information to the Committee, along with program costs, for further consideration on February 8, 2016.

Village of Willowbrook Turf Care, Bridge Program

In an effort to switch to more environmentally conscious lawn and turf care practices, but to do so in a method that is reasonable with a municipality, I request the implementation of a Bridge Program. This "Bridge Program" should be an intermixed natural lawn care plan that incrementally introduces natural lawn care practices in addition to altered methods of traditional lawn care practices. In other words, the synthetic and chemical compounds Willowbrook has been using for the past three years will remain—but will be limited in application—and more natural lawn care practices will be slowly introduced.

Current natural lawn care providers within the area that have expressed interest in this project include: Dig-Right-In Landscaping, Pure Prairie Organics, Lupfer Landscaping, SavaLawn, TruGreen, and Davey Tree. Please note, however, that some factors have been considered:

- The limitation of synthetic compounds may deter larger companies like SavaLawn (sub-business of SavaTree), Davey Tree, and TruGreen.
- However, the price of organic lawn care may be outside the labor capacity of smaller companies like Pure Prairie Organics (4 total employees), Lupfer Landscaping (15-25 total employees), and Dig-Right-In Landscaping (N/A).

Company Details:

Pure Prairie Organics- Chris Burisek

22 yrs+ experience with Private Residencies; claims to have experience with Warrenville in which he worked on a 25acre Cemetery. Currently has 4 employees, but claims the opportunity to work with Willowbrook will not be overwhelming

Lupfer Landscaping- Tom Lupfer

20 yrs lawn care experience, 8 yrs *natural* lawn care experience. Experience in Western Springs. Specializes in Bridge Programs in which he uses both synthetic and organic compounds. Currently has anywhere between 15-25 employees, and also offers mowing and aeration services.

Dig Right In Landscaping- Jeff Swano

2-3 years experience in Niles and Lake Forest. Specializes in soil water retention; is claiming to partner with Lupfer Landscaping; has experience with rain gardens.

After meeting with these three natural lawn care providers, as well as TruGreen, SavaLawn (SavaTree), and Davey Tree, I have compiled a list of suggestions that should be considered in future lawn care. Although I would personally like to see natural lawn care all around, I know it is economically infeasible.

--This proposal is based on my own research. Note: The "Suggested Guidelines for Willowbrook, IL" is the information given to the vendors. Programs the vendors produced are not restricted to the guidelines' suggestions, rather, they are their personal approach to the said guidelines --

Main Goal:

Turf should be maintained in order to sustain an attractive appearance as well as good health of a lawn's root system. Practices by the contractor should minimize the amount of toxic chemical products. In addition, the contractor's application must benefit root health and microbial activity of the turf. All products, processes, and procedures must be approved by the Village before application. The contractor shall participate in three separate application programs determined by the location of the specified turf:

- 1) **Borse Memorial Community Park Plan**
- 2) **Parks (excluding Borse Memorial)**
- 3) **Roadside Rights of Way, Medians, and Specified Facilities**

1) Borse Memorial Community Park Plan

The most important change to note is the three separate application processes. These three applications have more detail in the following pages, noted in their respected guidelines. The most notable suggested change is the "variable group" or "tester park."

John Fenske suggested that the park that should be the "variable group" of the Bridge Plan should be: **BORSE MEMORIAL COMMUNITY PARK** (approx. 8.8 acres)

This gives the contractor a specific location to showcase their application processes, while also not fully dedicating Willowbrook to a seemingly uncertain outcome of a natural lawn care program. It is expected that the natural lawn care program will, at first, appear to be less aesthetically pleasing than the traditional and synthetically treated counterpart. Therefore, the Village should incrementally test natural lawn care by focusing on one park. Again, my suggestion—in addition to John Fenske's—is Borse Memorial Community Park. According to John, this park receives the highest amount of foot traffic and is the largest (and most visible) park in Willowbrook.

2) Parks (excluding Borse Memorial)

These designated areas should remain fairly traditional in terms of its synthetic lawn care practices. However, limiting the type and amount of chemicals can be introduced. For example, TruGreen currently uses the following chemicals:

Fertilization: Barricade, Dimension, N-Sure, and an unspecified "poly coat"

Weed Control: Escalade 2, TruPower 3, TriPower

Grub Control: Merit 2f & Arena

These chemicals consist of water soluble ingredients of slow-release nitrogen and various chemicals that may be dangerous to human and wildlife health. Water runoff, skin irritation, asthma irritation, and air pollution are major concerns. Limiting or finding alternatives to these currently used products will be beneficial.

3) Roadside Rights of Way, Medians, and Specified Facilities

These designated areas should also remain fairly traditional in terms of synthetic lawn care. However, for budget reasons, I feel that these areas do not need to be cared for as intensely as designated areas **1) Borse Memorial** and **2) Parks (excluding Borse Memorial)**. My major concern does not include grub populations or fertilization, but instead, weed control. Contractors should focus on weeds more than anything.

**SUGGESTED GUIDELINES FOR
WILLOWBROOK, IL**

NATURAL LAWN CARE PRACTICES

Compiled By: Tiffany Kolodziej with John Fenske

-BORSE MEMORIAL COMMUNITY PARK GUIDELINE-

8.8 acres

The “control group” of the Bridge Program, Borse Memorial Community Park will be the test site for natural lawn care practices. Current analysis of this site suggest excessive geese populations, grub damage, crab grass patches, and minor weed populations. The suggested care methods of this park are subject to the contractor, to which they must follow a Village approved guideline. Applications should not exceed six calendar dates.

Fertilization

- Product(s) of choice must contain 3-18% N.
- Water insoluble products are preferred, but not restricted to.
- Fertilizer product should maintain soil pH levels between 6.0-7.5
- Fertilizer must encourage beneficial microbes
- Must be composed primarily of plant or animal matter that is free of undesirable plant species, pathogens, or undesirable material
- Fertilizer should be applied at contractor’s discretion
- Application must not interfere with Village Scheduled Programs
- Must be approved by the Village of Willowbrook

Compost Tea

- At least one application of Compost Tea is preferred, but is not restricted to
- Must be applied no later than 48hrs after brew completion
- Must contain beneficial microbes that promote species of: nematodes, kelp, humates, sugars, whey, nit, and/or vegetable flours
- Application must not interfere with the Village’s scheduled programs
- Must be approved by the Village of Willowbrook

Grub Control

- Contractor is required to utilize IPM practices
- Contractor is required to have some form of grub control that does NOT include the use of Merit 2f or any other highly-toxic chemical
- Contractor is required to react to grub population infestation per contractual agreement
 - Should any extraneous weed population beyond the agreed upon scope of work emerge, the Village will negotiate financial compensation for additional labor

Weed Control

- Utilize synthetic weed control as a last resort, otherwise omit from program
- Contractor is required to analyze and react to controllable weed infestation as per the contract
 - Should any extraneous weed population beyond the agreed upon scope of work be required, the Village will negotiate financial compensation for additional labor

Mowing and Core Aeration:

- Should the contractor choose to provide mowing and core aeration, and provided that the Village accept, such practices should be utilized on Borse Memorial Community Park **ONLY**
- Aeration methods and frequency are to the contractor's discretion, should the Village accept
 - Aeration must not interfere with the Village's scheduled programs

-PARKS GUIDELINE (EXCLUDING BORSE MEMORIAL)-

32.4 acres

All parks, with the exception of the “control” group (Borse Memorial), will be subject to a synthetic/organic Bridge Program. This program should consist of more budgeted and traditional practices. However, limitations of traditional practices are requested. For example, the contractor should limit the applications of fertilizers to the two optimum times throughout the year: spring and fall. Preventative grub control is requested at a time per the contractor’s discretion. Herbicide blanket applications and spot treatment is requested, per the contractor’s discretion. All practices should be approved by the Village of Willowbrook.

Application numbers should not exceed six separate calendar dates. Since turf enters a state of dormancy during the warmest months of the year, product applications during June through early August should be limited. No lawns should be irrigated by the contractor.

Fertilization

- **March-April:** apply granular and/or liquid Fertilizer
- **May:** apply granular and/or liquid Fertilizer
- **August:** apply granular and/or liquid Fertilizer
 - Additional applications are allowed if necessary, but must be agreed upon by the Village
 - Application must not interfere with the Village’s scheduled programs

Weed Control

- **May:** Blanket application of weed control
- **June:** Blanket application and/or spot treat
- **July-August:** Spot treat
- Utilize pre-emergent weed control methods at contractor’s discretion

Grub Control

- Attention should be given to high profile areas
- **Spring:** Pre-emergent larvae control, per contractor’s discretion
- **June:** Grub control if necessary, alternative to Merti 2f if possible
- Contractor must analyze and respond to grub populations, as per contractual agreement of the scope of work

-ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES GUIDELINE-

28.34 acres

While there is still a concern for the health and aesthetic appeal of these specified areas, as well as concerns for water runoff, for budgetary reasons these areas should require less intensive work than the other specified turf of the Village. The contractor should focus scope of work on base needs, and limit applications to compensate for other Village areas.

Fertilization

- Aesthetic standards in this area is not as vital as the Village's parks. Apply fertilization at base standards
- March-April: apply granular and/or liquid Fertilizer
- August: apply granular and/or liquid Fertilizer
 - Additional applications are allowed if necessary, but must be agreed upon by the Village
 - Application must not interfere with the Village's traffic and operations

Weed Control

- Weed control is the top priority of these specified areas
- May: Blanket application of weed control, crab grass and broadleaf weed control
- June: Blanket application of broadleaf weed control and spot treat
- July-August: Spot treat
- Utilize pre-emergent weed control methods at contractor's discretion

Grub Control

- Attention should be given to high profile areas
- June: Grub control if necessary, alternative to Merti 2f if possible
- Contractor must analyze and respond to grub populations, as per contractual agreement of the scope of work

Organic Turf Care Program **Prepared for the Village of Willowbrook**

Details of the organic turf care program include the following services (roughly in chronological order):

Herbicide applications with biologicals – provide TWO diluted herbicide applications seasonally to all properties detailed in the RFP. The additional biological components are meant to provide food for the biology in the future tea treatments and increase humates in the soil. This also allows for a reduced solution (only 60%) of herbicide due to the uptake of the chemical caused by the increased biologic activity. The last component provides for a natural green up of the turf.

The following is for Borse Park only:

Community Outreach – DRI & LL staff to conduct one 2-hour organic turf care educational presentation in early spring. DRI & LL staff to provide an additional 2- to 3-hour hands on presentation during the aeration, top dressing and overseeding service in late summer.

Soil Sampling – collect and analyze a composit soil sample to determine baseline conditions (soil biology and nutrients) to determine appropriate types and quantities of compost tea additives. In future years, soil sampling determines the overall improvement of soil biology and nutrients (with the intent of finding out when a sustainable soil food web has been established and fewer inputs are needed for organic turf care).

Insect Control – consists of two applications of beneficial nematodes (spring and summer) to control a wide variety of turf damaging insects, including grubs.

Summer Tea Treatment – includes DRI compost tea fortified with additional organic humates and kelp to promote drought tolerance.

Aeration, Top Dressing and Overseeding – to be conducted in late-August/early-September at the latest. Provide a machine-core aeration (cores will take about 2 weeks to subside depending on the weather). Then apply an approximately ¼" layer of leaf compost and full-sun, athletic turf style grass seed. Keep off for approximately 4 to 6 weeks. If this is not possible, utilize budget to provide spring and fall tea applications.



landscaping

9900 derby ln. westchester, il 60154

Dig Right In Landscaping, Inc.

ph (708) 485-1234

fx (708) 485-7751

date: 1/25/2016

contract # 16002A

SERVICES AGREEMENT

Prepared for:

Village of Willowbrook

7760 Quincy St.

Willowbrook, IL 60527

email takolodziej@willobrook.il.us

Work 630-920-2486

Item #	Description	Quantity	Unit	Unit Price	Total Price
1	Details of turf care specifications under separate cover.				
2	Herbicide application with biologicals for all areas detailed in the RFP.	2	lump sum	\$5,651.00	\$11,302.00
3	All following work to be conducted at Borse Memorial Community Park, covering 8.8 acres only.				
4	Education and outreach	1	lump sum	\$0.00	\$0.00
5	Composite soil sample collection and analysis.	1	lump sum	\$375.00	\$375.00
6	Insect control	1	lump sum	\$473.00	\$473.00
7	Summer tea treatment	1	lump sum	\$3,150.00	\$3,150.00
8	Aeration	1	lump sum	\$1,703.00	\$1,703.00
9	Compost top-dressing	1	lump sum	\$2,933.00	\$2,933.00
10	Overseeding	1	lump sum	\$2,820.00	\$2,820.00
11	Customer to provide DRI with a copy of IRS tax exempt letter.				

