

**DOWNERS GROVE GRADE SCHOOL
DISTRICT #58
LANDSCAPE MAINTENANCE BID**

SPECIFICATIONS

BID OPENING

Monday, March 6, 2023

9:00 A.M.

District Services Center

1860 63rd St

Downers Grove, IL 60516

The bid opening is scheduled for March 6, 2023 at 9:00 A.M. Sealed bids need to be delivered to our District Service Center, located at 1860 63rd Street in Downers Grove. School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been “received” by the School District **before the specified deadline. Bids received after the time specified in the Invitation to Bid will not be considered.**

SPECIFICATIONS

BIDS:

Bids for **LANDSCAPE MAINTENANCE** are requested by the DG58 Board of Education.

Fax or email bids will not be accepted.

Please seal and clearly mark your bid envelope "**Landscape Maintenance Bid**"

PROPOSALS:

Before submitting your proposal, **EXAMINE** all specifications pertaining to the work and **visit** sites. Submission of proposal will be considered evidence that the contractor is familiar with the local facilities, the requirements of the documents and of pertinent State or local codes, State Labor and Material Regulations, and has made due allowance in his/her bid for all contingencies.

SUB CONTRACTORS:

Only company employees can be used. Use of subcontractors is not permissible. Successful bidders must use company employees to perform services outlined in this bid. District reserves the right to **IMMEDIATELY** terminate contract(s) for non-compliance.

Contractor questions, clarifications or other input that may result in any addendum(s) to this Invitation for Bids, must be submitted via e-mail only, to “spatil@dg58.org” before **12:00 P.M. on February 28, 2023.** As may be appropriate, clarifications will be issued to all Contractors via website posted addendum(s). Only questions answered by formal written addenda will be binding.

It is the responsibility of each bidder before submitting a bid, to (a) **examine** the contract documents thoroughly, (b) **visit** the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the work, (c) **consider** any permits which are required for the work and the insurance and bonding required of the contract, (d) **consider** federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work, (e) **study** and carefully correlate bidder's observations with the discrepancies in the contract documents, and (f) **notify** the district of all conflicts, errors or discrepancies in the contract documents.

SALES TAX:

This project is exempt from Illinois Occupational Retail Sales Taxes.

SCHOOL DISTRICT RIGHTS:

The Board of Education reserves the right to reject any or all bids, or to waive any irregularities in the bidding and to make the award in accordance with the best interests of the district.

Bid award will be awarded to the lowest responsible bidder who meets the requirements set forth in these bid specifications and, among the responsible bidders, provides the lowest price for services under this bid, as determined by the School District's examination of the Bidder's prices. **Bids will be awarded on a per location basis or in total, whichever option is in the best interest of the district to manage the total number of successful bidders. By submitting a bid, the contractor agrees to be responsible for all locations won.**

SCOPE:

The district utilizes a blended approach to landscape management. **The park district mows all large areas.** District custodians mow the remaining areas during school days to manage student testing and other critical functions. A landscape contractor is used to supplement the other groups by providing additional support. Focuses of the contractor practices include but are not limited to: string trimming, spade edging, mulch application, weeding, shrub trimming, branch pickup, spring cleanup, fall cleanup, chemical control, etc. Necessary highlights include a spring cleanup, line trimming and various small area mowing, weeding, late July / early August site cleanup with spade edging and mulch applications (all areas near main entrances), regular bed

maintenance, and fall cleanups. A landscape contractor mows during the summer months when school is not in session. It is expected that a contractor will use 20 site visits or more annually to accomplish specified work per site. Possible suggested monthly site visits depending on typical weather conditions (Mar-1, April-2, May-3, June-2, July-2, August-3, September-3, October-2, November-2). Any landscape work completed during the school year must be on a Saturday. A detailed scope of work is listed below.

Costs to the Contractor

The Contractor will pay direct operating costs connected with all services included in the bid. Direct operating costs include, but may not be limited to:

- A. Salaries and benefits of all Contractor personnel
- B. All taxes and fees currently imposed by federal, State or local authorities in connection with all services provided; and
- C. Landscaping and equipment materials and supplies

SPECIFICATIONS:

