

Village of Richton Park
Department of Public Works
4455 Sauk Trail
Richton Park, IL 60471

OFFICIAL BID PACKET

REQUEST FOR PRICE QUOTES

LAWN MAINTENANCE - SERVICE CONTRACT

INVITATION OF BIDS

Sealed bids will be accepted at the Village of Richton Park Office **until 5:00 pm on Friday, March 29, 2024**. The Bid packet with official bidding form and documents can be delivered electronically through our Village Website; or email: mwegrzyn@richtonpark.org; or picked up at the Village Hall (4455 Sauk Trail, Richton Park Illinois 60471).

Sealed bids must be submitted on a price quote form in a sealed envelope marked "Lawn Maintenance Contract, ATTN: Michael Wegrzyn, Department of Public Works."

Bids must be submitted during office hours, Monday through Friday, 9am-5pm. All parts of the bidding forms must be completely filled out. If there is an area that is not applicable, mark it "N/A."

Sealed Bids will be opened and read aloud at 10:00 am on Monday, April 1st, 2024 in the Village Hall Boardroom (4455 Sauk Trail, Richton Park, Illinois 60471).

The Village of Richton Park reserves the right to reject any and all quotes and to waive any or all of the specifications.

Bids shall be for a service agreement to include only the 2024 calendar year. However, at the end of season one, the Village will review the services rendered and decide whether to extend the contract another one (1) year or terminate the contract. This is completely up to the Village of Richton Park's discretion whether or not to extend the contract.

Bid documents can be found on our website, www.richtonpark.org.

All calculations are to be performed by the bidder. This potential contract is also budget dependent.

Any questions, please contact Michael Wegrzyn, Director of Public Works at 708-481-8950 x 147.

VILLAGE OF RICHTON PARK Scope of Services

- Mowing Seasons: May 6, 2024 through November 30, 2024
- Mowing Height: 2" to 3" (inches), depending on weather conditions, in consultation with the Director of Public Works. Nothing higher than three (3) inches.
- Equipment: The contractor will use equipment appropriate for the specific field conditions, regardless of deck size. This ensures **minimization of rutting and damage** to the client's property. Contractor will be responsible to restore damaged turf caused by the wrong Equipment Suitability for Field Conditions
- Example:** Utilizing a large tractor with a 20-foot deck after significant rainfall may cause rutting and is therefore not suitable.
- Weed Whipping All identified areas must be weed whipped in its entirety every two weeks.
- Debris Pick-up: Before mowing - paper, cans, sticks, stones, bottles and other Objects which present a hazard if thrown from the mower or Detract from appearance
- Frequency: Once every seven (7) days. Mowing and trimming will be performed **if** the grass has grown $\frac{1}{2}$ " (inch) or more or seed heads or weeds are higher than grass height
- Edging: Along walks once a month.
- Clippings: Evenly distributed, may remain - see special conditions

SPECIAL CONDITIONS: Grass clippings are to be blown from all hard surfaces, i.e. walks, paths, parking lots, shelters and playground areas. Grass clippings are to be discharged away from all flower and shrub beds, signs, trees and fences.

TREE AND SHRUB TRIMMING: No tree trimming of any kind will be performed at any locations. Contractor must have a valid Village of Richton Park business license.

PARK LOCATIONS: Glaeser Park (Poplar and Rockingham) including the Baseball diamonds., Pierce Park (Latonia and Imperial), Covington Park (Meadowlake Drive), and Greenfield Park (crosswind and Greenfield), Klawitter Park and Neal Armstrong Elementary School (5030 Imperial Dr, Richton Park, IL 60471).

MOWING SUSPENSION: Mowing services across all parks will be suspended if drought conditions persist for more than three (3) consecutive weeks, as determined by the Director of Public Works.

MOWING RESUMPTION: Mowing will resume when the Director of Public Works declares an end to the drought conditions and the grass exhibits signs of healthy growth.

NOTIFICATION: The contractor will be notified of both the suspension and resumption of mowing via telephone call or email and followed by written notice.

ADDITIONAL LOCATIONS: Various abandoned property maintenance throughout the Village. This will be maintaining private property as directed by the Building Department. This will be an additional bid to the Parks as outlined below.

1. The schedule of maintenance will be directed as needed by the Building Department and not defined herein.
2. The lot maintenance encompasses all grass of a standard residential lot. Weed whipping will be included on every visit to each property.