Your designer is: Jeff Swano 708-485-1234

Total

\$22,756.00

Estimate completed by: Swano

on 1/25/2016

Dig Right In Landscaping, Inc.

Date

TERMS & ACCEPTANCE

This proposal is intended to be accepted in its entirety and the items and services included herein are not considered to be offered as ala-carte. Items marked as OPTION, if accepted, will be added into the scope and price of the proposal. To accept an OPTION, place initials in the Total Price column; the total will be added into the final bill.

All work to be completed in a professional manner according to common landscaping practices and Dig Right In (DRI) procedures and standards. Any requests by Customer to conduct work in some other fashion will incur a Change Order. Furthermore, the undersigned will treat all Dig Right In personnel in a courteous and professional manner; inappropriate customer behaviors are grounds for immediate termination of this contract and forfeiture of monies collected and materials purchased under this contract.

Changes to the work requested by the Customer after the Contract has been executed, may be accomplished only by written Change Order without invalidating this Contract. The Change Order is a written addendum to this Contract specifying the changes in work, date of request for changes, all additional costs, and Customer acceptance to same. If Customer requests a stop to work already in progress under the terms of this contract, then a stop-work fee of \$500 will be incurred, and all subsequent labor, equipment and material costs will be charged to the Customer.

Any alteration or deviation from the above specifications involving extra costs, including unforeseen site conditions, events or design oversight requiring additional labor, equipment or materials will be charged to me accordingly. When possible, charges will be accepted through the written Change Order process, but otherwise will be added to the Final Statement.

All services will be billed upon completion of work and payment is due within 30 days of invoice date. Balances that remain due after 35 days will immediately incur either a 1.5% monthly fee or the maximum rate allowable by law and will void all guarantees until paid in full, including late fees. Returned checks will incur a \$35 fee in addition to any other fee(s). Signature(s) below are responsible for any and all fees associated with recovering payment for work performed at the above address under this contract.

This estimate is void if not accepted within 30 days of estimate date. By signing below, you hereby accept the items, quantities, prices, terms and conditions in this contract as satisfactory and authorize Dig Right In Landscaping, Inc. and/or its subcontractors to complete the work as specified.

Acceptance Signature

Date

Acceptance Signature

Date



Pure Prairie Organics

2405 Essington Road #61

Joliet IL 60435

Since 1994

www.pureprairieorganics.com

630-777-2600

Village of Willowbrook
835 Midway Drive
Willowbrook IL 60527-5549



630-920-2486

takolodziej@willowbrook.il.us

jfenske@willowbrook.il.us

Hi Tiffany and John

Thanks for looking into Organic/Natural lawn care. I have been doing lawn care for about 22 years now and I really enjoy making my lawns look beautiful. **We have two lawn care programs... one is our Organic Based Blended Program (this one includes weed control and crabgrass control) the other one is our Organic/Natural Program (this one does not include weed control or crabgrass control). I can do either one 6 times per year. They are set up for 2 in the spring, 2 in the summer and 2 in the fall.**

We can mix things up for the property there and do a little from each program. You can start going "green" a little at a time. Much of what I do focuses on the soil and improving it and making the grass healthy.

For most of the **Village Parks** I'd like to do our Organic Based Blended Program which will give you some fertilizer, crabgrass control and weed control. I'll do one early visit of fertilizer and crabgrass control on **all** of the 11 parks then we'll switch to our organic mixture of kelp and broadleaf weed control for the parks except for the **Borse Memorial Community Park... there we'll focus on just the organic fertilizer (kelp) after our initial granular fertilizer and crabgrass control.**

- You can add weed control to that park at any time if residents or the board want to add it.

I'd like to do 5 visits for all of the parks. The first would be fertilizer and crabgrass control early in the season. The 2nd, 3rd, 4th and 5th would be kelp and weed control for 10 of the parks and just kelp for the Borse Memorial Community Park (keeping it "Green")

If we do less than 5 visits we may not see the results you want and we want our work to look nice.

For the Roadside Rights of Way, Medians and specified Facilities we'd like to do our Organic Based Blended Program but only 3 times. We would use an organic fertilizer and an herbicide on these areas for all 3 visits. If we do less than 3 visits we may not get the results we need.

For the program outlined above the yearly cost would be \$19,074.00

Keep in touch and I'll do the same. Let me know if you have any questions or would like help with your lawn.

Chris Burisek/Pure Prairie Organics _____

Date _____

Village of Willowbrook

2016-2017 Lawn Care

PURE PRAIRIE ORGANICS

PURE PRAIRIE ORGANICS

Chris Burisek

2405 Essington Road #61
Joliet IL, 60435
630-777-2600

For 22 years I have been taking care of lawns in this area. Most of those years I have owned my own business so I've had the pleasure of not only knowing the feeling of making lawns look nice and making sure my customers are happy, but also about the products we use and what it does to Mother Nature. From classes like Ornamental Horticulture to Business and Marketing my experience has been diverse dealing with the many sides that are involved in just making our lawns look beautiful.

I have also learned a lot about the soil and types of grass growing and how to best take care of it with fewer or no chemicals/pesticides... this is why most of our customers find me and want to use our service. The trick is getting the soil fixed, back to being healthy, and full of good microorganisms. Microorganisms get the salt flushed out and make the soil softer so the roots grow deeper, and therefore, the lawn will become more capable of finding water on its own. Also, microorganisms make the soil a habitable place for certain beneficial insects that help produce nutrients for the grass and help aerate the soil season after season.

I started off doing chemical lawn care because that was all I knew and there wasn't such a demand for organic/natural lawn care. I learned as I went along and spent time reading about different methods and researching what happens in the soil when we use less chemical products and pesticides and more organic stuff and natural methods. There is A LOT of stuff that is supposed to happen in the soil and the more and more harmful methods are used the worse off the soil gets and the more we'll need to rely on chemicals and pesticides to make the grass look nice.

When chemical fertilizers and weed control are used season after season and year after year it adds salt to the soil. This is the Salt Index or SI of the soil. When the SI of the soil gets too high it's difficult for insects to live there and the populations of worms and other beneficial insects greatly diminishes. Worms and certain insects are beneficial and vital to a healthy soil. Certain insects like pill bugs, roly pollies or doodle bugs decompose organic matter in the soil turning it into a natural and free nutrient for the grass to use. Earthworms make thousands of tunnels in the soil naturally aerating it allowing water and air to enter deeper into the soil making it a healthy earthy soil. They also eat organic matter in the soil turning it into another natural nutrient for the grass to use.

When picking an insect control it's important to choose one that can specifically target the insect you want to kill and not EVERY insect in the soil.

We want to improve the soil season after season and year after year so we can move in the direction of less chemical fertilizers and less pesticides and we'll create a healthier environment for everyone in and around the Village of Willowbrook.

PROPOSAL

Organic Based Blended Program & Organic/Natural Program

1. Organic Based Blended Program:

Mixture of 5 visits for Parks, and 3 visits for Roadside Rights of Way, Medians, and Specified Facilities.

Park

Midway Park (2.1 acres)
Creekside Park (5.1 acres)
Lake Hinsdale Park (1.0 acres)
Ridgemoor Park (5.4 acres)
Waterford Park (4.3 acres)
Farmingdale Terrace Park (3.0 acres)
Willow Pond (3.0 acres)
Prairie Trail Park (5.0 acres)
Rogers Glen Park (1.5 acres)
Public Works Facility (2.0 acres)

****TOTAL: 32.4 acres**

Roadside Rights of Way, Medians, and Specified Facilities

Medians areas and road side rights of way on Route 83 from approximately the 5900 block of Route 83 to Route 83 south 79th St., including the bermed area at Midway Drive, (south of Midway Drive). (24.67 acres)

73rd Ct. Pump house site (3.37 acres)

Village Hall (.30 acres)

****TOTAL: 28.34 acres**

2. Organic/Natural Program:

5 visits in the early spring, late spring, early summer, late summer, and fall

Park

Borse Memorial Community Park (8.8 acres)

****TOTAL: 8.8 acres**

****Proposed Cost: \$19,074.00 (Current TrueGreen Rate: \$19,970)**

Organic Based Blended Program

Parks: will be on our 5 visit program (Early Spring, Late Spring, Early Summer, Late summer, and Fall)

1st "Early in Season"- We typically start when the snow goes away and things start warming up... some years it's mid March and some years it has been mid April based on the weather.

Organic Based Blended Program will start off with:

17-0-2 Fertilizer. Granular Product

With Prodiamine (Crab Grass Control) also a granular product

Applied by Perma Green (Spreader/Sprayer Machine)

Organic/Natural Program will start off with:

Blend of liquid Compost Tea

Liquid blend of Kelp with Humic Acids, Fulvic Acids and Amino Acids

Applied by Perma Green (Spreader/Sprayer Machine)-

2nd-5th Our applications will be spaced apart about 5-6 weeks

Organic Based Blended Program for most parks will continue with:

Kelp (12-0-6), Compost Tea and Weed Control Mixture. Liquid Product

**Triplet SF, common liquid weed control will be used throughout the year (spot treatment)*

Applied by Perma Green (Spreader/Sprayer Machine)

Roadside Rights of Way, Medians, and Specified Facilities: will be on our 3 visit program (Spring, Summer and Fall)

1st-3rd- Our visits will be timed with Mother Nature (rain and temperature) and when the weeds are most effectively controlled.

Organic Based Blended Program for Roadside Rights of Way, Medians, and Specified Facilities

Kelp (12-0-6), Compost Tea and Weed Control Mixture. Liquid Product

**Triplet SF, common liquid weed control will be used throughout the year (spot treatment)*

Applied by Perma Green (Spreader/Sprayer Machine and 200 gallon Lesco spray tanks and 300 ft hose sprayer)

Organic/Natural Program

Borse Memorial Community Park: will be on our 5 visit program (Early Spring, Late Spring, Early Summer, Late summer, and Fall)

We typically start when the snow goes away and things start warming up... some years it's mid March and some years it has been mid April based on the weather.
Our applications will be spaced apart about 5-6 weeks

*Each visit of our **Organic/Natural Program** will include:*

Blend of liquid Compost Tea

Liquid blend of Kelp with Humic Acids, Fulvic Acids and Amino Acids

Applied by Perma Green (Spreader/Sprayer Machine)

Why Compost Tea? Compost Tea contains microscopic organisms that will live in the soil. They help decompose stuff in the soil... lots of stuff. They recycle nutrients in the soil, build soil structure and organic matter and work synergistically with the roots of the grass. They also hold nutrients in the soil and then release them when needed. Many times existing soil lacks these microscopic organisms because of damaging chemical fertilizers and pesticides.

Why Kelp and all the organic acids? They aid the grass during the growing and bloom stages and promotes photosynthesis. It's how we focus on soil and plant health instead of just making grass look nice. It's a nice gentle organic mixture that helps make the grass healthy and the soil earthy... similar to the ground in a forest.

Additional information about organic/natural lawn care

Our mixture is a natural composition of compost tea, organic acids, amino acids, fulvic acids, humic acids and kelp. This aids in soil composition and health, increasing microbial activity in the soil. Microbes consist of a variety of beneficial fungi and bacteria within the soil. Their balanced microbial activity breaks down organic and non-organic matter in the soil, to which their by-product acts as a natural nutrient. Mycorrhizal fungi aids in root health and development. They grow/live one step ahead of the root system. They create an environment for the roots to thrive and grow well.

