

2018 BIDDING DOCUMENT

FOR

Lawn Maintenance Service

BIDS DUE BY:

TIME: 4:00 p.m.

DAY: Tuesday

DATE: April 23, 2018

PLACE AND DATE OF LEGAL ADS:

***Chicago Tribune*, Proposed Dates of publication: April 12, 2018 and April 13, 2018**

**DEADLINE: Turned in at or before 4:00pm, Monday, April 23, 2018,
See RFP for details**

BID OPENING: 7:00pm Tuesday, April 23, 2018 in the Village of Sauk Village Board Room

INVITATION OF BIDS

Sealed bids for Lawn Care Services on an as-needed basis will be received by the Village of Sauk Village, 21801 Torrence Avenue, Attn: Joseph Wiszowaty, until Tuesday, April 23, 2018 at 4:00 pm. All bids must be received before the deadline. Work will be performed primarily at vacant private residences where said properties are not being maintained. Most lawn care should be performed on a bi-weekly basis.

Each bid must contain the full name and address of every person or company interested in said proposal. Person or company must be able to obtain Village General Contractor Licenses which requires insurance and a licensing/permit bond.

Bids are to be submitted on the official bid forms provided in the bidding document and shall be enclosed in an opaque, sealed envelope plainly marked "Lawn Maintenance Service Bid, Attn: Joseph Wiszowaty".

Bid documents can be found on the Village of Sauk Village's website at www.saukvillage.org on the main page under "Lawn Maintenance RFP". No electronic filings will be accepted.

The Village of Sauk Village reserves the right to waive any irregularities and to reject any and all bids.

To obtain a copy of the entire list of properties to be maintained a Non-Disclosure Agreement (NDA) must be executed prior to receiving a copy of the entire list of 112 will be provided in person.

Village of Sauk Village

INSTRUCTIONS TO BIDDERS

Bids will be received by the Village of Sauk Village, Illinois in accordance with the "Invitation to Bids".

Each bid must contain the full name of every person or company interested in the same. Bidders are required to use the printed bid forms, which will be furnished upon application for same. Any manufacturer's literature or statements of the bidder necessary to describe the equipment or services for which a bid is submitted shall be included with and made a part of the proposal. Bids shall be submitted in sealed, opaque envelopes addressed to

the "Village of Sauk Village, 21801 Torrence Avenue, Sauk Village, IL 60471, Attn: Joseph Wiszowaty" and shall be plainly marked on the outside thereof "Lawn Maintenance Service Bid" and shall bear the name of the bidder.

Bids shall be submitted prior to the time fixed in the "Invitation for Bids". Bids received after the time so indicated shall be returned or rejected unopened. Bids may not be withdrawn once submitted. At the time and place fixed for opening bids, the contents of all bids will be made public for the information (except any confidential or exempt information) of all bidders and other interested parties who may be present in person or by representative.

The Village of Sauk Village reserves the right to waive any informality in bids at its discretion and reserves the right to reject any and all bids.

**** PLEASE NOTE** - When submitting bids, a complete packet should consist of the following:**

1. Specifications and Bid Form (Exhibit A)
2. Information Sheet (Exhibit B)
3. Non-Collusion Affidavit (Exhibit C)
4. Agreement (Exhibit D)
5. Contractor's Certification (Exhibit E)
6. Bill Example (Exhibit F)
7. Notification Example (Exhibit G)

**VILLAGE OF SAUK VILLAGE
REQUEST FOR PROPOSALS (RFP)
FOR ABANDONED HOME LAWN MOWING**

1. Introduction:

The Village of Sauk Village (the “Village”) is seeking either a single or multiple contractors for lawn mowing services, and hereby requests a written proposal for contractors to perform nuisance lawn mowing abatements at residential properties as specified by the Village. The abatement includes the mowing of grass and weeds which can exceed 8 inches in height. Abatement requests will be on a per site authorization basis from the Village.