**VILLAGE OF RICHTON PARK
BIDDING FORM**

LAWN MAINTENANCE - SERVICE CONTRACT

Bid due by: Wednesday March 20, 2024 at 10:00 am

Duration of: 2024 Mowing season with renewable option

Company: _____

Address: _____

City / State: _____

Phone: _____

Fax: _____

Email: _____

Contact Person: _____

Total **Monthly** Bid: \$_____, _____.00

Glaeser Park **Monthly** Bid: \$_____.00

Pierce Park **Monthly** Bid: \$_____.00

Covington Park **Monthly** Bid: \$_____.00

Greenfield Park **Monthly** Bid: \$_____.00

Neil Armstrong / Klawitter **Monthly** Bid: \$_____.00

As needed bid separately (**do not include in total monthly bid**):

Abandoned Property Maintenance Per task: \$_____.00

ATTACHMENTS: Proof of Insurance
Three (3) Commercial or Municipal References
Quotes shall be irrevocable for (30) thirty days after opening.

Signature of Authorized Person: _____

Printed Name: _____

Title: _____

Date: _____

LAWN MAINTENANCE - SERVICE CONTRACT BETWEEN THE VILLAGE OF RICHTON PARK
AND _____

This agreement (the "Agreement") made this ____ day of ____, 2024 between, the Village of Richton Park (the "Owner") of 4455 W. Sauk Trail Richton Park IL 60471, and _____ (the "Contractor") of _____ for Lawn maintenance services.

The Owner and Contractor hereby agree as follows:

1. **CONTRACT DOCUMENTS.** The Contract Documents consist of this Agreement, Specifications, and the Price Quote Form dated ____/____/ 20____ from the Contractor. The Agreement represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.
2. **WORK.** The Contractor shall execute the entire Work described in the scope of services section of the Contract Documents.
3. **COMMENCEMENT.** The exact date of commencement of Work by the Contractor shall be upon notice from the Village of Richton Park as long as the contract is valid.
4. **COMPLETION.** The Contractor shall receive notice of completion of the scope of services no later than November 30 of each year the contract is valid.
5. **EXTENSIONS.** Extensions of time will not be granted for any reason whatsoever without written approval of the Village of Richton Park.
6. **EXTENSION CLAIMS.** The Contractor agrees to make no claim for damages for delay in the performance of this Agreement occasioned by any act or omission to act of the Owner or any of its representatives (including delay caused by fraud, misrepresentation, or other bad faith; delay caused by active interference; delay which has been extended an unreasonable length of time; delay not contemplated by the parties; and delay caused by gross negligence), or because of any injunctions which may be brought against the Owner or its representatives, and agrees that any such claim shall be fully compensated for by an extension of time to complete performance of the work as provided herein.
7. **INVOICING AND PAYMENTS:** The total amount to be paid by the Owner to the Contractor for all Work described in the Contract Documents are **subject to additions and deductions**.
 - a. **Pro-Rated Invoicing:** In the event of partial monthly mowing due to drought, inclement weather, schedule adjustments, or the like, the Contractor will issue a **pro-rated invoice** reflecting only the completed services.
 - b. The calculation for the proration is the specific park monthly quote divided by four, times the weeks completed within that given month. This should be done for each task (park) within each month. Full payment for monthly mowing services will only be issued upon **completion of a full week's mowing for each park**, as outlined in the scope of services.
8. **PAYMENTS.** Upon verification that the amount applied for is correct, and that the Work has been completed in accordance with the Contract Documents, the Owner shall make payment within 45 days of acceptance.
9. **JOINT PAYMENT.** The Owner reserves the right to make payment directly to any subcontractor of the Contractor (or jointly to the Contractor and subcontractor) in such amounts as the Owner determines to protect the Owner's interest and the Owner's property from a lien or asserted lien or other claim, and the

amount owed the Contractor shall be reduced by the amount of any such payment by the Owner. Exercise of this option shall not create any claims or rights by any subcontractor or other party against the Owner or the Owner's funds.