“When chemical fertilizers and weed control are constantly being used it adds salt to the soil each time which sterilizes the soil” –Burisek

Healthy, microbial activity increases the soil’s natural ability to ward off undesirable pests such as grubs. One of the ideas behind organic/natural lawn care is to create a deep and extensive root system so that when and if grubs are present and they start feeding on and near the root system it is healthy enough to withstand some insect activity... similar to someone being very healthy with a strong immune system and being around someone that may be sick. If someone is healthy and has a strong immune system they may not get the “bug” that the other person has. That does not mean it can’t be damaged by grubs... but it’s less likely to be damaged similar to someone less likely to get sick from a “bug” carried by some close to them.

Another idea behind organic/natural lawn care is to make the cell wall thicker than the typical chemically fed grass or trees/shrubs. If a cell wall (skin) is healthy and thick and certain insects (sod webworms in the lawn or Japanese Beetles in trees/shrubs) come to feed and they are trying to eat the grass blades or leaves of a tree/shrub but they are a bit thicker and crunchier they may go elsewhere to feed on a weaker food source. They’ll be like “the heck with this... let’s go someplace else”. Similar to a person wanting a snack and picking a tasty salty easy to eat potato chip that’s of no benefit to their body/health instead of a healthy homemade crunchy quinoa cracker full of good stuff.

Many times I relate the soil to our own bodies the importance of living a healthy lifestyle instead of just eating junk food and drinking energy drinks. If we take care of our bodies, eat well and sleep enough we are typically healthy overall... if we eat junk food, don’t sleep a lot and are around people that are sick we may get sick too and feel run down. It’s a very easy comparison to make and helps relate to organic/natural lawn care in a basic way. There are many complex things that go on in the soil and many factors that help create beautiful grass... but the stuff we use are a very important piece of the puzzle.

We have some lawns that we don't use pesticides in or on and when we visit these lawns for our next application we see few or no weeds there in the lawn... this is one of the ultimate goals of organic/natural lawn care. They just don't grow much in healthy thick lawns. This will be our long term goal for the areas within the Village if we are the ones servicing the grass. It does not just happen right away but in contrast the soil did not get damaged right away... it took years to damage and make it sterile so why not start now to improve, go green and use less pesticides?

Because the village has been using chemical lawn care it will take steps to go all organic or natural... nor do I think you need to be at that point immediately. Most of our customers start with our Organic Based Blended Program which includes some organic fertilizers, some traditional fertilizers, some crabgrass control and some weed control. These are steps in going green and in making sure the grass still looks nice while improving the health of the grass, soil, and environment. Some clients then switch the second year to our Organic/Natural Program in the back yard (where the kids and pets may be most of the time) and the Organic Based Blended Program in front (where they want to look nicer for the neighbors) ... just another step and way we can be flexible and give our customers what they want. Then maybe the following year switch to our Organic/Natural Program in front and back.

On a larger scale you can have us do the Organic Based Blended Program in most of the areas and focus on one park (such as the Borse Memorial Community Park) using our Organic/Natural Program. If at any time you want to add weed control to the program at the Borse Memorial Community Park just let us know and we can add weed control so some or all of that park.



TruGreen
840 Commerce Parkway
Carpentersville, IL 60010
TEL: (847) 844-1440
FAX: (847) 84-9796

MEMORANDUM



TO: Timothy Halik
FROM: Scott Roberts
SUBJECT: Willowbrook Turf Care Plan
DATE: December 15, 2015
Cc: Marko Jurkovic, Scot Borg, Jason Bullens

As a follow up to our meeting earlier this month, I have outlined the changes we would recommend to your current turf care program. These changes are being proposed in an effort to scale back the current number of inputs while trying to minimize the potential for a decline in turf health and quality. That being said, there is no guarantee that turf quality will not diminish over time with this reduced program.

2016 – 2017 Alternate Program

Reduce the number of applications from six to four:

APPLICATION #1 – MID MAY

Granular Fertilizer and crabgrass control: 25-0-5 .19% Dimension, 0.25 lb a.i/ acre 0.75 lb N/1000
Liquid Fertilizer and crabgrass control: 17-0-5 + 0.25lb a.i/ acre Dimension, 0.75 lb N/1000
Broadleaf Weed Control: Escalade 2

APPLICATION #2 – LATE JUNE

Granular Fertilizer : 25-0-5 50% Poly Coat 0.75 lb N/1000
Liquid Fertilizer: 17-0-5 + 50% slow release nitrogen .75 lb N/1000
Broadleaf Weed Control: TruPower 3 – Spot or Zone Spray in high profile areas

APPLICATION #3 – MID -LATE SEPTEMBER

Granular Fertilizer : 25-0-5 50% poly coated urea, 0.75 lb N/1000
Liquid Fertilizer: 17-0-5 + 50% slow release nitrogen. 0.75 lb N/1000
Broadleaf Weed Control: TriPower used for blanket application

APPLICATION #4 – EARLY NOVEMBER

Granular Fertilizer : 25-0-5 all mineral .75 lb N/1000

Liquid Fertilizer : 17-0-5 , .75 lb N/1000b N

My recommendation would be to implement this reduced application program in general use turf areas for two years and re-assess the condition of the turf to determine if additional adjustments can be or need to be made.

Program Alternatives

To reiterate the point we discussed at our meeting regarding the switch to what many call “more environmentally friendly” alternatives, the fact remains that effective options are quite limited. There currently are not any organic weed control or turf insect control products available that are truly effective or affordable. The only weed control product that has come close in recent years is an iron based herbicide called Fiesta which TruGreen uses in Canada simply because we are not allowed to use anything else by law. While it does provide some measure of weed control, it requires multiple applications, does not work on many hard to control weeds and costs hundreds of dollars per acre more than conventional weed control products.

I have included information on two effective alternative products that have favorable profiles that you may want to consider and budget for in the future.

Weed Control

Tenacity is a post emergent herbicide that has been granted reduced risk status by the EPA. Reduced-risk is an EPA designated registration status that accelerates the process for registration of certain new plant protection products. Tenacity received reduced-risk status by the EPA based on its unique mode of action, low use rates, and favorable toxicity and human health profiles, as compared to other herbicides currently on the market.

Tenacity can be used for post emergent grassy and broadleaf weed control. It *does require multiple applications* and does not have as broad a spectrum of control as conventional weed control products do but we have seen good results overall.

Tenacity could be used as an alternative to conventional summer weed control and/or as an alternative to applying crabgrass preemergent.

Insect Control

Acelepryn has been classified as reduced-risk for turf by the US EPA, is not toxic to bees and is practically non toxic to humans. This product would be applied as alternative to Merit, the current grub control preventative being used. It does cost considerably more to use.

It should be noted that TruGreen has a very strict policy in place when it comes to protecting Bees. We do not apply products bees are sensitive to when plants are in bloom.

Sports Fields

As the intensity of the program is reduced, it would be prudent to consider developing a separate, more custom program specifically for the high use, high profile sports fields to maintain a high level of turf health and playability. This specific program would start with the collection and analysis of soil samples as well as a visual assessment of turf health. Depending on the results of the soil samples, a specific turf care program can be established. Samples should be collected in late winter very early spring as soon as the ground thaws

Organic Fertilizers

An alternative program can be developed that includes the use of 100% organic fertilizers. While these products generally cost 4-5 times as much as conventional fertilizers, when applied at the right time and right rate, they can provide effective results.

We look forward to working with you and helping you meet your turf management goals over the coming seasons and would be more than happy to discuss any of the items listed above in more detail.

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

AGENDA ITEM DESCRIPTION

**DISCUSSION – 2016 Parkway Tree Trimming Program –
Review of Submitted Proposals**

COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date:

February 8, 2016

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

The FY 2015/16 Budget includes funding to conduct a Parkway Tree Trimming Program within the south, central, and east quadrants of town. The Municipal Services Committee approved the details of the program on January 11, 2016. Requests for Proposals (RFPs) were distributed on January 12, 2016. The deadline to submit completed proposals was Tuesday, February 2nd at 12:00 Noon. The following is a summary of the five (5) proposals that were received:

<u>Vendor</u>	<u>Proposal Amount</u>
NJ Ryan Tree & Landscape, Dekalb, IL	\$27,463.00
Winkler's Tree Service, Inc., LaGrange Park, IL	\$37,785.30
The Davey Tree Expert Co., Kent, OH	\$51,138.00
Pessina Tree Service, LLC, Big Rock, IL	\$75,617.95
Groundskeeper Landscape Care, Orland Park, IL	\$89,911.02

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

REQUEST FOR FEEDBACK

NJ Ryan provided a list of municipal references including the Villages of Woodridge, Downers Grove, Addison, and Riverside. Staff received positive comments from all municipal references provided. The company has a certified arborists on staff.

STAFF RECOMMENDATION

Staff recommends that the proposal submitted by NJ Ryan Tree & Landscape be accepted. If approved by the Village Board on February 8, 2016, the project would commence in February and be completed by April.

**SPECIFICATIONS AND CONTRACT DOCUMENTS
for**

Parkway Tree Trimming Services

Required For Use By:

**VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527**

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

ACCOUNT NUMBER:

DEPOSIT:

_____ none required _____

BOND(S) REQUIRED:

_____ none required _____

DRAWINGS:

PROPOSALS DUE:

_____ Tuesday, February 2, 2016 by 12:00 Noon _____

**VILLAGE HALL
835 Midway Drive
Willowbrook, Illinois 60527**

Issued by:

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

**Timothy J. Halik
Village Administrator**

**Carrie Dittman
Director of Finance**

REQUEST FOR PROPOSAL

The Village of Willowbrook will be accepting proposals for the item listed. Proposals will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until Tuesday, February 2, 2016 by 12:00 Noon.

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

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

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

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

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

I. GENERAL CONDITIONS

1. DEFINITIONS

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

A. CONTRACTOR or VENDOR shall mean:

NJ RYAN TREE & LANDSCAPE LLC
17271 RT. 23
DEKAUB, IL. 60115

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

2. PREPARATION AND SUBMISSION OF PROPOSAL

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

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

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

3. WITHDRAWAL OF PROPOSAL

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

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

4. SUBMISSION OF ALTERNATE PROPOSALS

Vendor may submit alternate proposals provided that:

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

5. ~~BID DEPOSIT~~

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

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

6. ~~SECURITY FOR PERFORMANCE~~

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

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

7. EQUIVALENT PRODUCTS

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

8. BASIS OF AWARD

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

9. ACCEPTANCE OF PROPOSAL

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

10. CATALOGS

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

11. DELIVERY

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

12. GUARANTEES AND WARRANTIES

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

13. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

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

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

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

14. COMPETENCY OF CONTRACTOR

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

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

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

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

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

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

16. SPECIAL HANDLING

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

17. MATERIAL INSPECTION AND RESPONSIBILITY

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

18. TOXIC SUBSTANCES

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

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

19. PRICE REDUCTIONS

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

20. TERMINATION OF CONTRACT

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

6. The successful Vendor shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Vendor, or commence any proceedings relating to the successful Vendor under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Vendor, and the successful Vendor indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Vendor bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Vendor shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Vendor shall continue the performance of this proposal to the extent not terminated under the provisions of this clause.

