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## **MEMORANDUM**

This memorandum outlines the process for selecting a vendor for annual tree pruning services through an Invitation to Bid (ITB). The Purchasing Department's goal is to ensure transparency, fairness, and adherence to the Village's [purchasing code of ethics](#) when selecting vendors for our projects.

### **ITB Information:**

The Village of Oswego sought professional tree pruning services to maintain and enhance the health, safety, and aesthetics of approximately 19,000+ Oswego parkway trees. The selected contractor will perform all necessary pruning activities according to industry standards, municipal regulations, and specific guidelines outlined in this document.

### **Timeline**

The ITB was issued on January 6<sup>th</sup>, 2026. The last date for questions from potential bidders was January 14<sup>th</sup>, 2026. The Village answered these questions through an Addendum which was posted on January 16<sup>th</sup>, 2026. Final proposals were due on January 20<sup>th</sup>, 2026, at 10:00 AM and the virtual public opening was conducted on January 20<sup>th</sup>, 2026, at 10:00 AM.

### **Bids received**

The Village received six (6) bids:

- Advanced Landscaping, Arlington Heights, IL
- Balanced Environments Inc., Old Mill Creek, IL
- Class One Professionals LLC, Sheridan, IL
- Homer Tree Care Inc., Lockport, IL
- Skyline Tree Service, Maple Park, IL
- Steve Piper and Sons Inc., Naperville, IL

### **Selection Process**

The bids were reviewed by the Village Grounds Supervisor/Village Arborist, Management Analyst and the Assistant to the Village Administrator. The selection team met to discuss the bids and their individual reviews of the firms and decided that Advanced Landscaping was the most advantageous company to contract with for these services. Their bid included the lowest bidding costs for trees of DBH 4-22".

### **Contract**

The Village will execute the final contract on February 3<sup>rd</sup>, 2026, by the authority of the Village President and Village Trustees.