Bed Care

- A. Detail work consists of cleaning and maintaining the landscaped bed areas and plants on all properties. Work includes, but is not necessarily limited to, removing all litter, leaves, twigs, weeds, and debris to achieve a professional and attractive appearance. Tree and shrub suckers will be removed from the base of the trees/shrubs. All work during the school year must be completed on Saturdays.
- B. Landscape debris will be removed from the property the same day mowing/trimming is performed. The contractor shall pick up and remove any other loose trash prior to commencing mowing operations and dispose of it in the building dumpster. Bid price shall include any landscape debris disposal when necessary, following all applicable laws and all costs associated therewith.
- C. Monitor all beds for weeds and take appropriate measures to maintain a weed-free appearance through manual/mechanical removal and/or chemical controls. **NOTE: Preference of hand weeding / hoeing for bed maintenance with a high frequency level. The use of any pesticides requires approval at least 5 business days before intended application of a pesticide to the Director or Assistant Director of Buildings & Grounds.** If chemical controls

are used, the Contractor must comply with Public Acts 91-0099 and 91-0525 that mandate Integrated Pest Management in Illinois schools among other criteria. All weed control applications are to occur on days when school is not in session, Saturdays, and never when children and community members are present.

- D. **Includes edging all landscape beds with a cultivated border in early August,** removing dead stems and leaves and other debris from perennials, vines, groundcovers, ornamental grasses, shrubs, and trees. Ornamental grasses and perennials must be cut back in a seasonal manner at spring to a height of four inches. Beds must be raked free of accumulated debris, dead leaves, and other material. Mulch must be raked to maintain a uniform and neat appearance.

Mulching

- A. The Contractor will install and maintain all shredded hardwood mulch at building entrances in early August. All beds are to be mulched with 2” depth minimum. Mulching areas include the planted areas around the buildings.
- B. The Contractor must remove all litter, weeds and plant debris from mulch areas. **Do not** bury leaves, stems, or vines under mulch material. All finished mulch areas will be smooth and level to maintain a uniform surface and appearance.
- C. Maintain the mulch layer around plants at a 2” or greater depth
- D. The Contractor will keep mulch away from crowns, stems, necks, or trunks of all plants and in general ensure placement of mulch does not damage plants. **MULCH OUT NOT UP AROUND TREES! NO “VOLCANO” piles of mulch by any trees/shrubs. Any mulch applied incorrectly will be modified by the contractor upon district request at no additional charge to the district.**
- E. Mulch must be lower than building foundation lines and sloping away, at all times.
- F. Areas that do not require new mulch, will be cultivated and lightly top dressed to give the existing a fresh look.

- G. Specification for the mulch is the following; Wood chip mulch shall be installed 2” deep, of a **double ground fibrous nature of dark brown color**, 2 inches to 3 inches in length. Materials shall be free of all foreign debris including clods, adhering films of dirt, and weed seeds, roots or stolons.
- H. Upon completion of mulching, all areas shall be broom swept and/or blown off for a presentable appearance.

Tree and Shrub Care

- A. The Contractor will maintain and trim the shrubs at the school site. Visual site lines are very important for teachers to monitor students. Annual removal of lower limbs may be necessary.
- B. Shrubs will be trimmed or seasonally pruned a minimum of three times. Removal of dead/damaged limbs and diseased plants will be addressed by using best horticultural practices. Scheduling and completion of work must consider the late August start of school in order to achieve a neat and attractive appearance prior to that time. **SOME SCHOOLS HAVE SPECIFIC REQUESTS FOR NO PRUNING AT ALL. ALL PRUNING WORK SHOULD BE APPROVED AT LEAST TWO WEEKS IN ADVANCE OF EXECUTION. Individual discussions about specific plants including memorial trees or shrubs are to be expected.** Some limited low branch dormant pruning may be necessary. No pruning of Oak trees during the growing season. Maples, birches, and similar species shall be pruned after sap drop, full leaf, and branches have fully lowered.
- C. Any shrub, which dies, shall be promptly and completely removed. Please notify the Director or Assistant Director of Buildings & Grounds or designee prior to removing any shrubs. Ensure pruning and trimming of decorative shrubs, removal of cut materials away from school property and then cleaning of areas beneath and adjacent to plants after trimming.

Parking lots, playgrounds, and sidewalk pavement and mulch areas

- A. Take appropriate measures to maintain a weed-free appearance through manual/mechanical removal and/or chemical controls. NOTE: **The use of any pesticides requires approval at least 5 business days before intended application of a pesticide to the Director or Assistant Director of Buildings & Grounds.** If chemical controls are used, the Contractor must comply with Public Acts 91-0099 and 91-0525 that mandate Integrated Pest Management in

Illinois schools among other criteria. All weed control applications are to occur on days when school is not in session, Saturdays, and never when children and community members are present.

Landscaping and Groundskeeping Equipment

- A. The Contractor will provide all equipment necessary to carry out landscaping and groundskeeping functions as specified.
- B. The Contractor will maintain landscaping and groundskeeping equipment in an operative, workable and safe condition free of fluid leaks and spills.