21. EQUAL EMPLOYMENT OPPORTUNITY

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

SUBCONTRACTS

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

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

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

22. INSURANCE SPECIFICATIONS

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

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

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

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

23. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

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

A. POLICY INFORMATION.

- 1. Insurance Company WEST BEND MUTUAL INS. Co.
- 2. Policy Number 0970953 / BNUW00115293
- 3. Policy Term: (From) 12/12/2015 (To) 12/12/2016
- 4. Endorsement Effective Date 2/2/2016
- 5. Named Insured N.J. RYAN TREE + LANDSCAPE LLC
- 6. Address of Named Insured 17271 W. ROUTE 2
DEERFIELD, IL 60015
- 7. Limit of Liability Any One Occurrence/
Aggregate \$ 1,000,000 / 2,000,000
- 8. Deductible or Self-Insured Retention (Nil unless otherwise specified)
\$ 0

B. VERIFICATION OF COVERAGE

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

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

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

C. POLICY AMENDMENTS.

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

1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

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

2. CONTRIBUTION NOT REQUIRED.

**(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)**

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

3. SEVERABILITY OF INTEREST.

**(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)**

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

4. SUBCONTRACTORS.

(ALL COVERAGES)

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

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

**(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)**

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

6. CANCELLATION NOTICE.

(ALL COVERAGES)

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

7. **SUBROGATION.**

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

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

8. **ACCEPTABILITY OF INSURERS.**

(ALL COVERAGES)

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

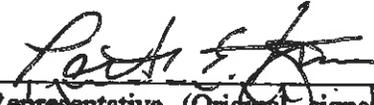
9. **ASSUMPTION OF LIABILITY.**

(ALL COVERAGES)

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

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

I, PATRICK E. FAGAN (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: VICE PRESIDENT

Organization: CRUM-HALSTED AGENCY, INC

Address: 2350 BETHANY ROAD, SYCAMORE, IL 60178

Phone: 815-756-2906 X101 Fax: 815-756-2138

24. INDEMNITY HOLD HARMLESS PROVISION

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

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

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

ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: WEST BOND MUTUAL INS. Co.
Name of Insured: N J RYAN TREE & LANDSCAPE LLC
Policy Number: 0970953 BNWCD115293
Policy Period: 02-12-2012 to 02-12-2016
Endorsement Effective Date: 02-02-2016

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

Village of Willowbrook
835 MIDWAY DRIVE, WILLOWBROOK, IL 60527

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

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

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

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

NJ RYAN TREE & LANDSCAPE LLC, as part of its bid on a
(Name of Contractor)

contract for Tree Trimming to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

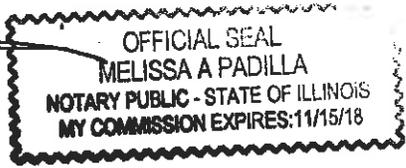
By: Melissa A. Fleming
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 2nd day of
February, 2016

MY COMMISSION EXPIRES:
11-15-18

Melissa A. Padilla
NOTARY PUBLIC



VILLAGE OF WILLOWBROOK
PROPOSAL - # _____

***** EXAMPLE ONLY *****

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

_____ Base Price \$ _____

Make/Model (if applicable) _____

Delivery Terms: _____

Name of Bidder: _____

Address: _____

Telephone No. _____

Signature: _____

Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public

CONTRACT – Page One of Two

1. This agreement, made and entered into this _____ day of _____, 20____, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and _____.

2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, _____ agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.

3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.

4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

VILLAGE OF WILLOWBROOK

Attest:

By: _____
Village Clerk

By: _____
Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

By: _____
Secretary

By: _____
President

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

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

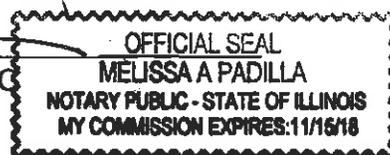
NJ Ryan Tree Mgmt & Consulting (Seal)

SUBSCRIBED AND SWORN BEFORE ME

This 2nd day of February, 2016.

MY COMMISSION EXPIRES: 11-15-18

M. A. Padilla
NOTARY PUBLIC



II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

A. INTENT

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

B. LOCATION OF UTILITIES

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

C. TRAFFIC CONTROL AND PROTECTION

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

D. EXAMINATION OF SITE

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

E. ADDITIONAL WORK

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

F. PREVAILING WAGES

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

(pw-1)

F. PREVAILING WAGES (CONTINUED)

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

G. PROTECTION OF EXISTING FACILITIES

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

H. BIDDER'S RESPONSIBILITY

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

I. SITE CONDITION AND CLEAN-UP

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

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

J. TRESPASS ON LAND

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

(pw-2)

K. COPIES OF DRAWINGS AND SPECIFICATIONS

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

L. PROTECTION OF PUBLIC

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

M. GUARANTEE

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

N. PAYMENT

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

O. ACCEPTANCE

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

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VILLAGE OF WILLOWBROOK
PARKWAY TREE TRIMMING SERVICES
SPECIFICATIONS

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

I. GENERAL TERMS AND CONDITIONS

A. EXAMINATION OF SITE

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

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

B. MEETING BEFORE WORK BEGINS

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

C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

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

D. BASIS OF PAYMENT

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

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

E. FINAL REPORT

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

F. STARTING AND COMPLETION REQUIREMENTS

Work shall begin on or about February 15, 2016 or at a time mutually agreed upon by the Contractor and the Village inspector. All work shall be completed prior to April 1, 2016. Fifty percent (50%) of the dollar value of the contract shall be completed by March 1, 2016, as an indication that the Contractor is satisfactorily progressing toward completion of the contract.

G. WORKING HOURS

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

H. PREVAILING WAGES

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

I. TRESPASS ON LAND

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

J. COSTS

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

K. ADDITIONAL WORK

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

L. ADDITIONAL INFORMATION

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

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

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

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

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

M. PENALTY FOR NON-COMPLETION

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

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

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

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

II. PRUNING SPECIFICATIONS

A. PURPOSE AND INTENT

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

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

B. PRUNING CUTS AND TOOLS

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

C. PRUNING OF TREES BY POWER LINES

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

D. SITE APPEARANCE AND CLEAN-UP

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

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

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

E. TREE DISEASE DIAGNOSIS

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

F. INSPECTION OF WORK

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

G. DISCONTINUANCE OF WORK / PROTECTION OF THE PUBLIC

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

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

H. PERSONNEL AND EQUIPMENT

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

I. CERTIFIED ARBORIST

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

J. WORK CREW SUPERVISION

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

K. PROTECTION OF OVERHEAD UTILITIES

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

L. SAFETY STANDARDS

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

M. TREE LOCATIONS

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

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

WORK AREA ("WATERFORD SUBDIVISION")

1	Waterford Drive – Madison Street to Garfield Avenue	2	Waterford Court – Off of Waterford Drive
3	Bentwood Lane – Waterford Drive to Hiddenbrook Lane	4	Hiddenbrook Lane – Bentwood Lane to Meadow Lane
5	Meadow Lane – Hiddenbrook Lane to Waterford Drive	6	Wingate Road – Waterford Lane to Ridgemoor Drive
7	Woodgate Court – Off of Wingate Road	8	Stonegate Court – Off of Wingate Road
9	Cambridge Road – Waterford Drive to Ridgemoor Drive	10	Rodgers Drive – Waterford Drive to Plainfield Road
11	Ridgemoor Drive – Madison Street to Rodgers Drive	12	Wedgewood Lane – Ridgemoor Drive to Somerset Road
13	Somerset Road – Wedgewood Lane to Chaucer Road	14	Somerset Court – Off of Somerset Court
15	Chaucer Road – Somerset Road to Waterford Drive	16	Chaucer Court – Off of Chaucer Road
17	Rodgers Court – Off of Rodgers Drive	18	Ridgemoor Court – Off of Ridgemoor Drive
19	Wedgewood Court – Off of Wedgewood Lane	20	Sheffield Street – Ridgemoor Drive to Stratford Lane
21	Stratford Lane – Sheffield Street to Wedgewood Lane	22	Kingswood Road – Stratford Lane to Plainfield Road
23	Kingswood Court – Off of Kingswood Road	24	Oxford Road – Waterford Drive to Hill Road

OPTIONAL AREA 1 ("ROGERS FARM SUBDIVISION")

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

OPTIONAL AREA 2

1	Garfield Ridge Court – Off of Garfield Avenue	2	Ridgefield Lane – Off of Garfield Avenue
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OPTIONAL AREA 3

1	Ridgemoor Drive – 6412 Madison to 6730 Madison west side	2	Lane Court – Off of Ridgemoor Drive
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OPTIONAL AREA 4

1	Martin Drive – Off of 63rd Street	2	Creekside Court – Off of Madison Street
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OPTIONAL AREA 5 (“FARMINGDALE SUBDIVISION”)

1	Sheridan Drive – 75th Street to Clarendon Hills Road	2	Apple Tree Lane – Sheridan Drive to Blackberry Lane
3	Blackberry Lane – Sheridan Drive to 79th Street	4	Cherry Tree Lane – Sheridan Drive to 79th Street
5	Sugarbush Lane – 79th Street to north terminus	6	Hawthorne Lane – Blackberry Lane to Cherry Tree Lane
7	79th Street – Clarendon Hills Road to west Village limits	8	Honey Locust Lane – Blackberry Lane to west Village limits
9	Pine Tree Lane – Apple Tree Lane to west Village limits		

OPTIONAL AREA 6

1	Clarendon Hills Road – 75th Street to 79th Street
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OPTIONAL AREA 7

1	79th Street – Clarendon Hills Road to east terminus
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OPTIONAL AREA 8

1	Brookbank Road – 75th Street to 79th Street
---	--

OPTIONAL AREA 9

1	Midway Drive – Kingery Highway to Clarendon Hills Road
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OPTIONAL AREA 10 (“WILLOW MANOR SUBDIVISION”)

1	67th Place – Madison Street to 68th Street	2	68th Street – Madison Street to west Terminus
3	68th Place – 68th Street to Adams Street	4	Quincy Street – 67th Place to 68th Place
5	69th Street – Adams Street to west terminus	6	Adams Street – 68th Street to Plainfield Road
7	Caitlin Court – 68th Street to south Terminus		

A map depicting these areas is attached.

N. CHIP DISPOSAL

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

O. EMERGENCY TREE SERVICES

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

P. TREE REMOVAL SERVICES

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

Q. TRAFFIC CONTROL

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

- a. Whenever possible, work vehicles shall be parked on the same side of the street as work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by the Village Code of Ordinances.
- b. Whenever possible the work site on a two-lane street shall be confined to one traffic lane leaving the opposite lane open to traffic.
- c. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
- d. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection, which may be necessary.
- e. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
- f. Warning signs such as "MEN WORKING" shall be diamond shape having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 24 inches by 24 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.

- g. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.
- h. Blocking of public streets shall not be permitted unless prior arrangements have been made with and approved by the Village and is coordinated with the appropriate departments.
- i. The Contractor shall provide adequate barricades, flagmen, sign and/or warning devices during the performance of the Contract to protect motorists and pedestrians. Yellow flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the Director of Municipal Services or his designee.

R. NOTIFICATION OF COMMENCING WORK

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

S. ADDITIONAL WORK – TREE TRIMMING ON PRIVATE PROPERTY

The Village offers a private participation tree trim program to interested property owners. The Contractor will be required to trim trees on private property at the unit price stated under "Additional Work" on the bid document. Work on private property, including brush removal and cleanup will be performed to the same specifications as provided in this document for trimming of trees on public property. The agreement for the work will be between the Contractor and the resident.

