



**2017 BIDDING DOCUMENT**

**FOR**

**Lawn Maintenance, Debris Removal  
And Board-Up Service**

**BIDS DUE BY:**

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

**DAY: Friday**

**DATE: April 7, 2017**

**PLACE AND DATE OF LEGAL ADS:**

**Southtown Star, Proposed Dates of publication: \_\_\_\_\_**

**BID OPENING: 10:00 AM Friday, April 13, 2017 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, Attn: Leo Hogan, Building Commissioner, until ***Friday, April 7, 2017 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 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 "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](http://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 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:

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 along 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 shall be trimmed and clear of clippings and debris.

**Bid must provide 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) \_\_\_\_\_

\*This must be included with the bid

**Board up Services using a clear opaque material (i.e. SecureView). For information <http://secureviewusa.com/>**

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 an individual, detailed bill for services provided at each property and a detailed summary bill that includes a list of all properties serviced and a total of all charges for that billing period.**

**Contractor shall provide a sample of a posting 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 (*YOUR 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.**

**The successful bidder is required to submit to the Village of Richton Park an Excel spreadsheet of all serviced properties no less than 7 days after the work is completed.**

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Fax: \_\_\_\_\_



**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 \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public

AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between \_\_\_\_\_ of \_\_\_\_\_, party of the first part, hereinafter called the "Contractor".

AND

THE VILLAGE OF RICHTON PARK, 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 \_\_\_\_\_, 2015.

IN WITNESS WHEREOF, the Parties hereunto have set their hands and seals, in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 2015 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 from 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 invoiced within 5 business days of services. The Village must keep current with fees to recover its’ expenses. Any work not invoiced within 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 responsible for invoicing.

Before the contractor provides 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 violation of the Village of Richton Park **Property Maintenance Code (634.10).**

This property has been placed on a cut list by the Village of Richton Park. The cut 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
REISIDENTIAL HOME ADDRESS	TOTAL FOR
SEASON	
ADDRESS 1	\$xxx.00
ADDRESS 2	\$xxx.00
ADDRESS 3	\$xxx.00
ADDRESS 4	\$xxx.00
ADDRESS 5	<u>\$xxx.00</u>
<b>TOTAL DUE</b>	<b>\$xxx.00</b>

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
REISIDENTIAL HOME ADDRESS	
First Cut	\$ xx.00
Subsequent Cut 2	\$ xx.00
Subsequent Cut 3	\$ xx.00
Etc....	\$ xx.00
<b>TOTAL FOR MONTH</b>	<b>\$ xx.00</b>

Subtotal  
**TOTAL**