10. **STATUTORY PROVISIONS.** The Contractor shall comply with the provisions of the Employment of Illinois Workers on Public Works Act, 30 ILCS 57010.01, et seq.; the Drug Free Workplace Act, 30 ILCS 580/1, et seq.; the Human Rights Act, 775 ILCS 5/1-101, et seq.; and the Prevailing Wage Act, 820 ILCS 130/0.01, et seq.; the Veterans Preference Act, 330 ILCS 55/0.01 et seq.; but nothing herein shall require the application of those Acts unless required by state law.
11. **STATUTORY INDEMNIFICATION.** If the Contractor fails to give notices required by law, or fails to comply with such laws, ordinances, rules, regulations and lawful orders, it shall be liable for and shall indemnify and hold harmless the Owner, its employees, officers and agents, against any resulting fines, penalties, judgments or damages, including reasonable attorneys' fees, imposed on or incurred by the parties indemnified hereunder.
12. **BID RIGGING.** The Contractor hereby certifies that it is not barred from bidding on or entering into this Agreement as a result of a violation of Article 33E of the Criminal Code of 1961, 720 ILCS 5/1-1, et seq.
13. **INSURANCE.** The Contractor shall secure and maintain in effect at all times, at its expense, insurance of the following kinds and limits to cover all locations of the Contractor's operations in connection with the Work. The Contractor shall furnish certificates of insurance to the Owner before starting construction, or within 10 days after the execution of the Agreement, whichever date is reached first. All insurance shall include a non-cancellation clause provision preventing cancellation without at least 10 days written prior notice to the Owner, but shall remain in effect throughout the life of the project. All insurance policies shall name the Owner as an additional insured.
 - a. Public Liability Insurance covering the Contractor's legal liability for bodily injuries in limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and for property damage in limits of not less than \$500,000 per occurrence and \$500,000 aggregate, and covering all claims arising out of the Contractor's operations or premises, subcontractors' operations, or premises, anyone directly or indirectly employed by the Contractor or subcontractor, and the Contractor's obligations including indemnification under this Agreement.
 - b. Public Liability and Property Damage Insurance which shall protect from all claims for personal injury including deaths and all claims for destruction of or damage to property arising out of or in connection with the Work whether such operations be by the Contractor or any subcontractor under him, or by anyone directly or indirectly employed by the Contractor or subcontractor. All such insurance shall have the minimum limits of liability as specified in the preceding paragraph.
 - c. Workers' Compensation Insurance as required by the Workers' Compensation Act, 820 ILCS 305/1, et seq.
14. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the Owner, its officers, agents and employees, against all claims, suits, damages, losses and expenses, including attorney's fees, caused by, growing out of or incidental to, the performance of the Work, under this Agreement by the Contractor or its subcontractors to the **full** extent as allowed by the laws of the State of Illinois and not beyond any extent which would render these provisions void or unenforceable.
15. **DOCUMENTS.** Upon request, the Contractor shall provide to the Owner an executed copy of all subcontracts, purchase orders and other agreements relating to the Work.
16. **SUBCONTRACTORS.** The Contractor shall not permit any subcontractor to furnish labor for any part of the Work without prior written consent of the Owner.
17. **WARRANTY.** The Contractor warrants to the Owner that all Work will be in conformance with the Contract Documents and free from defects in workmanship for the entire length of the service contract.
18. **TERMINATION.** The Owner reserves the right at any time and in its absolute discretion to terminate the services of the Contractor and the Work by giving written notice to the Contractor. In such event, the Contractor shall be entitled to, and the Owner shall reimburse the Contractor for, an equitable portion of

the Contractor's fee based on the portion of the Work completed prior to the effective date of termination and for any other costs attributable to such termination.

19. **WAIVER.** The provisions of this Agreement, including this paragraph, cannot be waived or changed without the express written approval of the Owner, such approval being evidenced only by the written signature of the President.

VILLAGE OF RICHTON PARK CONTRACTOR'S CERTIFICATION

Pursuant to Section 338-11 of the Criminal Code of 1961 (7201LCS 5/338-11)1 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 338-3 (bid-rigging) or 338-4 (bid rotating) of that Act.

Name of Bidder: _____

By: _____

Title: _____

Date: _____

NON-COLLUSION AFFIDAVIT

This Affidavit is to be completed and executed by the bidder; 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,

_____ is/are the only person(s) interested 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; 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 employee therein; or any officer of the Village of Richton Park, Illinois, is directly or indirectly interested therein.