The Program will work as follows:

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

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

VILLAGE OF WILLOWBROOK
PARKWAY TREE TRIMMING SERVICES PROPOSAL

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

WORK AREA ("Waterford Subdivision")

Work Area #	Approximate # of Trees	Unit Price	Estimated Total
1	56	32'	1792
2	12	32'	384
3	5	32'	160
4	11	32	352
5	15	32	480
6	26	32	832
7	11	32	352
8	13	32	416
9	15	32	480
10	28	32	896
11	26	32	832
12	19	32	608
13	26	32	832
14	7	32	224
15	25	32	800
16	21	32	672
17	19	32	608
18	10	32	320
19	4	32	128
20	15	32	480
21	22	32	704
22	9	32	288
23	12	32	384
24	7	32	224
Total	414	32	\$13,248

OPTIONAL AREA 1 ("Rogers Farm Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	23	29	667
2	18	29	522
3	17	29	493
4	10	29	290
5	29	29	841
6	16	29	464
7	8	29	232
AREA 1 TOTAL	121	29	\$3,509

OPTIONAL AREA 2

	Approximate # of Trees	Unit Price	Estimated Total
1	31	29	899
2	26	29	754
AREA 2 TOTAL	57	29	\$1,653

OPTIONAL AREA 3

	Approximate # of Trees	Unit Price	Estimated Total
1	66	29	1914
2	19	29	551
AREA 3 TOTAL	85	29	\$2,465

OPTIONAL AREA 4

	Approximate # of Trees	Unit Price	Estimated Total
1	30	29	870
2	11	29	319
AREA 4 TOTAL	41	29	\$1,189

OPTIONAL AREA 5 ("Farmingdale Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	19	29	551
2	56	29	1624
3	87	29	2523
4	59	29	1711
5	17	29	493
6	8	29	232
7	42	29	1218
8	10	29	290
9	4	29	116
AREA 5 TOTAL	302	29	\$8,758

OPTIONAL AREA 6

	Approximate # of Trees	Unit Price	Estimated Total
1	18	29	522
AREA 6 TOTAL	18	29	\$522

OPTIONAL AREA 7

	Approximate # of Trees	Unit Price	Estimated Total
1	15	29	435
AREA 7 TOTAL	15	29	\$435

OPTIONAL AREA 8

	Approximate # of Trees	Unit Price	Estimated Total
1	30	29	870
AREA 8 TOTAL	30	29	870

OPTIONAL AREA 9

	Approximate # of Trees	Unit Price	Estimated Total
1	72	29	2,088
AREA 9 TOTAL	72	29	2,088

OPTIONAL AREA 10 ("Willow Manor Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	29	29	841
2	39	29	1,131
3	16	29	464
4	65	29	1,885
5	41	29	1,189
6	1	29	29
7	15	29	435
AREA 10 TOTAL	206	29	5,974

GRAND TOTAL (INCLUDING ALL OPTIONAL AREAS)

	Approximate # of Trees	Unit Price	Estimated Total
Total Including Optional Areas	947	Grand Total: 29	27,463

ADDITIONAL WORK

Item	Category	Description	Cost
1a	Tree Removal Services	Cost per D.B.H	\$ 28 -
1b	Tree Removal Services	Stump Grinding	\$ 75 -
2a	Emergency Tree Service	Cost per Man-hour	\$ 75 -
2b	Emergency Tree Service	Equipment Cost	\$ 50 -
3a	Private Participation Program - Tree Trimming	Unit Cost	\$ 350 -

3b	Private Participation Program – Tree Removal	Cost per D.B.H	\$ 28 -
3c	Private Participation Program – Stump Grinding	Stump Grinding	\$ 125 -

NOTE: Prices shall remain in effect until April 30, 2016.

Certified Arborist: DARIN RYAN
 Name
IL1637
 Number

Contractor: NT RYAN TREE & LANDSCAPE, LLC

Address: 17271 RT. 23
DEKALB, IL 60115

Phone: (630) 752-8733 Date: 2/1/16

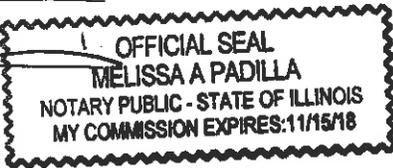
Signature: Micole A. Fleming

Subscribed and sworn before me on this 2nd day of February, 2016

MY COMMISSION EXPIRES:

11-15-18

M. A. Padilla
 NOTARY PUBLIC



ADDITIONAL BID INFORMATION

Please check the appropriate column

A.	Statement of the Items / Equipment the Bidder Proposes to use for the project.	Owned By the Vendor	Rented or Other Access to by the Vendor
3	ALTEC BULLET TRUCKS	✓	
3	Chip TRUCKS	✓	
2	BROWDIT Chippers	✓	
2	MonBARK Chippers	✓	
2	Vermeer STUMPERS	✓	

REFERENCE LIST

(please make additional copies of this sheet if needed)

Village/City: Village of Woodbury
Contact: Steve Phone: 630-719-4757
Type & Date of Work: Tree Trim / Removal
2016 - 2016

Village/City: Village of Downers Grove
Contact: Mike Phone: 630-878-7505
Type & Date of Work: Tree Trim / Removal
2012 - 2016

Village/City: Village of Addison
Contact: Tim Phone: 630-742-5494
Type & Date of Work: _____
Tree Trim 2006 - 2016

Village/City: Village of Riverdale
Contact: Mike Phone: 708-243-4335
Type & Date of Work: _____
TREE Trim / Removal
2009 - 2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2016

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

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

PRODUCER Crum-Halsted Agency Inc 2350 Bethany Road Sycamore IL 60178		CONTACT NAME: Melissa Padilla PHONE (A/C No. Ext): (815) 756-2906 E-MAIL ADDRESS: mpadilla@crumhalsted.com FAX (A/C. No): (815) 756-2138	
INSURED N J Ryan Tree & Landscape, LLC 17271 IL Route 23 Dekalb IL 60115-8864		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Ins Co INSURER B: 5 Star Specialty Programs INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 2015-2016 MASTER CERT** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			0970953	12/12/2015	12/12/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000 Additional Insured \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			0970953	12/12/2015	12/12/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			0970953	12/12/2015	12/12/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	BNUWC0115293 Darin Ryan is Excluded	12/16/2015	12/16/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

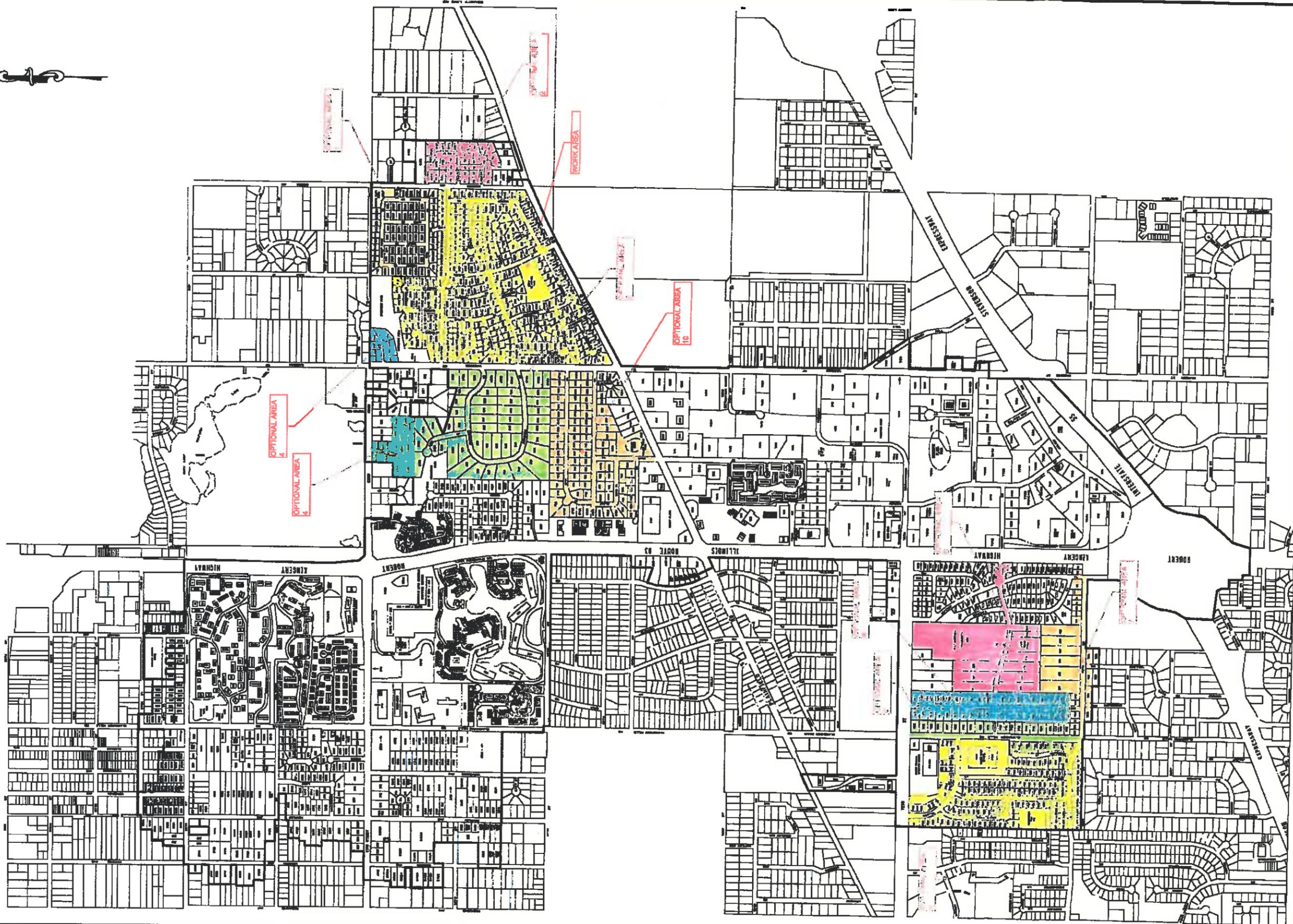
AUTHORIZED REPRESENTATIVE

P Fagan, CIC/MELISS

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VILLAGE OF WILLOWBROOK

DU PAGE COUNTY, ILLINOIS



CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018
(847) 823-0500

ADDRESS MAP

OWN.	DTM	PROJECT NO.
CHKD.	DLL	90-144PPP
SCALE:	NTJ	SHEET 1 OF 1
DATE:	9/8/2010	DRAWING NO. 1



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
Permits issued for the month of January, 2016

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Antennas Modification	1
Culvert Installation	1
Foundation Repair	1
Garbage Enclosure	1
Mass Grading	1
Plan Review	2
Plumbing Repair	1
Remodel	3
Reoccupancy	2
Reroof	1
Sign	2
Temporary Sign	1
Underground Bore	2
Water Heater	2
Window Replacement	2

TOTAL 23

Final Certificates of Occupancy 2
Temporary Certificates of Occupancy 0

Permit Revenue for January, 2016 9,450.41

Total Revenue Collected for Fiscal Year To Date 302,465.32

Total Budgeted for Fiscal Year 2015/16 200,000.00

Total Percentage of Budgeted Revenue Collected to Date 151.23

Respectfully submitted,

Timothy Halik
Village Administrator

TH/jp



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2015/16

MONTH	CURRENT FISCAL YEAR	PRIOR FISCAL YEAR
MAY	\$ 11,447.58	\$ 12,317.12
JUNE	\$ 21,083.13	\$ 8,573.76
JULY	\$ 19,426.58	\$ 15,008.48
AUGUST	\$ 15,150.56	\$ 8,890.90
SEPTEMBER	\$ 146,015.93	\$ 44,003.58
OCTOBER	\$ 24,175.36	\$ 36,457.55
NOVEMBER	\$ 39,743.04	\$ 4,709.37
DECEMBER	\$ 15,692.73	\$ 52,874.78
JANUARY	\$ 9,450.41	\$ 17,590.14
FEBRUARY		\$ 23,298.46
MARCH		\$ 110,947.28
APRIL		\$ 20,097.94
COLLECTED REVENUE	\$ 302,465.32	\$ 354,769.36
BUDGETED REVENUE	\$ 200,000.00	\$ 175,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	(102,465.32)	(179,769.36)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	151.23	202.73