2. Requested Services

The Village has determined which homes will be maintained as part of an award for a grant the Village has received. The successful bidder will abate long grasses, weeds or vegetation which, in some cases, may exceed 8 inches in height on average. The Village desires for a contractor to supply mowing services for properties which fail to be mowed by the property owner after a notice of violation has been documented by the Village. Approximately 112 properties have been selected for grass, weeds and vegetation maintenance in 2018.

The selected contractor will be responsible to provide mowing services to the Village for properties requested by the Village for the growing season with the opportunity to extend the contract based upon performance.

3. Description of the work to be performed

The work includes mowing of all established grasses and vegetation (excluding shrubs, trees, heavily wooded areas, and reasonably maintained garden areas) at property(s) requested by the Village. Each property will be identified by address and parcel ID number with any exceptional circumstances noted.

Job Expectations:

- Contractor is to make a due diligence documentation on each homesite including photographs providing the address and PIN for each property. The contractor is to document the existing conditions of each home with respect to the grass, weeds and vegetation.
- The contractor will be expected to complete all jobs within 4 days as scheduled- weather permitting.
- The contractor must be able to receive and send electronic-mail.
- The contractor’s invoices will give a detailed description of each location (address and/or parcel number), dates and time work was performed rounded to the quarter hour in an itemized categorization of charges incurred within 15 days of performing the service. Additionally, the contractor must provide photographic documentation on each home before and after services have been rendered each time.
- Village reserves the right to withhold payment on all unauthorized, unacceptable and/or work which was not performed pursuant to the Village’s verification.

Requirements – The contractor must:

- Be prepared to complete many mowing jobs in a timely manner on per the schedule attached (See Exhibit 1A).
- Be able to handle some jobs consisting of extremely long grass/weeds.

- Have the equipment, personnel and skills needed for cutting residential properties consisting of grass/weed with heights which may exceed 8 inches in height.
- Be capable of mowing ungraded lots or steep slopes.
- Identify possible hazards including garbage, debris, and miscellaneous junk that may be present in grass.
- Mow vegetation in and around structures (example: swing set), walks, trees, fences to a neat appearance with grass height of 3.5 inches or less.
- Be capable of getting equipment through fence openings of a minimum of 30 inches to mow rear yards.
- Remove all trash and debris in the mowing area shall and properly disposed.
- Clear sidewalks, roadways, alley ways or adjacent public right of ways of clippings following mowing.
- Post Notifications (See Exhibit G) on each property.

4. Contract Termination:

The Village may, by written notice, and at any time, suspend or terminate the agreement if, in the judgment of the Village, the contractor has failed to comply with the terms of the agreement or if grant funds have been exhausted, delayed or suspended. In the event of such termination or suspension, the contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

Contractor acknowledges that this agreement is contingent upon sufficient budget allotments, and is subject, by written notice to Contractor, to restriction or cancellation if budget adjustments are deemed necessary by the Village Trustees. In the event the contract is terminated due to such budget restructuring, Contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor.

5. Qualifications and Proposals:

The Village request that contractors interested in submitting proposals:

- I. **Please provide** detail of the services described in the Proposal specification section of the RFP for the 2018 growing season:

- a. a rate to abate an average residential property 60' x 110';
- b. a rate for properties that may exceed grass height of 3 feet.

All prices are to be per cut.

- II. **Provide a certificate of liability insurance and automobile/mowing equipment insurance.** (The contractor(s) will need to name the Village as additional insured and meets the following liability limits if awarded a contract: \$500,000 per claimant and \$1 million per occurrence). The Village must be allowed to be added as an "additional insured" upon successful bid and acceptance with bidder's insurance.
- III. Submit a written summary of their company's qualifications, years in business, and experience providing the level and type of service specified in the RFP.

- IV. Provide a list of three references of clients that have a current contract for services with their company.
- V. Specify this staff to be involved (primary contact, clerical contact, and owner or owner's agent).
- VI. Confirmation that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were selected to perform the services required.

