

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

September 24, 2024

Mr. Jeff Ritschard
Acorn Landscaping, LLC
3680 W. Sample Street
South Bend, IN 46619
jeffritschard@yahoo.com; info@acornlandscapers.com

RE: Quotation Award – Riverside & Joyce Dr. Shoulder Repair – Project No. 124-059

Dear Mr. Ritschard:

At its September 24, 2024 meeting, the Board of Public Works awarded the above referenced quotation to you in the amount of \$17,569.

Please forward the following documents **in one submittal by October 8, 2024** to my attention for Board of Public Works approval at hhorvath@southbendin.gov :

- 3) One (1) signed original of the Contract (enclosed); and
- 4) Certificate of Insurance naming the City of South Bend as an additional insured.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/hh

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CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

September 24, 2024

Mr. Rob Becker
Premium Concrete Services
712 Richmond St.
Elkhart, IN 46514
rbecker@premiumservices.group

RE: Quotation Award – Riverside & Joyce Dr. Shoulder Repair – Project No. 124-059

Dear Mr. Becker:

At its September 24, 2024 meeting, the Board of Public Works awarded the above referenced quotation to Acorn Landscaping, LLC. in the amount of \$17,569.

We thank you for quoting and hope you will quote with us again in the future.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/hh

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CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

September 24, 2024

Mr. Drew Snodderly
Rieth-Riley Construction Co., Inc.
25200 State Road 23
South Bend, IN 46614
dsnodderly@rieth-riley.com

RE: Quotation Award – Riverside & Joyce Dr. Shoulder Repair – Project No. 124-059

Dear Mr. Snodderly:

At its September 24, 2024 meeting, the Board of Public Works awarded the above referenced quotation to Acorn Landscaping, LLC. in the amount of \$17,569.

We thank you for quoting and hope you will quote with us again in the future.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/hh



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Theresa Heffner, Clerk
Board of Public Works

FROM: Scott Kreeger
Project Engineer, Division of Engineering

SUBJECT: Award: 124-059 Riverside & Joyce Dr Shoulder Repair

DATE: September 13, 2024

On September 10, 2024, the Board of Public Works opened and read quotes for the above project. The Division of Engineering has reviewed the submitted documents and listed the quoters as follows:

<u>Contractor</u>	<u>Quote Amount</u>
Acorn Landscaping, LLC	\$17,569
Premium Concrete Services	\$19,765
Reith Riley Construction CO., Inc.	\$29,455

Engineering recommends award of the base quote to the lowest responsive and responsible bidder, Acorn Landscaping, LLC, in the amount of \$17,569.

The Department of Public Works has appropriated sufficient funds from Local Road & Bridge fund (Funding #265-436008; PR-35803)

Please respond with any questions (EXT 9245).

Enc. Quote Tabulation

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Gary A. Gilot, Member

Murray L. Miller, Member

Joseph R. Molnar, Vice President

Briana Micou, Member

Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024



QUOTE TABULATION
124-059 Riverside Joyce Dr Shoulder Repair

BASE QUOTE				Engineer's Estimate		Acorn Landscaping, LLC		Premium Concrete Services		Rieth Riley Construction Co., Inc.	
Item No.	Line Item	QTY	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	Removal of existing 8" of asphalt. Replacement with topsoil and seed. Sign Relocation	1	LS	\$ 20,142.80	\$ 20,142.80	\$ 12,824.00	\$ 12,824.00	\$ 15,890.00	\$ 15,890.00	\$ 20,955.00	\$ 20,955.00
2	Concrete Sidewalk and Curb Ramp	10	SYS	\$ 250.00	\$ 2,500.00	\$ 382.00	\$ 3,820.00	\$ 315.00	\$ 3,150.00	\$ 650.00	\$ 6,500.00
3	Concrete Curb	5	LFT	\$ 150.00	\$ 750.00	\$ 185.00	\$ 925.00	\$ 145.00	\$ 725.00	\$ 400.00	\$ 2,000.00
Total Base Quote					\$ 23,392.80		\$ 17,569.00		\$ 19,765.00		\$ 29,455.00

Non-Collusion Affidavit	-	Y	No Notary Stamp	Y
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I hereby certify that the above truly and accurately represents bids received for this project on September 10, 2024

Scott Kreeger, Senior Project Engineer

BOARD OF PUBLIC WORKS
CITY OF SOUTH BEND, INDIANA
PUBLIC WORKS CONTRACT

This Agreement is made and entered into this 24th Day of September 2024, by and between Acorn Landscaping, LLC., (the "Contractor"), and the Board of Public Works (the "Board").

The Contractor covenants and agrees to make the following improvement, as fully set out in the Request for Quotations, Standard Specifications, Special Provisions, Plans, and Bid Proposals, all of which are set forth as a part of this Contract, for:

<u>PROJECT NO.</u>	<u>124-059</u>
<u>DESCRIPTION:</u>	<u>RIVERSIDE & JOYCE DR. SHOULDER REPAIR</u>
<u>COMPLETION DATE:</u>	<u>SEE SPECIFICATIONS</u>
<u>AMOUNT:</u>	<u>\$17,569</u>
<u>FUNDING:</u>	<u>PR-00035803</u>

The unit prices for this improvement were those prices as received and accepted by the Board on the 24th Day of September 2024.

The Contractor further agrees to notify the assigned Engineer when this improvement is completed. This notification shall be in the form of a Project Completion Affidavit, signed by the Contractor. Upon final acceptance of the improvement by the Engineer, the Contractor's final estimate will be presented to the Board for final Payment with one (1) copy of the Project Completion Affidavit and one (1) copy of a Waiver of Lien.

Each of the Parties, by signing below, represents and warrants to the other Party that he/she/it has the authority to bind the named person or entity to this Agreement.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Gary A. Gilot, Member



Murray L. Miller, Member



Joseph R. Molnar, Vice President



Briana Micou, Member



Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

ACORN LANDSCAPING, LLC.

Printed Name

Signature

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date	<u>9/13/2024</u>	Department	Public Works
Name	Scott Kreeger	Phone Extension	9245
BPW Date	<u>9/24/24</u>		

Required Prior to Submittal to Board

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	<u>Michael Schmidt</u>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	<u>Mickey Lovy</u>	

Check the Appropriate Item Type – Required for All Submissions

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal	
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA	
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input checked="" type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes	
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA	
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach	

Required Information

Company or Vendor Name	<u>Acorn Landscaping, LLC</u>		
New Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> If Yes, Approved by Purchasing	
	<input checked="" type="checkbox"/> No		
MBE/WBE Contractor	<input type="checkbox"/> MBE	Completed E-Verify Form Attached	<input type="checkbox"/> Yes
	<input type="checkbox"/> WBE		<input type="checkbox"/> No
Project Name	<u>Riverside & Joyce Dr. Shoulder Repair</u>		
Project Number	<u>124-059 (PR-35803)</u>		
Funding Source	<u>Local Roads & Bridge</u>		
Account No.	<u>265-436008</u>		
Amount	<u>\$17,569</u>		
Terms of Contract	<u>NTE</u>		
Purpose/Description	<u>Riverside Dr & Joyce quote award</u>		

For Change Orders Only

Amount of	<input type="checkbox"/>	Increase	\$	
	<input type="checkbox"/>	Decrease	(\$)	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	(%)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	(%)	
Time Extension Amount:				
New Completion Date:				