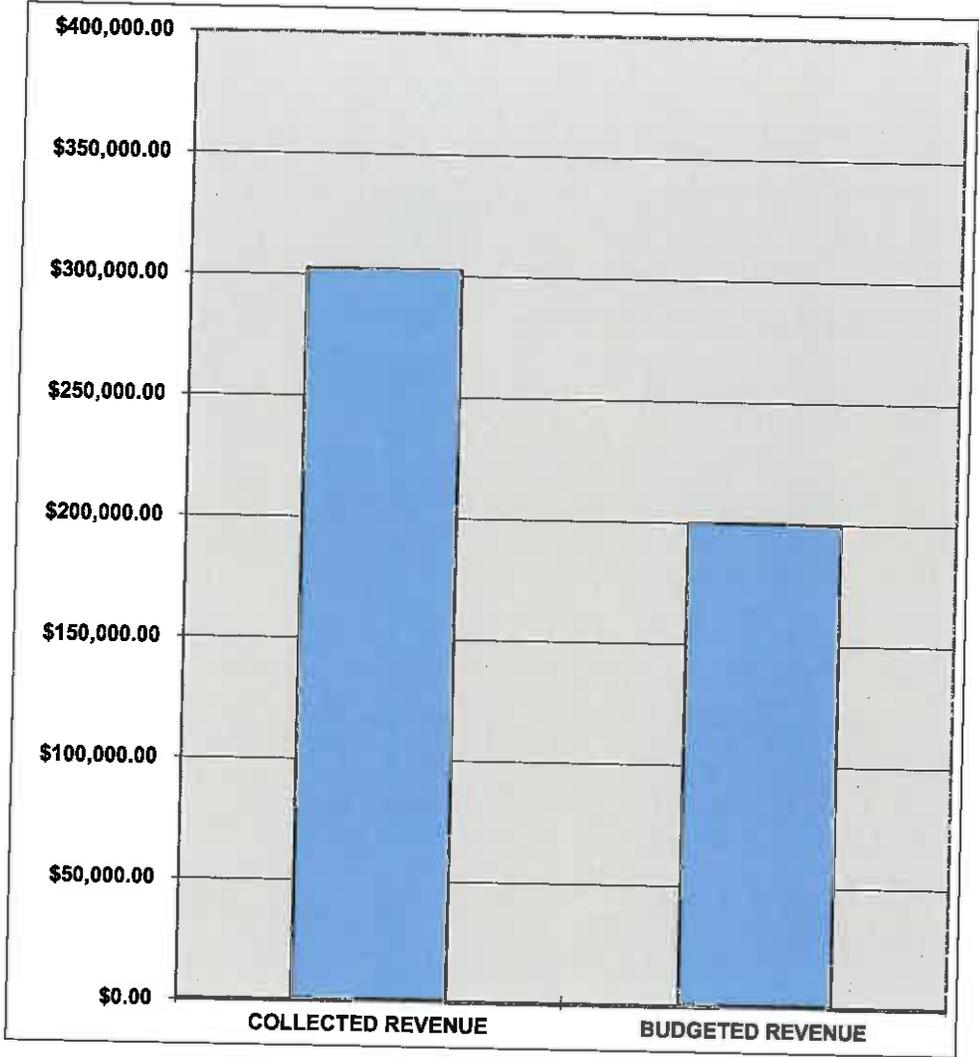
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 15/16	Fiscal Year 14/15
COLLECTED REVENUE	\$ 302,465.32	\$ 354,769.36
BUDGETED REVENUE	\$ 200,000.00	\$ 175,000.00

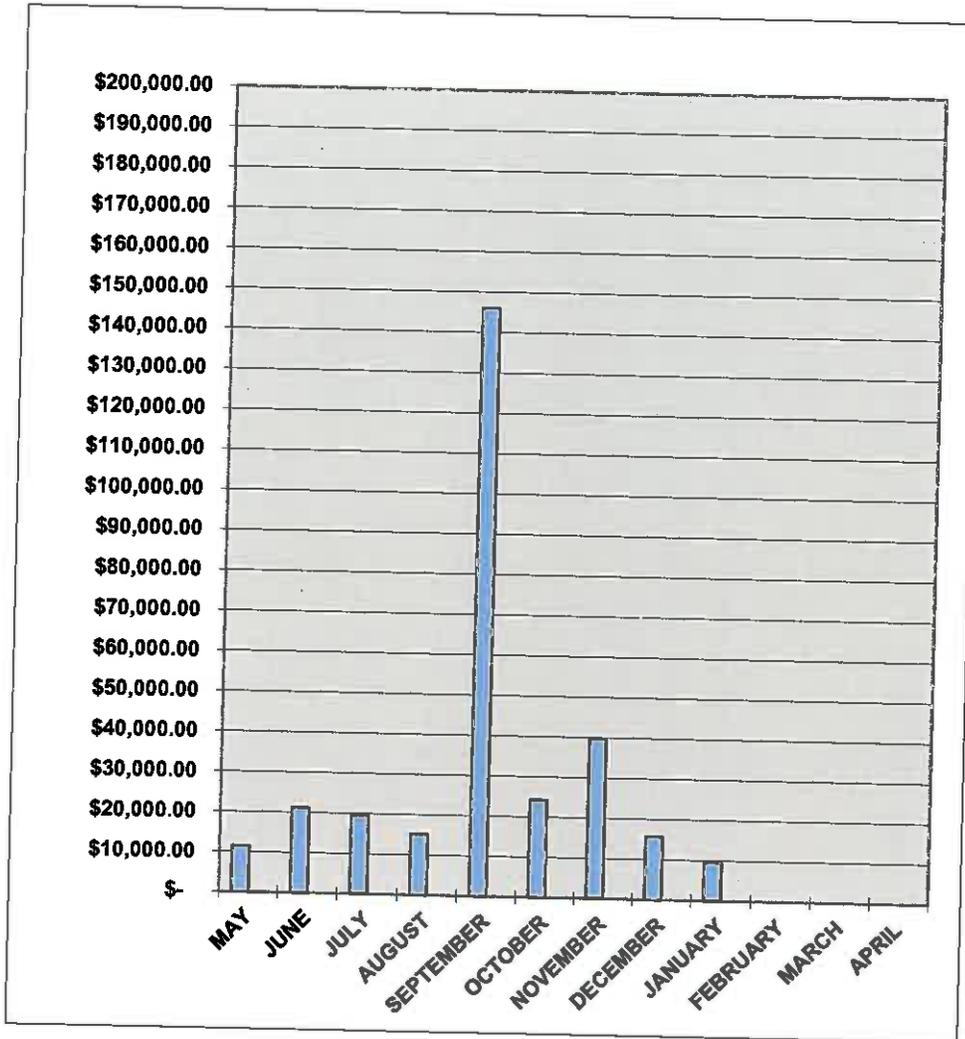
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



Permit	Date Issued:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Date Released:	Date Permit Expires:
16-015	01/29/16	AT&T	6340 Americana Dr	Antennas modification	AT&T	\$ 1,027.50	C	01/29/16	01/29/17
16-011	01/18/16	John Barcelone	7523 Brookbank	Culvert Installation		\$ 75.00	R	01/18/16	01/18/17
16-018	01/22/16	G. Rediehs	555 Executive Drive	Foundation Repair	G & C Investments	\$ 275.00	C	01/22/16	01/22/17
16-004	01/13/16	Sunrise	6300 Clarendon Hills	Garbage Encloser	Sunrise	\$ 100.00	C	01/13/16	01/13/17
16-005	01/07/16	J. Buonavolanto	6407 Lane Court	Mass Grading		\$ 2,000.00	R	01/06/16	01/06/17
	01/22/16	Chicago Pro	6747 Kingery	Plan Review	Chicago Pro	\$ 1,000.00	C	01/22/16	01/22/17
16-020	01/26/16	Matt Dicianni	12 Midway Drive	Plan Review		\$ 750.00	R	01/26/16	01/26/17
16-003	01/06/16	R. Jiracek	6536 Stough Street	Plumbing Repair		\$ 50.00	R	01/22/16	01/22/17
16-007	01/18/16	David Schnee	6443 CHR	Remodel		\$ 575.00	R	01/06/16	01/06/17
16-016	01/21/16	Sterigenics	7775 Quincy Street	Remodel	Sterigenics	\$ 1,998.21	C	01/18/16	01/18/17
16-017	01/21/16	Orlene Pelosa	77 Lake Hinsdale Drive	Remodel		\$ 275.00	R	01/21/16	01/21/17
16-009	01/21/16	Jean Bates	760 Frontage Rd	Reoccupancy	Bates Water Solution	\$ 200.00	C	01/21/16	01/21/17
16-010	01/13/16	Air Design	7630 Madison	Reoccupancy	Air Design	\$ 200.00	C	01/21/16	01/21/17
16-012	01/22/16	D. Karnas	5860 Alabama	Reroof		\$ 35.00	R	01/13/16	01/13/17
16-019	01/22/16	Regency Center	6300 Kingery	Sign	European Wax	\$ 279.70	C	01/22/16	01/22/17
16-026	01/22/16	Pure Barre	7187 Kingery	Sign	Pure Barre	\$ 375.00	C	01/22/16	01/22/17
16-006	01/06/16	Petco	6300 Kingery	Temporary Sign	Petco	\$ 100.00	C	01/22/16	01/22/17
16-013	01/15/16	Axel Perez	7501 Quincy	Underground Bore		-	C	01/06/16	01/06/17
16-001	01/04/16	Comcast	7900 Joliet	Underground Bore	Comcast	-	C	01/15/16	01/15/17
16-002	01/04/16	John Emmenegger	6123 Bentley	Water Heater		\$ 35.00	R	01/04/16	01/04/17
15-462	01/04/16	Midtronics	7000 Monroe Street	Water Heater	Midtronics	\$ 50.00	C	01/04/16	01/04/17
16-014	01/29/16	Stojan Zlatanovski	201 Lake Hinsdale Drive	Window replacement		\$ 75.00	R	01/04/16	01/04/17
		Mike DeGregoria	77 Lake Hinsdale Drive	Window replacement		\$ 75.00	R	01/29/16	01/29/17