6. Term of Contract:

The term of the contract shall run for five (5) months from May 1, 2018, thru October 1, 2018.

There is a possibility of an additional one-year extension that would include May 1, 2019 thru October 1, 2019. The Village has the right to extend the contract to a two-year contract without going back to RFP with the awarded contractor. This is subject to additional funding through a successful Grant procurement.

7. Payments:

Payments will be made upon submittal of separate invoices on a per lot/property basis with all supporting documentation to satisfy the grant requirements. Including post-mowing property inspection check list and copy of photograph of each property mowed. Invoices must be received by the Village for payment to be processed in a thirty-day (30) day increment (monthly). Payments will be processed within 30 to 45 days of submission of invoices after each mowing.

8. Selection Process:

The Village reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. The Village may award all mowing services to one contractor or may divide and award contractors to more than one contractor, however, the same contractors will not be assigned to the same properties. Proposals will be awarded to the best overall proposal/s/ as determined by the best interests of the Village. In comparing the responses to the RFP and making awards, the Village may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor.

Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. The Village reserves the right to award the contract to a contractor who is **not** the lowest cost; however, cost is a crucial factor in the selection of a contractor.

9. General Requirements:

Two copies of a written response to this request for proposal must be submitted or delivered to the Village of Sauk Village on or **before 4:00pm, Monday, April 23, 2018**. Proposals submitted after the above deadline shall be considered late, and will not be opened or considered. All proposals will be open at a Public Meeting of the Mayor and Board of Trustees on Tuesday, April 24, 2018 at 7pm at Village Hall, or at the very next public meeting of the Village Board should that be cancelled. **Faxed or e-mailed proposals will not be accepted.** Proposals may be mailed or hand delivered in an envelope clearly marked with the following information:

RFP–Mowing

Attn: J. Wiszowaty
Village of Sauk Village
21801 Torrence Avenue
Sauk Village, IL 60411

10. Additional information:

All questions regarding this Request for Proposal shall be directed to:

Joseph Wiszowaty Economic Development Director

Village of Sauk Village

21801 Torrence Avenue

Sauk Village, IL 60411

(708)758-3330 Ext 131

jwyszowaty@saukvillage.org

EXHIBIT A
SPECIFICATIONS and BID FORM

Lawn mowing and care will be performed on an as needed basis. Services will be provided at private residences where properties are not being maintained as specified by the Village of Sauk Village upon completion of a Non-Disclosure Agreement. All homes are vacant.

Weather permitting the lawns will be mowed twice a month as directed by the Village. Grass clippings, branches, and debris shall be collected and removed at the time of the mowing. Trimming is required where the mower cannot reach. Shrubs, weeds, and grass shall be trimmed along house and fence lines. Any debris on the lawn shall be collected and removed at the time of the mowing service. Sidewalks and driveways shall be trimmed and clear of clippings and debris.

Bid must provide pricing for the following: Lawn Maintenance:

Initial Cut up to 6600 square feet (*Standard Lot Size*): _____

Subsequent Cuts up to 6600 square feet (*Standard Lot Size*): _____

Initial cut over from 6600 but no more than 15,000 square feet: _____

Subsequent Cuts over 6600 but no more than 15,000 square feet: _____

EXHIBIT B

INFORMATION SHEET

The points of difference where the bid proposal does not comply with the specifications are listed as follows:

[illegible]

EXHIBT C

NON-COLLUSION AFFIDAVIT

This Affidavit is to be completed and executed by the Bidder; if the bid is made by a Corporation, then by it's Chief Officer.

STATE OF _____ **COUNTY OF** _____

Being first duly sworn, deposes and says that _____,
residing at _____, and
_____, residing at _____

_____ is/are the only person(s) interested with him/them in the delivery of the materials quoted upon or the services performed under these specifications; that the said quotation is made without any connection or common interest in the profits with any other persons making any quotation or proposal for the said work; that the said contract is on his/their part in all respects fair and without collusion or fraud; and also that no head of any department or any employee therein; or any officer of the Village of Sauk Village, Illinois, is directly or indirectly interested therein.