Sidewalk Edging

- A. Annual edging of all main school sidewalks using a mechanical motorized edging machine, cutting along the walks, removal of cut turf, blowing off walks after edging.
- B. Maintenance edging as grasses and weeds grow across. It is not expected that all sidewalks will need weekly trimming. Estimate monthly or whenever weeds/grasses exceed 2” from the edge of sidewalk.

O’Neill Courtyard

In addition to above as applicable, the contractor is responsible to protect flooring from exterior entrance door to courtyard door as well as clean up any debris as a result of landscaping the courtyards traveling back and forth. Schedule for access to be coordinated by the Director or Assistant Director of Buildings & Grounds.

GENERAL LANDSCAPING GUIDELINES:

1. QUALITY WORKMANSHIP

The installation shall be done by experienced workers and shall be done in accordance with these specifications and in accordance with best accepted trade practices. A competent person shall properly supervise all work. Each bidding contractor shall be prepared to submit written evidence, acceptable to the School District, of having handled landscaping projects of similar size and scope. The contractor shall designate one staff member for communication with the district for all locations. If, over time, the district finds the contractor designee to be uncooperative towards the resolution of landscape needs, the contractor shall furnish another site manager upon district request. Many details are involved when

working at various locations throughout the district. Specific details need to be followed through on. Failure by the contractor to address major concerns will be considered a default of quality workmanship and void of agreed terms.

2. MEASUREMENTS

The contractor shall verify all areas to be serviced on site. **The attached facility aerial photos are provided for reference purposes to identify the specific job areas that are mowed by the Downers Grove Park District.** Each school is unique in its landscaping layouts. The contractor is responsible to examine the building sites and ensure the company has full capability to perform the needed job at all locations in the bid.

3. AWARDING BIDS

The bid will be awarded to the lowest responsible bidder(s) for landscaping services provided they meet the required specifications and needs of the District. **Bids will be awarded on a per location basis or in total, whichever option is in the best interest of the district to manage the total number of successful bidders.**

By submitting a bid, the contractor agrees to be responsible for all locations won.

4. QUALITY ASSURANCE

The contractor guarantees that all materials and workmanship are consistent with specifications established in this Bid Document.

The Owner will review all material provided by Contractors. We reserve the right to visit school districts or other entities currently being served by any Contractor. Contractors may also be asked to make a presentation to the Owner to further clarify their capabilities and management abilities.

5. SAFETY

Contractor is expected to use extreme caution when operating equipment on school grounds, being aware of the possible presence of children or community members.

The Director or Assistant Director of Buildings & Grounds, or his/her designee, may require the Contractor to immediately remove any employee that he/she, or on-site

school personnel, deem to be incompetent, careless, or otherwise objectionable in their sole discretion.

The Contractor will not send to any property any employee or agent who is a child sex offender as defined in the child sex offender community notification law. All school grounds are drug free premises.

6. DAMAGES

Damage to District 58 property by Contractor personnel, will be repaired or replaced by the Contractor in a manner agreed upon by the Owner.

7. REJECTION OF WORK

Improper material, work, or installation methods will be corrected at contractor's sole expense and will be grounds for immediate termination and cancellation of all awarded work and will disqualify contractor from participating in any future bids with the district.

8. WARRANTY

Contractor shall warrant work.

9. CLEANUP

This contractor shall remove all landscaping debris from the site and legally dispose of.

10. ENVIRONMENTAL

The contractor is to adhere to all current environmental standard practices and regulations including disposal of project waste materials. Bid includes off site removal and disposal of all generated waste compliant with local, state and federal laws associated with each project.

11. INSTALLATION SCHEDULE

Seasonal mulch and edging work to begin as early as the last week in July and be substantially completed by the end of the 2nd week in August. Typical schedule is M-F, 7 AM to 2:30 PM. Any premium hours required to complete a project within or after this timeframe are the responsibility of the contractor. Exact installation dates will be coordinated with the District to work around cleaning schedules and projects to provide the most efficient schedule possible.

12. TERM OF CONTRACT

The initial 1 Year contract period will begin March 15, 2023 and end December 2023, unless earlier terminated in the manner provided herein. The contract may be renewed upon mutual agreement of both parties for up to two (2) additional years:

Renewal 1: March 2024 until December 2024.

Renewal 2: March 2025 until December 2025.

13. ESCALATION CLAUSE

All rates for the second and third years of the contract may be adjusted in accordance with the annual variation shown from March of the previous year to March of the current year in the Consumer Price Index (all urban consumers, all items - U.S. city average). The maximum allowable percentage increase in any one contract year will be 5%. In the event that the Consumer Price Index went down the contractor would be held harmless.