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016	ACTIVITY FOR MONTH 01/31/2016	AVAILABLE BALANCE	% BDCY USED
Revenues						
Dept 00						
01-00-310-101	PROPERTY TAX LEVY - SRA	73,181.00	75,581.61	0.00	(2,400.61)	103.28
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	101,938.00	104,462.92	110.65	(2,524.92)	102.48
01-00-310-201	MUNICIPAL SALES TAX	3,600,000.00	2,823,350.34	318,340.26	776,649.66	78.43
01-00-310-202	ILLINOIS INCOME TAX	634,095.00	735,321.11	102,386.16	(101,226.11)	115.96
01-00-310-203	AMUSEMENT TAX	69,984.00	55,086.45	4,850.65	14,897.55	78.71
01-00-310-204	REPLACEMENT TAX	1,220.00	911.23	205.77	308.77	74.69
01-00-310-205	UTILITY TAX	1,075,000.00	707,749.21	82,913.76	367,250.79	65.84
01-00-310-207	TELECOMMUNICATION LEASE	0.00	0.00	0.00	0.00	0.00
01-00-310-208	PLACES OF EATING TAX	460,000.00	397,522.78	44,733.56	62,477.22	86.42
01-00-310-209	WATER TAX	165,800.00	126,621.48	6,919.29	39,178.52	76.37
01-00-310-210	WATER TAX - CLARENDON WATER CO	1,000.00	884.09	316.62	115.91	88.41
01-00-310-301	VEHICLE LICENSES	0.00	0.00	0.00	0.00	0.00
01-00-310-302	LIQUOR LICENSES	60,500.00	83,250.00	0.00	(22,750.00)	137.60
01-00-310-303	BUSINESS LICENSES	82,000.00	91,913.50	(990.00)	(9,913.50)	112.09
01-00-310-305	VENDING MACHINE	2,000.00	3,140.00	(30.00)	(1,140.00)	157.00
01-00-310-306	SCAVENGER LICENSES	6,000.00	8,000.00	0.00	(2,000.00)	133.33
01-00-310-401	BUILDING PERMITS	200,000.00	302,465.32	9,450.41	(102,465.32)	151.23
01-00-310-402	SIGN PERMITS	5,000.00	1,804.07	100.00	3,195.93	36.08
01-00-310-403	OTHER PERMITS	500.00	448.00	30.00	52.00	89.60
01-00-310-404	COUNTY BMP FEE	2,000.00	18,275.60	0.00	(16,275.60)	913.78
01-00-310-501	CIRCUIT COURT FINES	120,000.00	79,678.73	4,971.44	40,321.27	66.40
01-00-310-502	TRAFFIC FINES	25,000.00	19,178.34	3,620.00	5,821.66	76.71
01-00-310-503	RED LIGHT FINES	540,000.00	211,659.00	41,225.00	328,341.00	39.20
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATER	470,218.00	313,478.64	0.00	156,739.36	66.67
01-00-310-700	PLANNING APPLICATION FEES	10,000.00	21,738.00	14,988.00	156,739.36	66.67
01-00-310-701	PUBLIC HEARING FEES	2,550.00	3,400.00	1,700.00	(11,738.00)	217.38
01-00-310-702	PLANNING REVIEW FEES	6,000.00	40,440.00	37,440.00	(850.00)	133.33
01-00-310-703	ANNEXATION FEES	500.00	0.00	0.00	(34,440.00)	674.00
01-00-310-704	ACCIDENT REPORT COPIES	2,000.00	1,405.00	0.00	500.00	0.00
01-00-310-705	VIDEO GAMING FEES	8,300.00	18,143.41	140.00	595.00	70.25
01-00-310-706	COPIES-ORDINANCES & MAPS	200.00	7.00	2,930.66	(9,843.41)	218.60
01-00-310-723	ELEVATOR INSPECTION FEES	5,000.00	1,725.00	0.00	193.00	3.50
01-00-310-724	BURGLAR ALARM FEES	15,000.00	7,140.00	0.00	3,275.00	34.50
01-00-310-726	NSF FEE	0.00	0.00	0.00	7,860.00	47.60
01-00-310-813	PARK & REC CONTRIBUTION	2,250.00	75.00	0.00	0.00	0.00
01-00-310-814	PARK PERMIT FEES	3,000.00	1,768.00	0.00	2,175.00	3.33
01-00-310-815	SUMMER RECREATION FEES	18,736.00	4,163.00	188.00	1,232.00	58.93
01-00-310-816	WINTER RECREATION FEES	8,485.00	982.00	0.00	14,573.00	22.22
01-00-310-817	SPECIAL EVENTS	5,380.00	2,766.27	0.00	7,503.00	11.57
01-00-310-818	FALL RECREATION FEES	6,718.00	50.00	0.00	2,613.73	51.42
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL REIMB	6,500.00	6,562.50	6,562.50	6,668.00	0.74
01-00-310-820	HOLIDAY CONTRIBUTION	1,300.00	2,899.00	0.00	(62.50)	100.96
01-00-310-821	CHECK PROCESSING FEE - GIFT CERTS	0.00	0.00	0.00	(1,599.00)	223.00
01-00-310-822	BR/WB BASEBALL REIMB FACILITY	6,600.00	0.00	0.00	0.00	0.00
01-00-310-823	SPRING RECREATION FEES	4,689.00	0.00	0.00	6,600.00	0.00
01-00-310-901	REIMBURSEMENTS - IRMA	5,000.00	19,312.95	0.00	4,689.00	0.00
01-00-310-902	WASTE STICKERS PROCEEDS	0.00	0.00	0.00	(14,312.95)	386.26
01-00-310-903	REIMB - POLICE TRAINING	0.00	0.00	0.00	0.00	0.00
01-00-310-905	ARC - RECYCLE BINS	0.00	0.00	0.00	0.00	0.00
01-00-310-907	BID PROPOSAL DEPOSIT	150.00	0.00	0.00	0.00	0.00
01-00-310-908	RENTAL INCOME - 825 MIDWAY DRIVE	82,500.00	42,606.00	0.00	10.00	93.33
01-00-310-909	SALE - FIXED ASSETS	7,500.00	22,106.00	0.00	39,894.00	51.64
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	500.00	225.00	280.00	(14,606.00)	294.75
01-00-310-911	OTHER REIMBURSEMENTS-REFUNDS	8,000.00	24,253.17	0.00	275.00	45.00
01-00-310-912	REIMBURSEMENTS-BRUSH PICK-UP	11,600.00	9,485.70	3,545.70	(16,253.17)	303.16
					2,114.30	81.77

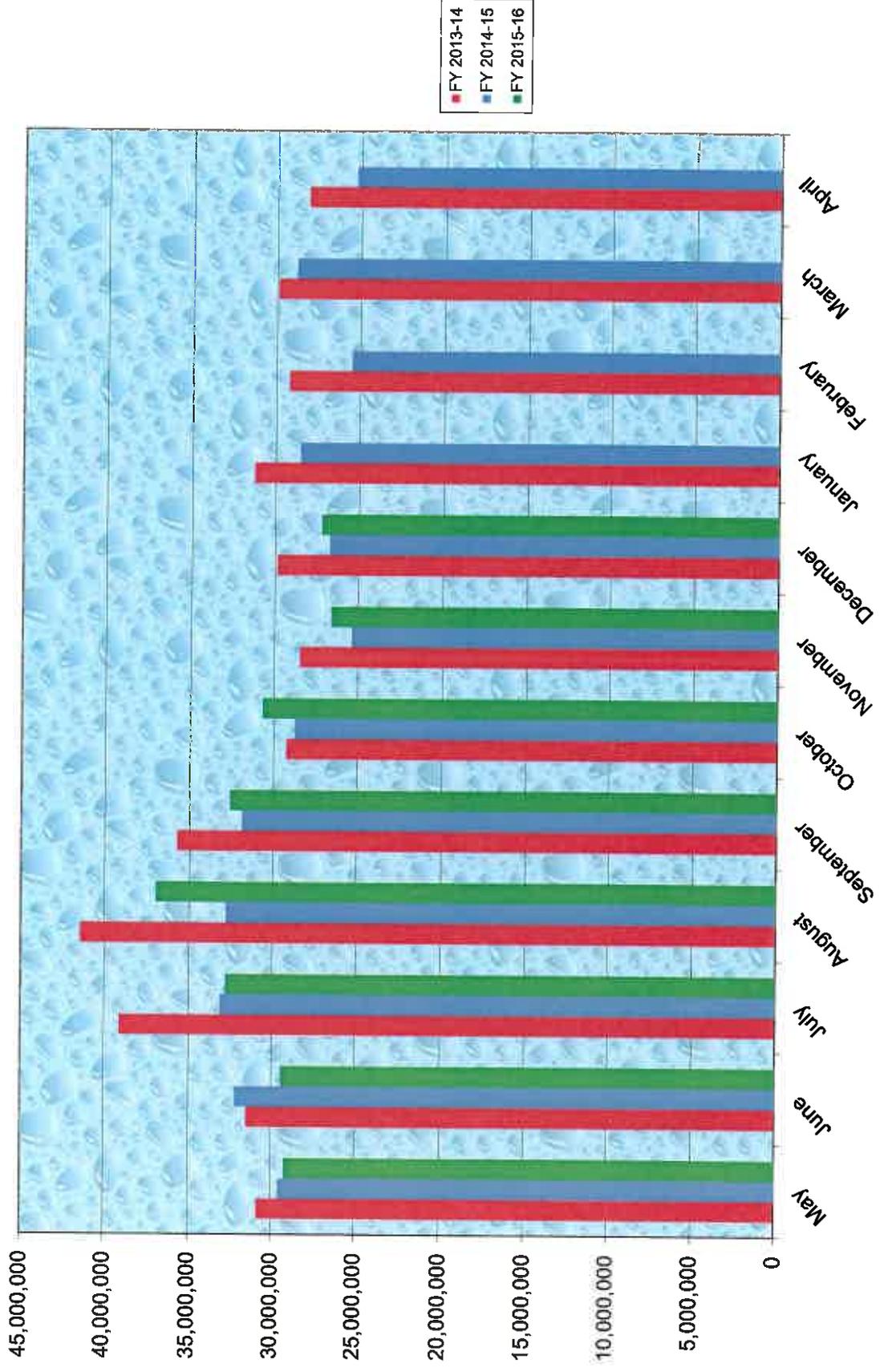
VILLAGE OF WILLOWBROOK - PUMPAGE REPORT
TOTAL GALLONS PUMPED
FY 2002/03 - FY 2015/16

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000	29,213,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000	29,447,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000	32,813,000
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000	36,985,000
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000	32,623,000
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	28,728,000	30,690,000
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	25,364,000	26,585,000
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	26,710,000	27,194,000
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	28,505,000	
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	25,484,000	
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	28,779,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	25,255,000	
TOTAL	417,366,000	395,115,000	406,581,000	441,564,000	405,464,000	424,902,000	385,043,000	366,648,000	374,378,000	376,913,000	396,074,000	384,695,000	348,352,000	245,550,000

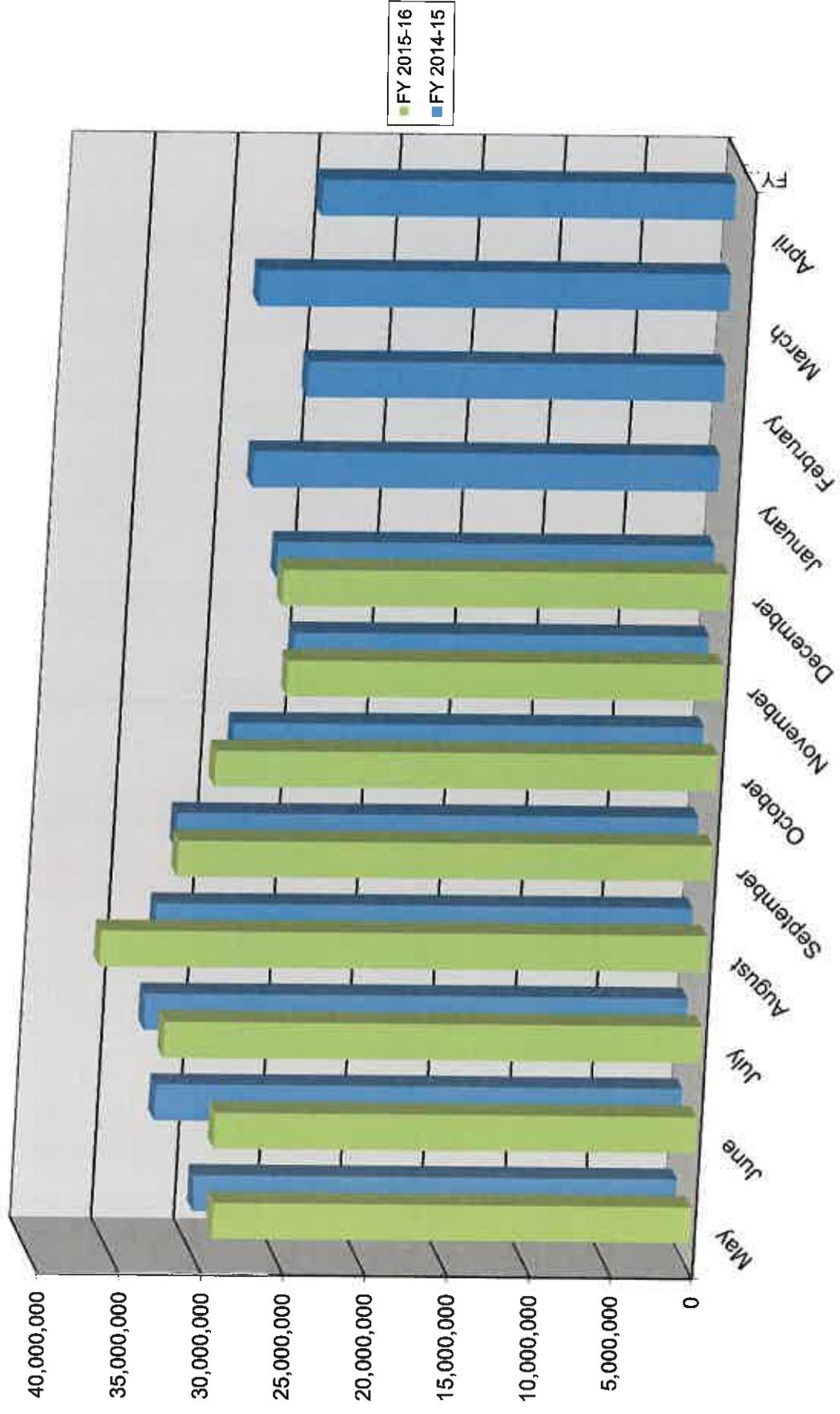
YEAR TO DATE LAST YEAR (gallons):	240,329,000
YEAR TO DATE THIS YEAR (gallons):	<u>245,550,000</u>
DIFFERENCE (gallons):	<u>5,221,000</u>
PERCENTAGE DIFFERENCE (+/-):	2.17%
FY14/15 PUMPAGE PROJECTION (gallons):	350,000,000
FY14/15 GALLONS PUMPED TO DATE:	<u>245,550,000</u>
CURRENT PERCENTAGE PUMPED COMPARED TO	70.16%

