VILLAGE OF RICHTON PARK

2012 BIDDING DOCUMENT

FOR

Lawn Maintenance, Debris Removal
And Board-Up Service

BIDS DUE BY:

TIME: **4:00 p.m.**

DAY: **Wednesday**

DATE: **April 11, 2012**

PLACE AND DATE OF LEGAL ADS:

Southtown Star, Date of publication: 3/20, 3/21, 3/22/2012

BID OPENING: 2:00 PM Thursday, April 12, 2012 in the Village of Richton Park Board Room

INVITATION OF BIDS

Sealed bids for Lawn Care, Debris Removal and Board-Up Services on an as-needed basis will be received by the Village of Richton Park, 4455 Sauk Trail, Richton Park, Illinois 60471, and Attn: Leo Hogan, Building Commissioner, until *Wednesday April 11, 2012 at 4:00 pm*. 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 Contractor Registration which requires insurance and licensing/permit bond.

Bids are to be submitted on the official bid forms provided in the bidding documents and shall be enclosed in an opaque, sealed envelope plainly marked "Richton Park Lawn Care, Debris Removal and Board-Up Bid, Attn: Leo Hogan.

Bid documents can be found on the Village of Richton Park's website at www.richtonpark.org under RFP. No electronic filings will be accepted.

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

Village of Richton Park

INSTRUCTIONS TO BIDDERS

Bids will be received by the Village of Richton Park, 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 definitely 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 Richton Park, 4455 Sauk Trail, Richton Park, IL 60471 Attn: Leo Hogan, Building Commissioner" and shall be plainly marked on the outside thereof "Lawn Maintenance, Debris Removal and Board-up 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 unopened. Bids may not be withdrawn at anytime. At the time and place fixed for opening bids, the contents of all bids will be made public for the information of all bidders and other interested parties who may be present in person or by representative.

The Village of Richton Park 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:

The following:

1. Specifications and Bid Form
2. Information Sheet;
3. Non-Collusion Affidavit;
4. Agreement
5. Certificate of Comptroller
6. Contractor's Certification
7. Bill Example
8. Notification Example

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. Most homes are vacant.

Weather permitting the lawns will be mowed twice a month. 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 aloneg house and fence lines. Any debris on the lawn shall to be collected and removed at the time of the mowing service. Sidewalks and driveways should be trimmed and clear of clippings and debris. Each bid must include a samples of both an individual detail bill and a summarydetailed bill that includes a list and total of all the individual mowing charges billeding for that billing period.

Contractor shall provide a sample of a posting he will use to notify each property owner that the service was provided by their company. The post shall stateread that the property is in violation of the Village of Richton Park grass cutting ordinance 634.10 and the village contracted said your company to provide the mowing service. The posting shall include the contractor's name, address, and phone number, . Aas well as contact information for the Code Enforcement Department of Village of Richton Parks.

Bid must Pprovide pricing for the following:
Lawn Maintenance:
Initial Cut up to 15,000 square feet: _____
Subsequent Cuts up to 15,000 square feet: _____
Initial cut over 15,001 square feet: _____
Subsequent Cuts over 15,001 square feet: _____

Debris Removal:
Price per cubic yard: _____
Service Call: (if any): _____

Board Up Service:
Emergency price per unit inch (after 5:00 pm Monday-Friday, Saturday, Sunday):_____
Non-Emergency price per unit inch: _____
Service Call: (if any) _____

Tree and Brush removal:_____
_____

Gutter Cleaning:
Minimum Price:_____
Price per foot: _____

Each bid shall include a billing example. Provide a sample of ann individual, detailed billing for services provided at each property and a detailed summary bill that includes a list of all properties serviced and a the total offor all charges the properties and individual services provided for that billing period.