The successful Contractor must have a full staff of landscaping and groundskeeping employees ready to begin on the first day of the contract term. Adjustments will be made for any significant alterations to the grounds during the period of the contract.

14. PAYMENT

Please submit bills by the 1st of the month to ensure prompt payment at that month's Board of Education Meeting, which is the second Monday of the month (except for holidays). Payment will be mailed the day after the Board of Education Meeting. During the term of the contract, if there is a dispute in the monthly bill the district will work to resolve the issue as expediently as possible to ensure appropriate payment. If in the event the issue is not resolved, the district will make a 60% payment to the vendor of the invoice. The vendor will continue service as agreed to in the contract, and will work to resolve the issue. The district will continue the practice until the last 2 payments of the contract, at which time the district will withhold payment until all previous service issues and invoices are resolved.

This clause is in an effort to ensure payment of the vendor for services rendered while also protecting the district from overpayment for the level of services not rendered in accordance with the contract.

15. INSURANCE

The successful bidder will supply the district with a Certificate of Insurance that outlines all of their coverage and names Downers Grove Grade School District 58 as an additional insured. A One Million Dollar (\$1,000,000) certificate is required. **Insurance certificates MUST be submitted BEFORE work is started.**

16. PREVAILING WAGE / CERTIFIED PAYROLL REQUIREMENTS

If applicable to the work outlined in this bid, the contractor is required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination and Preference to Illinois workers.

17. BID BOND/PERFORMANCE BOND

A bid bond of 10% must be submitted with bid.

The contractor shall submit a full 10% Performance Payment Bond **within 15 business days of bid acceptance date**. The bond surety must carry a BEST RATING of A. Such bond shall be in a form and with a surety acceptable to the Board and shall not include a limitation period shorter than provided by Illinois law. The Performance Bond shall guarantee the performance of the duties placed on the contractor under this Agreement, the restoration of any property damage and its compliance with any applicable laws, and shall indemnify the School District and its Board members, officers, employees and agents (the "Indemnities"), from any liability or loss to the Indemnities from any failure of the contractor to fully perform each or all of said duties. Bonds must be received in full prior to the contract start date in the total dollar amount for all awarded locations.

Contractors may withdraw bids any time prior to the bid opening.

Failure to restore any property damage within the specified time frame according to the district's specifications will result in a demand for claim on the bonds and may disqualify the contractor from participating in any future bids or projects with the district.

18. PERMITS

The successful bidder will be responsible to attain permits as needed per local government requirements.

19. CONTRACTOR QUALIFICATIONS

GENERAL

- A. The supplemental documentation outlined in this section shall be required and shall be submitted with the submission of the bid.
1. Contractors who have successfully completed projects of similar size and scope with the District **within the last 3 years of this project's bid date** are exempt from the requirements of this section, at the discretion of the District.
- B. The Bidder is **required** to meet the following criteria in order to be considered a responsible bidder by the District. District shall have the right to make such inquiries as it deems appropriate to verify any of the information provided by Bidder to District pursuant to this Section. If as a result of such inquiries, District deems any such information provided by the Bidder unsubstantiated, or if any of the documentation provided by the Bidder as described below is incomplete, District may deem the Bidder to have failed to satisfy said criteria.
- C. The District may utilize any available information including but not necessarily limited to the information submitted as part of this Section to determine the lowest responsible bidder for this project.
- D. A Contractor may be required to provide additional information as needed, to satisfy the Owner that the Contractor is able to fulfill the contract.

EXPERIENCE

- A. A Bidder must have a minimum of five (5) continuous years in business prior to this project's bid date, as a contractor as it relates to this bid.
1. **Documentation:** Documentation (or, if the Bidder is not a corporation, substantial equivalents) showing continuous existence and operation for the time stated. If documents relating to a predecessor entity are provided, also provide an explanation of the reason for the dissolution of the predecessor and the formation of its successor to the satisfaction of the District. Based on this information provided, the District may deem the bidder to be non-responsive and not qualified for the project.
- B. The Project Manager to be assigned to the project must have at least five (5) years of experience working for a contractor as it relates to this bid managing institutional or commercial projects and preferably at least three (3) public work

(public school, library, city, municipality, park district, college, university or public body) or college building construction, addition or renovation projects of similar scope and complexity in the State of Illinois within the last five (5) years prior to this project's bid date.

- C. **Documentation:** Documentation shall consist of Project Manager's resume indicating name, education, work experience, or training, and a list of projects where he/she managed the work as outlined above, and length of employment with this Bidder.