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

Village of Willowbrook Pumpage Report



Monthly Pumpage Chart



CITY OF Willowbrook

MONTHLY DATA REPORT

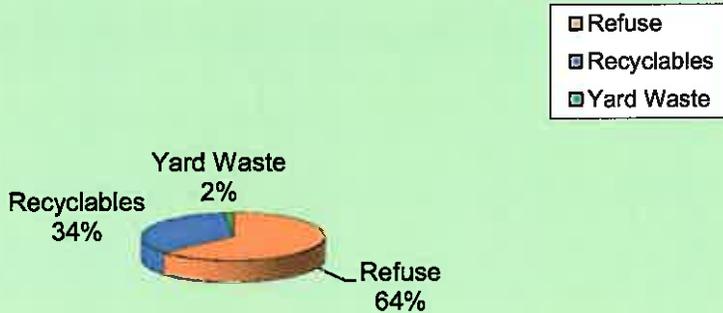
Tons Collected by Month

	Tons Collected by Month			Recycling Detail	
	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers
January-15	76.40	45.80		31.88	13.92
February-15	58.19	38.67		26.92	11.75
March-15	77.20	44.16		30.74	13.42
April-15	86.79	44.16	7.79	30.74	13.42
May-15	81.77	45.94	7.03	31.98	13.96
June-15	106.93	50.41	5.41	35.09	15.32
July-15	77.17	46.37	3.31	32.28	14.09
August-15	80.51	47.35	1.75	32.96	14.39
September-15	105.19	47.03	1.53	32.74	14.29
October-15	74.54	41.07	0.87	28.59	12.48
November-15	91.45	49.72	0.91	34.61	15.11
December-15	101.03	51.92		36.14	15.78
Totals	1,017.17	552.60	28.60	384.66	167.94
Monthly Average	84.76	46.05	3.58	32.06	13.99
Weekly Average	19.56	10.63	0.83	7.40	3.23

Email To:

ghummel@willowbrook.il.us

Percentage of Materials Collected



CITY OF Willowbrook

MONTHLY DATA REPORT

Tons Collected by Month

	Tons Collected by Month			Recycling Detail	
	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers
January-16	68.44	45.86		31.92	13.94
February-16				0.00	0.00
March-16				0.00	0.00
April-16				0.00	0.00
May-16				0.00	0.00
June-16				0.00	0.00
July-16				0.00	0.00
August-16				0.00	0.00
September-16				0.00	0.00
October-16				0.00	0.00
November-16				0.00	0.00
December-16				0.00	0.00
Totals	68.44	45.86	0.00	31.92	13.94
Monthly Average	68.44	45.86	#DIV/0!	2.66	1.16
Weekly Average	15.79	10.58	#DIV/0!	0.61	0.27

Email To:

gummel@willowbrook.il.us

Percentage of Materials Collected





VILLAGE OF WILLOWBROOK REFUSE AND RECYCLING GUIDE

The Village of Willowbrook has contracted with Republic Services to provide residential garbage, recycling and yard waste collection. The guidelines in this brochure apply to single-family detached residences in Willowbrook.

The Village uses a twin, refuse and recycling cart program. The program is flexible and is designed to encourage recycling. Residents can choose from one of three convenient service plans which allows households to select the size of refuse and recycling carts that best fits their needs and budget.

ESTABLISHING SERVICE

To make service convenient, customers can select from a 35-, 65-, or 95- gallon waste collection and recycling carts of their choice. Monthly cart rates also include one bulk item each week. Additional bulk items, extra bags and cans of refuse, and bundled debris require a Willowbrook refuse sticker for pick up.

Households headed by individuals 65 years and older are eligible for a reduced rate for the 35-gallon refuse plan.

SERVICE SCHEDULE

Republic Services collects on a three day schedule in Willowbrook. Refuse, yard waste, and recycling are collected on the same day.

MONDAY: Homes west of Clarendon Hills Road (including homes north of 59th Street)

TUESDAY: Homes east of Madison Street

WEDNESDAY: Homes between Clarendon Hills Road and Madison Street

The following holidays are observed by Republic Services:

- ✓ New Year's Day
- ✓ Memorial Day
- ✓ Independence Day (July 4)
- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ Christmas Day

During a holiday week, when one of these holidays falls on or before your normal collection day, collection is delayed by one day.



COLLECTION GUIDELINES

WASTE

Waste should be placed out for collection in a Republic Services refuse cart. If you have more waste than will fit in your cart, it may be set out for collection in a plastic bag or a waste can with a collection sticker attached. Waste cans must have two handles. If a waste can is used, please loop the sticker around one of its handles. Bags or cans must not exceed 33 gallons in volume or 50 pounds in weight.

Items must be at the curb by 6 a.m. on the scheduled collection day, but no earlier than 3 p.m. the day before collection. Empty waste and recycling carts and waste cans must be removed from the curb by 7 p.m. on the day of collection.

YARD WASTE

Yard waste is collected from April through December. In order to be collected, yard waste must be set out in either a biodegradable paper bag with a collection sticker attached or a Republic Services yard waste cart. Paper bags must weigh no more than 50 pounds.

Brush and tree branches may not exceed 4 feet in length and 4 inches in diameter and must be bundled with jute twine or uncoated string. Bundles must not exceed 2 feet in diameter, 4 feet in length or 50 pounds in weight. Residents are reminded that it is against village ordinance to burn leaves or rake them onto the street.

LARGE ITEMS

One bulk item per week such as a chair, table, mattress or roll of carpeting is included in your service plan. A sticker must be affixed to each additional item. Small amounts of construction debris may be securely tied in bundles with a sticker attached. Bundles may not exceed 4 feet in length, 2 feet in diameter or 50 pounds in weight. Please call Republic Services with any questions.

"WHITE" GOODS

The collection of appliances such as refrigerators, stoves and water heaters, must be scheduled in advance. Call Republic Services for details.

CHRISTMAS TREE COLLECTION

Free Christmas tree collection is offered during the first three full weeks of January. Trees must be free of tinsel, ornaments, and should not be placed in bags.

ELECTRONIC WASTE

Please note that Illinois law prohibits electronic items such as televisions, computers, monitors, printers, and many computer and cable peripherals are banned from landfill disposal. These items must be recycled. For information on free drop off locations, please contact the Village at (630) 323-8215 or visit the DuPage County website at www.dupageco.org/recycling/.

HOUSEHOLD HAZARDOUS WASTE

Materials such as oil-based paint, pesticides, poisons, cleaning solvents, gasoline, motor oil and other automotive fluids are considered Household Hazardous Waste. Liquids, flammable, toxic, corrosive or reactive products cannot be included with regular waste for disposal. For information on options for disposal of these items, please contact the DuPage HHW Hotline at (630) 407-6760 or visit the DuPage County website at www.dupageco.org/recycling/.

SPECIAL PICKUP AND TEMPORARY CONTAINERS

For those times when residents have a large amount of refuse or yard waste that may be too time consuming to use the pay-per-bag system, Republic Services offers temporary containers or a special pickup. Arrangements must be made at least 24 hours in advance. Republic Services will quote a price for a temporary large container or special pickup based on the number of cubic yards to be removed. Call Republic Services for details.

SENIOR DISCOUNT

Households headed by individuals 65 years old and older are eligible for a discounted rate on the 35-gallon refuse plan. Please contact Republic Services for details.

For questions and service call Republic Services at (630) 964-3232

What's New: Easy Online Management

Republic Services new account management tool allows you to pay bills, report a missed pick up, order container repairs, and request additional services through your smartphone or computer. My Resource™ can be accessed on the web at RepublicOnline.com or by downloading the My Resource app at the App Store or Google play.

RECYCLING

In support of the Village's goal to achieve environmental sustainability, residents are encouraged to reduce their waste by taking advantage of the recycling program. Republic Services furnishes each household with a recycling cart as part of their service plan. Recycling does not need to be separated. All approved recyclables can be mixed together. Please rinse all items and flatten all boxes.

RECYCLING

Paper

YES:

- Mixed Paper: advertisements, directmail, office paper, stationery, envelopes, paperbags, giftwrap
- Magazines: newspaper, catalogs and telephone books

NO:

- Disposable diapers or rags
- Soiled items such as pizza boxes, napkins and tissues

Cartons

YES:

- Cardboard and boxboard
- Soda and beer carrying cases
- Milk and juice cartons



Glass

YES:

- Clear, green and brown glass bottles and jars



NO:

- Window glass and mirrors
- Compact fluorescent and other light bulbs
- Ceramics

Metal

YES:

- Aluminum cans and foil
- Tin and steel cans including empty aerosol cans



NO:

- Needles or syringes

Plastic

YES:

- Plastic bottles and containers coded #1 through #5 and #7.
- Six or twelve pack rings

NO:

- Plastic bags and film
- Styrofoam packing peanuts or other items coded #6
- Plastic take-out containers, cups, plates, or utensils
- Electronic items, printer or toner cartridges
- Insecticide and hazardous chemical containers
- Toys

Unacceptable Items

NO:

- Tires, engine parts, auto body or interior parts
- Motor oil, paint, car batteries, antifreeze or liquids of any kind
- Garbage and food waste
- Wood pallets or construction lumber
- Yard Waste such as grass clippings, leaves, and tree or plant branches

WHERE TO PURCHASE GARBAGE AND YARD WASTE COLLECTION STICKERS

Please be sure to specify Willowbrook collection stickers when purchasing from these locations:

- Jewel Food Stores**
303 Holmes Avenue, Clarendon Hills
- Jewel Food Stores**
7735 Cass Avenue, Darien
- Village Hall**
835 Midway Drive, Willowbrook
- Walgreens**
501 Plainfield Road, Willowbrook



• Please place recyclables and garbage out for collection by 6:00 AM on your scheduled collection day.

• Each refuse and yard waste container (bags, cans or buckets) must have one yellow sticker. Items without stickers will not be collected.

• If you can only load slower through handle so it can easily be lifted from the street.

• Contents of containers may not exceed over 24" top of the container.

• Bags, cans, and bundles of material may not exceed 33 gallons in size and 30 pounds in weight. Bundles must be 18" x 24" x 36" and 2" x 2" in diameter. They must be tied with 1/2" diameter rope.

• The collection of any areas or "white goods" must be scheduled in advance by calling customer services.

• There will be no collection on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas. Collection delays may occur on days not listed above.

Vendors are subject to change



5050 W Lake Street
Melrose Park, IL 60160



SERVICE PLAN OPTIONS

Willowbrook residents can choose a service plan that's right for their households. Customers can select from waste collection and recycling carts available in three sizes – 35-, 65-, and 95-gallon capacity. Monthly cart rates also include one bulk item each week. Contents of the cart may not extend over the rim. Additional bulk items, extra bags and cans of refuse, and bundled debris require a Willowbrook refuse sticker.

Households headed by individuals 65 years and older are eligible for a reduced rate for the 35-gallon refuse plan. Contact Republic Services by email at customerservice@republicservices.com or by phone at (630) 964-3232 for details.

	2016	2017	2018	2019
Refuse/Yard Waste Sticker Price	\$3.00	\$3.00	\$3.00	\$3.00
35-gallon refuse cart	\$20.05	\$20.53	\$21.03	\$21.54
65-gallon refuse cart	\$21.21	\$21.72	\$22.25	\$22.79
95-gallon refuse cart	\$21.90	\$22.43	\$22.97	\$23.53
35-gallon refuse cart (65 years or older)	\$16.16	\$16.55	\$16.94	\$17.35
35-gallon yard waste cart	\$19.62	\$20.31	\$21.02	\$21.75
65-gallon yard waste cart	\$23.00	\$23.81	\$24.64	\$25.50
95-gallon yard waste cart	\$25.89	\$26.80	\$27.73	\$28.70
*Refuse and waste cart rates per month				

For questions and service call Republic Services at (630) 964-3232