Signature

SUBSCRIBED AND SWORN TO

before me this ____ **day of** _____, **2018**

Notary Public

NOTARY SEAL

EXHIBIT D

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2018, by and between _____ of _____, party of the first part, hereinafter called the "Contractor". AND THE VILLAGE OF SAUK VILLAGE, Illinois, a municipal corporation in the Counties of Cook and Will, State of Illinois, party of the second part, hereinafter called the "Owner" or Village of Sauk Village.

WITNESSETH:

That the Contractor and the Owner, for and in consideration of the promises and agreements hereinafter made, agree as follows:

ARTICLE I. Scope of Work. The Contractor shall furnish all of the materials and perform all of the work and do all else necessary to complete and deliver lawn maintenance on assigned abandoned properties as described by the specifications.

ARTICLE II. The Contract Sum. The Owner shall pay Contractor for the performance of the contract, subject to additions and deductions provided therein, according to the contract price as quoted in the bidding document. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the documents made a part of this contract.

ARTICLE III. Component Parts of This Contract. This contract consists of the attached bidding document which is as fully part of this contract as if herein set out verbatim.

ARTICLE IV. Compliance with Laws: Contractor agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations, including but not limited to all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) and the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

ARTICLE V. Non-Disclosure Agreement: Contractor agrees to enter into a Non-Disclosure Agreement with the Village of Sauk Village as part of this Agreement.

IT IS FURTHER UNDERSTOOD AND AGREED, by and between the parties hereto that the within contract is based upon a budgeted item contained in the Village Budget effective May 1, 2018.

IN WITNESS WHEREOF, the Parties hereunto have set their hands and seals, in duplicate, this _____ day of _____, 2018 at Sauk Village, IL.

CONTRACTOR:

Village of Sauk Village

By: _____

by: _____
MAYOR

WITNESS:

WITNESS:

EXHIBIT E

VILLAGE OF SAUK VILLAGE

CONTRACTOR'S CERTIFICATION

Pursuant to Section 33E-11 of the Criminal Code of 1961 (720 ILCS 5/33E-11), the undersigned contractor hereby certifies to the Village of Sauk Village that the contractor is not barred from bidding on the contract as a result of a violation of either Section 33E-3 (bid-rigging) or 33E-4 (bid rotating) of that Act.

Name of Bidder: _____

by: _____

Title: _____

Date: _____

All services performed shall be invoiced within 15 days of services. The Village must keep current with fees to recover its' expenses. Any work not invoiced within 15 days may be subject to penalties. If the Village cannot recover the fees due to lack of invoicing by the contractor the village shall pass the loss on to the contractor responsible for invoicing.

Before the contractor provides services for properties that are on the recurring preservation list the contractor shall notify the Village of Sauk Village 48 hours in advance and shall ensure that the Notification (See Exhibit G) is posted on the property.

EXHBIT F

Sample Lawn Preservation Invoice

BIDDER MUST INCLUDE A SAMPLE INVOICE

EXHIBIT G
NOTIFICATION EXAMPLE

Village of Sauk Village
21801 Torrence Ave
Sauk Village, IL 60411
Ph: (708) 758 3330

To Property Owner:

This property is in violation of the Village of Sauk Village Property Maintenance Code.

This property has been placed on a cut list by the Village of Sauk Village. The cut services have been provided by Contractor's: ***Name***

on: ***Date beginning and ending, 2018***

To have this property removed from the property preservation list contact the Village of Sauk Village at (708) 758-3330.

EXHIBIT 1A

MOWING SCHEDULE	
DATE	DATE
Monday, May 14, 2018	Monday, May 28, 2018
Monday, June 11, 2018	Monday, June 25, 2018
Monday, July 9, 2018	Monday, July 23, 2018
Monday, August 6, 2018	Monday, August 20, 2018
Monday, September 3, 2018	Monday, September 17, 2018