



Chicago Park District

Legislation Text

File #: 18-3015-0509, **Version:** 1

AUTHORIZATION TO ENTER INTO A CONTRACT WITH CHRISTY WEBBER LANDSCAPES FOR WOMEN'S, BARTELME AND FUTURE PARKS LANDSCAPE MAINTENANCE SERVICES

SPECIFICATION P-18004

To the Honorable Board of Commissioners of the Chicago Park District

I. Recommendation

It is recommended that the General Superintendent and CEO or his designee enter into a contract with Christy Webber Landscapes for landscape maintenance services at Women's Park, Mary Bartelme Park, and future parks. The contractor was selected pursuant to a publicly advertised Request for Proposals ("RFP"). No work may commence and no payment shall be made to the contractor prior to the execution of a written agreement.

II. Award Information

Company: Christy Webber Landscapes
2900 W. Ferdinand Street
Chicago, Illinois 60612

Company Type: Illinois Corporation

Majority Interest: Christy Webber 100%

Contract Term: Two (2) year initial term with three (3) one-year extension options.

Contract Amount: \$250,000 for the initial two (2) year term, not to exceed \$125,000 annually.

Scope of Services: To provide landscape maintenance services for Chicago Women's Park & Garden; services include: maintenance of trees, shrubs, herbaceous plant material and turf, including spring clean-up and site preparation; on-going maintenance; fall maintenance, clean-up and winterization; and winter maintenance.

To provide landscape maintenance services for Mary Bartelme Park; services include: maintenance of herbaceous plant material, including spring clean-up and site preparation; on-going maintenance; fall maintenance, clean-up and winterization; and winter maintenance.

To provide landscape maintenance services for future parks and/or park sites; services may include: maintenance of trees, shrubs, herbaceous plant material and turf, including spring clean-up and site preparation; on-going maintenance; fall maintenance, clean-up and winterization; and winter maintenance.

Affirmative

Action Goals: The Minority and Women Owned Business Enterprise participation for this contract include: 25% minority owned and 5% women owned.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement. Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

III. Budget and Financial Information

Budget Classification: Operating
Fiscal Year: 2018
Source of Funds: 001.8450.8450.626025.00001.01.01.00001

IV. Procurement Information

Specification Number: P-18004
Date Issued: March 30, 2018
Date of Pre-Submittal Meeting: April 4, 2018
Date Proposals Due: April 18, 2018
Number of Proposals Received: Three (3)

This contract was publicly advertised as a Request for Proposals (“RFP”). Three (3) proposals were received on the due date and all proposals were found by the Department of Purchasing (“Purchasing”) to be compliant and responsive.

The Evaluation Committee (“EC”) was comprised of three (3) voting members, all CPD staff. The EC began their evaluation of the proposals at their first meeting on April 19, 2018, and at the end of their meeting they decided to send a request for Best and Final Offers to all proposers. Purchasing received the Best and Final Offers on April 27, and the EC met on April 27 to continue their evaluation and review of the Best and Final Offers. The EC concluded their evaluation unanimously scoring Christy Webber Landscapes the highest.

V. Explanation

The Chicago Park District (CPD) requires the services of a firm to provide landscape maintenance services for the Chicago Women's Park and Gardens (Women's Park) and Mary Bartelme Park (Bartelme Park). Both sites are comprised of landscape elements which require specialized landscape maintenance than cannot be provided by in-house forces; both sites have been maintained through contract since their acquisition or development.

Acquired by the CPD in 2010, Women's Park is centered around the oldest house in Chicago - now the Clarke House Museum. This high-profile, heavily used park features a central fountain and acres of shrub and perennial gardens. Bartelme Park is a 2.4 acre neighborhood park located in the West Loop district. Completed in 2010, it includes extensive beds planted with native perennials and ornamental grasses which require specialized maintenance.

Apart from these two sites, the CPD often acquires new parks and develops new park spaces which require more intensive or specialized landscape maintenance than can be provided by in-house forces. This contract will provide a vehicle by which this work can be performed at the designated sites, as well as at potential future parks and/or sites, in a timely manner, to specified, exacting standards.

The contract services are divided into two broad categories: standard landscape maintenance operations, and miscellaneous landscape services. Of these categories, the majority of the contract work is comprised of standard landscape maintenance of trees, shrubs, herbaceous plant material, containerized plant material and turf, as well as hardscape and irrigation system maintenance.

Standard landscape maintenance operations include spring clean-up and site preparation, ongoing maintenance, fall clean-up and winterization and winter maintenance. Miscellaneous landscape services include additional turf and woody plant-related maintenance operations, planting services, and landscape protection services.

Christy Webber Landscapes has excellent experience performing the required landscape maintenance services and has the proven ability to provide these services as specified and to meet or exceed the standards of the CPD. Therefore, it is in the best interest of the CPD to recommend Christy Webber Landscapes for award of the Women's, Bartelme and Future Parks landscape maintenance

contract.

VI. General Conditions

- 1) *Conflicts*: The Agreement shall not be legally binding on the Chicago Park District if entered into in violation of the provisions of 50 ILCS 105, the Public Officer Prohibited Activities Act.
- 2) *Ethics*: The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of the agreement.
- 3) *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.
- 4) *Economic Disclosure Statement ("EDS")*: Contractor has submitted a full and complete EDS.