REFERENCES

- A. Bidder must have been contracted for preferably a minimum of two (2) school districts or other large entities for whom the Contractor is currently providing, or has provided within the last five (5) years, landscaping and groundskeeping services similar in scope to those called for in these Bid Specifications At least three (3) of these projects shall be a project completed **during the summer months**. Factors to be considered in evaluating successful completion include the following:
1. Completion of contract on time or at a later date not due to the material fault of the Bidder.
 2. Completion of the contract substantially at the contract price or at an increased price not due to the material fault of the Bidder.
 - a. "Substantially" as used in the foregoing C, 2, means within at least five (5) percent of final contract price.
 3. Completion of the contract without being assessed liquidated damages, and without litigation or arbitration by Bidder, Owner, any Subcontractor or others except where not due to the material fault of the Bidder.
 4. Completion of the Contract without a claim on the Bidder's bond by the Owner, any Subcontractor or others except where not due to the material fault of the Bidder.
- B. **Documentation:** References and project names establishing that the Bidder meets this criterion. List of a minimum of three (3) institutional and commercial projects performed in the last three (3) years from this project's bid date, or which are still in progress at the time of this bid. The references must include the names and phone numbers of contact persons who are or were officials of the public body for institutional projects or officials of the commercial projects

who are familiar with the Bidder's performance and Project Manager for each project.

FINANCIAL CONDITION/BUSINESS PRACTICES

- A. Absence of any filings for protection from creditors under federal bankruptcy laws and/or placement under receivership or similar restrictions in the last five (5) years.
 - 1. **Documentation:** Letter from President of the Company certifying the above.

- B. Sound fiscal management and sufficient resources for successful completion of the contract.
 - 1. **Documentation:** Letter from President of the Company certifying the above.

- C. Absence for contracts terminated by Owner for non-performance in the past five (5) years, except where not due to the material fault of the Bidder.
 - 1. **Documentation:** Letter from President of the Company certifying the above.

- D. Absence of claims on Bidder's bond in the past five (5) years, except where not due to the material fault of the Bidder.
 - 1. **Documentation:** Letter from bonding company certifying the above.

DISTRICT 58 LANDSCAPE MAINTENANCE BID

BID OPENING March 6, 2022, 9:00 A.M.

BID PROPOSAL FORM

Landscaping services per bid specifications / List cost per annual occurrence itemized below:

- | | |
|--|-----------------|
| 1. Belle Aire Elementary – 3935 Belle Aire Ln | \$ _____ |
| 2. El Sierra Elementary – 6835 Fairmount Ave | \$ _____ |
| 3. Fairmount Elementary – 6036 Blodgett Ave | \$ _____ |
| 4. Highland Elementary – 3935 Highland Ave | \$ _____ |
| 5. Hillcrest Elementary – 1435 Jefferson Ave | \$ _____ |
| 6. Indian Trail Elementary – 6235 Stonewall Ave &
District Services Center – 1860 63 rd St | \$ _____ |
| 7. Kingsley Elementary – 6509 Powell St | \$ _____ |
| 8. Lester Elementary – 236 Indianapolis Ave | \$ _____ |
| 9. Pierce Downer Elementary – 1436 Grant St | \$ _____ |
| 10. Puffer Elementary – 2220 Hadow Ave | \$ _____ |
| 11. Whittier Elementary – 536 Hill St | \$ _____ |
| 12. Herrick Middle School – 4435 Middaugh Ave | \$ _____ |
| 13. O’Neill Middle School, including courtyard – 635 59 th St | \$ _____ |
| Total for all properties listed (total annual cost) | \$ _____ |

Required Documentation Checklist (refer to bid specs for specific requirements)

- Documentation supporting years of existence and operation
- Project Manager Qualifications documentation
- Project references documentation
- Letter from President regarding: 1) absence of bankruptcy filings 2) sufficient resources of the company 3) absence of terminated contracts 4) absence of bid bond claims
- 10% bid bond submitted
- Addendum Acknowledgement(s) signed below
- Bid tabulation sheet
- Assurances/Certificates completed (Anti-Collusion, Proof of Insurability, Hold Harmless, Drug-Free Workplace, Sexual Harassment Policy, Smoking and Tobacco Policy)

SCHOOL DISTRICT 58 LANDSCAPING BID – March 4, 2022, 2:30 P.M.

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

E-MAIL ADDRESS: _____

Receipt of all addenda is hereby acknowledged (as applicable):

Addendum No: **Dated:**
Addendum No: **Dated:**

AUTHORIZED SIGNATURE

TITLE

DATE

ASSURANCES

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid -rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to School District 58 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned, which has 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Downers Grove Grade School District 58 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Name of Bidder (Please Print)

Submitted by (Signature)