



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

July 14, 2026

Andrea Ritschard
Acorn Landscaping, LLC
3680 W. Sample St.
South Bend, IN 46619
info@acornlandscaper.com

RE: Project Completion Affidavit – Urban Half Moon Tree Nursery – Project No. 125-017R

Dear Andrea:

At its July 14, 2026 meeting, the Board of Public Works approved the Project Completion Affidavit for this project in the amount of \$160,184.69.

A copy of the Project Completion Affidavit is enclosed for your records.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS
PROJECT COMPLETION AFFIDAVIT

PROJECT NAME Urban Half Moon Tree Nursery

PROJECT NO 125-017R FINAL COST \$160,814.69

PROJECT DESCRIPTION Preliminary work for City of South Bend tree nursery including augering tree pots, placing geotextile fabric, irrigation hookup and concrete pad.

WITNESSETH:

The work under the above contract between the City of South Bend and the undersigned contractor having been completed, the City of South Bend, its officials and agents are hereby released from all claims and demands whatsoever arising under or by such contract, and that the contractor performed the work within the scope of the Specifications and Standards of the City of South Bend which were a part of the above Contract.

Executed this 1st day of June, 2026.

Andrea Ritschard

Signature

Andrea Ritschard

Printed Name

Acorn Landscaping, LLC

Company Name

3680 W Sample Street

Company Address

South Bend, IN 46619

City, State, Zip

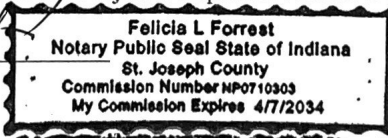
WITNESSESS:

Before me, the undersigned Notary Public in and for said country and state, personally appeared Andrea Ritschard

and acknowledged his/her signature to the above Project Completion Affidavit on the 1 day of June, 2026.

Felicia L. Forrest

Notary Signature



04 / 07 / 20234

Commission Expiration

Felicia L. Forrest

Printed Name

St. Joseph

County of Residence

If the Contractor is a corporation, the following certificate will be executed. I, _____, certify that I am

Secretary of the Corporation executing this release; that _____ who signed this release on behalf of the

contractor was then _____ of said Corporation; that said release was duly signed for and on behalf of said Corporation by Authority of its governing body, and is within the scope of corporate powers:

Secretary's Signature

Printed Name

Corporate Seal

DEPARTMENT OF PUBLIC WORKS APPROVAL

This project is acceptable for final approval, and we recommend to the Board of Public Works that it be ordained so.

Kyle Ludlow
Construction Manager

Date: 6/9/2026

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik
Elizabeth A. Maradik, President

Murray L. Miller
Murray L. Miller, Member

Abigail E. Magas, P.E.
Abigail E. Magas, Member

Joseph R. Molnar
Joseph R. Molnar, Vice President

Breana N. Micou
Breana N. Micou, Member

Hillary R. Horvath
Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026

FINAL WAIVER OF LIEN

Andrea Ritschard being duly sworn that he/she is the Treasurer
(Name of Officer) (Title)

of Acorn Landscaping, LLC having contracted with City of South Bend
(Subcontractor/Supplier) (Contractor)

to furnish certain materials and/or labor as follows: Preliminary work for tree nursery
(Description)

for a project known as Urban Half Moon Tree Nursery
(Name of Project)

located at Cottage Grove Avenue, South Bend, Indiana

and owned by City of South Bend
(Owner)

and does hereby further state on the behalf of the aforementioned subcontractor/supplier:

FINAL WAIVER that the final balance due from the contractor is the sum of

Eight thousand forty two dollars and forty two cents
(Amount Written Out)

(\$ 8,042.42)

- ☐ receipt of which is hereby acknowledged; or
☒ the payment of which has been promised as the sole consideration for this Affidavit and Final Waiver of Lien which shall become effective only upon receipt of such payment.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all liens or claims whatsoever on the above-described property and improvements thereon an account of labor or material or both, furnished by the undersigned thereto, subject to limitations or conditions expressed herein, if any; and further certified that no other party has any claim or right to a lien on account of any work performed or material furnished to the undersigned for said project, and within the scope of this Affidavit and Waiver of Lien.

Date 6/1/2026

Acorn Landscaping, LLC
(Firm).

By Andrea Ritschard
(Authorized Representative)

STATE OF Indiana)
St. Joseph) SS:
COUNTY)

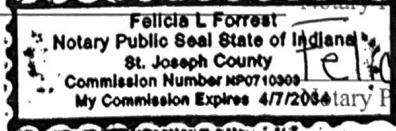
Before me, the undersigned, a Notary Public, in and for said County and State, personally appeared Andrea Ritschard and acknowledged the execution of the foregoing Waiver of Lien.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the 1st day of June 20 26.

My Commission Expires:

04-07-2034

Residing in St. Joseph County



Notary Public Signature

Felicia L. Forrest
Notary Public Name

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

Date	07/06/2026		
Name	Kyle Ludlow	Department	Public Works
BPW Date	07/14/2026	Phone Extension	9157

Review and Approval Required Prior to Submittal to Board

Diversity Compliance and Inclusion Officer	☐	Officer Name	<u> </u>	
BPW Attorney	☐	Attorney Name	<u> </u>	
Dept. Attorney	☐	Attorney Name	<u> </u>	
Purchasing	☐	<u> </u>		

Check the Appropriate Item Type – Required for All Submissions

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

Required Information

Company or Vendor Name	Acorn Landscaping, LLC		
New Vendor	☐ Yes ☐ If Yes, Approved by Purchasing		
	☒ No		
MBE/WBE Contractor	☐ MBE ☐ WBE	Completed E-Verify Form Attached	☐ Yes ☐ No
Project Name	Urban Half Moon Tree Nursery		
Project Number	125-017R		
Funding Source	USDA Urban & Community Forestry Grant		
Account No.	PR-00040816 PO-0039184		
Amount	\$160,814.69		
Terms of Contract			
Purpose/Description	Project Closeout		

For Change Orders Only

Amount of	☐	Increase	\$	
		Decrease	(\$)	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	(%)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	(%)	
Time Extension Amount:			0	
New Completion Date:				