Contractor shall provide a sample of a posting he will use to notify each property owner that the service was provided. The posting shall state that the property has violated the Village of Richton Park grass cutting ordinance 634.10 and the village contracted said company to provide the service. The posting shall

include the contractor's name, address, and phone number. The posting shall also provide contact information for the Code Enforcement Department of the Village of Richton Park's contact information.

Company:_____

Company Address:_____

Company Phone: _____

Contact:_____

Contact phone:_____

Fax: _____

INFORMATION SHEET

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

_____

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NON-COLLUSION AFFIDAVIT

This Affidavit is to be completed and executed by the quoter; if the bid is made by a Corporation, then by its' 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 Richton Park, Illinois, is directly or indirectly interested therein.

_____
Signature

SUBSCRIBED AND SWORN TO

before me this ____ day

of _____, 2012.

_____
Notary Public

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____,

2011, by and between _____of _____

_____ party of the first part, hereinafter called the "Contractor".

AND

THE VILLAGE OF RICHTON PARK of Illinois, a municipal corporation in the County of Cook and State of Illinois, party of the second part, hereinafter called the "Owner" or Village of Richton Park.

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 _____ 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.*).

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 enacted _____, 2012.

IN WITNESS WHEREOF, the Parties hereunto have set their hands and seals, in duplicate, this _____ day of _____, 2012 at Richton Park, IL.

CONTRACTOR:	Village of Richton Park
By: _____	by: _____ Village Manager
WITNESS:	WITNESS:
_____	_____

CERTIFICATE OF VILLAGE COMPTROLLER

I hereby certify that the money required for this Contract is in the Treasury of the Village of Richton Park, Illinois, or in the process of collection, and is credited to the proper fund fromorm which it is to be drawn, and is not budgeted for any other purpose.

DATE: _____ _____

Village Comptroller

The above contract is approved as to legal form. _____

Village Attorney

VILLAGE OF RICHTON PARK

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 Richton Park 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 invoice within 5 business days of services. The Village must keep current with fee's to recover our expenses. Any work not invoiced with in 5 business 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 that is responsible for invoicing.

Before the contractor provides a services for properties that are on the recurring preservation list the contractor shall notify the Village of Richton Park 48 hours in advance.

Village of Richton Park
4455 Sauk Trail
Richton Park, IL 60471
Ph: (708) 481 5086

To Property owner

This property is in violated the Village of Richton Park **Property Maintenance Code (634.10).**

This property has been place on a cut list by the Village of Richton Park, The services have been provided by **Contractor's: Name** On **Date and time of services .** To have this property removed from the property preservation list contact the Village of Richton Park at 708 481-5086.

Sample Lawn Preservation Invoice

COMPANY LOGO

INVOICE #
INVOICE DATE

Sample Lawn Cutting Address
4455 Sauk Trail Rd.
Richton Park, IL 60471
708-481-5086
708-481-9315—fax

CUSTOMER PO	PAYMENT TERMS	SALES REP ID	DUE DATE

DESCRIPTION	**AMOUNT**
REISDENTIAL HOME ADDRESS	TOTAL FOR
SEASON	
ADDRESS 1	$100.00
ADDRESS 2	$100.00
ADDRESS 3	$100.00
ADDRESS 4	$100.00
ADDRESS 5	$100.00
TOTAL DUE	***$500.00***

Subtotal
TOTAL

Sample Lawn Preservation Invoice

Single Address

COMPANY LOGO

INVOICE #
INVOICE DATE

Sample Lawn Cutting Address
4455 Sauk Trail Rd.
Richton Park, IL 60471
708-481-5086
708-481-9315—fax

CUSTOMER PO	PAYMENT TERMS	SALES REP ID	DUE DATE

DESCRIPTION	AMOUNT
REISDENTIAL HOME ADDRESS	
First Cut	$ xx.00
Subsequent Cut 2	$ xx.00
Subsequent Cut 3	$ xx.00
Etc….	$ xx.00
TOTAL FOR MONTH	***$ xx.00***

Subtotal
TOTAL