



DATE: February 6, 2023

MEMO TO: Paras Parekh, Chair
Planning Committee

FROM: Randall L. Seebach
Director of Planning and Land Preservation

RECOMMENDATION: Recommend approval of a Resolution awarding a Contract for the purchase of prefabricated shade shelter materials for the off-leash dog area at the Duck Farm Forest Preserve to Cunningham Associates, Inc., in the Contract Price of \$46,292.00.

STRATEGIC DIRECTION SUPPORTED: Public Access and Connections.

FINANCIAL DATA: Improvements to the Duck Farm off-leash dog exercise area were approved as part of the adopted FY2022 Capital Improvement Plan in the amount of \$220,000.00 (11104100-803200-60025).

BACKGROUND: A Transition Plan (Plan) was prepared in late 2018 that identified required modifications to the District's facilities, property, programs, communications, policies and procedures to enhance compliance with the Americans with Disabilities Act (ADA) and the Illinois Accessibility Code. The Plan has served as a guide for improving District-wide accessibility for people of all ages and abilities. One of the priorities identified in this Plan was to address the off-leash dog areas. As part of the implementation of phase I of the Plan, the District designed and constructed the Waukegan Savanna off-leash dog area to meet ADA requirements and opened the facility in the fall of 2019.

Continuing the focus on dog exercise areas, an improvement plan and engineering were completed for the Duck Farm off-leash dog area in early 2022. The project includes accessible parking stalls, accessible routes to a new evaporator restroom, drinking fountains and shade shelters, secure entry fencing system, improved boundary fencing for designated large and small dog use areas, water service connection to new code compliant drinking fountains, code compliant seating, asphalt repairs, striped crosswalk, drainage, fine grading and seeding.

The project was originally advertised for bids on June 7, 2022 for a contractor to complete the majority of the work. The District received only one bid and staff elected not to present that bid to Committee because it was significantly over budget. Staff recommends constructing the entire project using labor provided by District construction crews and materials furnished through the project budget.

The shade shelters for the Duck Farm off-leash dog area are pre-engineered, factory-fabricated steel structures. They are the same ones installed at the Waukegan Savanna Forest Preserve. One is 18' x 18' square, while the other is 24' x 24' square. The materials to be purchased would include templates, HDG anchor bolts, washers and nuts.

The shade shelter material purchase was originally advertised on September 15, 2022 and four bids were received. These bids were all rejected for a variety of reasons including not using the District's bid form, submitting the incorrect product or being significantly over budget. Staff decided to wait for a more favorable bidding climate in hopes of securing a more competitive price.

The shade shelter material purchase was advertised a second time on December 22, 2022 and three bids were received. A summary of the bids received is listed below:

	<u>TOTAL BID</u>
Cunningham Associates, Inc.	\$46,292.00
Red Feather Group	\$52,000.00
NuToys Leisure Products	\$55,215.00

Staff recommends that Cunningham Associates, Inc, be awarded the contract as the lowest responsible bidder. Materials are anticipated to be furnished by June 30, 2023.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
RESCHEDULED REGULAR FEBRUARY MEETING
FEBRUARY 21, 2023**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **PLANNING COMMITTEE** presents herewith “A Resolution Awarding a Contract to Purchase Shade Shelter Materials for the Duck Farm Off-Leash Dog Area to Cunningham Associates, Inc.” and requests its approval.

PLANNING COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE AND DELIVERY
OF SHADE SHELTER MATERIALS FOR THE DUCK FARM
OFF-LEASH DOG AREA TO CUNNINGHAM ASSOCIATES, INC.**

WHEREAS, the Lake County Forest Preserve District (the “District”) has advertised in The Lake County News Sun for sealed bids to sell to the District shade shelter materials (the “Materials”); and

WHEREAS, all sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois on January 10, 2023 at 11:00 a.m.; and

WHEREAS, bids were received in the following amounts from the following bidders;

	<u>TOTAL BID</u>
Cunningham Associates, Inc.	\$46,292.00
Red Feather Group	\$52,000.00
NuToys Leisure Products	\$55,215.00

and

WHEREAS, the District’s staff, the Purchasing Manager, the Director of Planning, and the Planning Committee, have reviewed the bids and recommend that the Board of Commissioners find Cunningham Associates, Inc. to be the lowest responsible bidder and award a contract for the Materials to Cunningham Associates, Inc. (the “Contract”); and

WHEREAS, the Board of Commissioners hereby finds that Cunningham Associates, Inc. is the lowest responsible bidder for the Materials;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2: Award of Contract. The bid submitted by Cunningham Associates, Inc. in the amount of \$46,292.00 (the “Contract Price”) is hereby accepted and a Contract for the Materials is hereby awarded to Cunningham Associates, Inc.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Materials in the amount of the Contract Price.

Section 4: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2023

AYES:

NAYS:

APPROVED this _____ day of _____, 2023

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary

Exhibit No. _____