SUBSCRIBED AND SWORN TO

Before me this ____ day of _____, 20____

Notary Public

Village of Richton Park

CONTRACTOR

Village Representative

Date: _____

Date: _____

INFORMATION SHEET

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

[illegible]

Neil Armstrong / Klivitter Park

Approx. 6 acres

Legend

Google Earth



400 ft



Gleaser Park

Approx 21 acres

Legend



Google Earth

Pierce Park

Approx 9 acres

Legend



Google Earth

300 ft



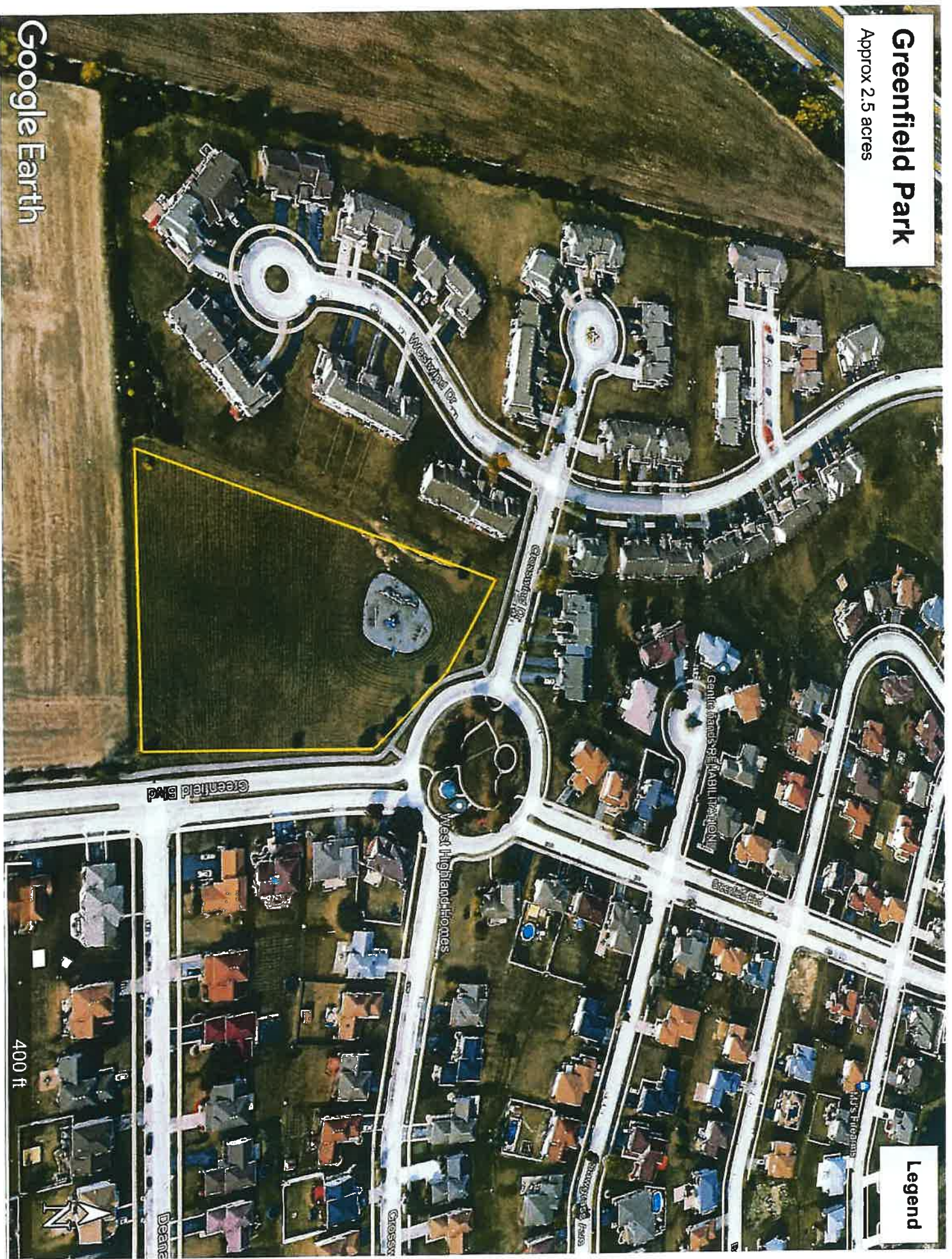
Greenfield Park

Approx 2.5 acres

Legend

Google Earth

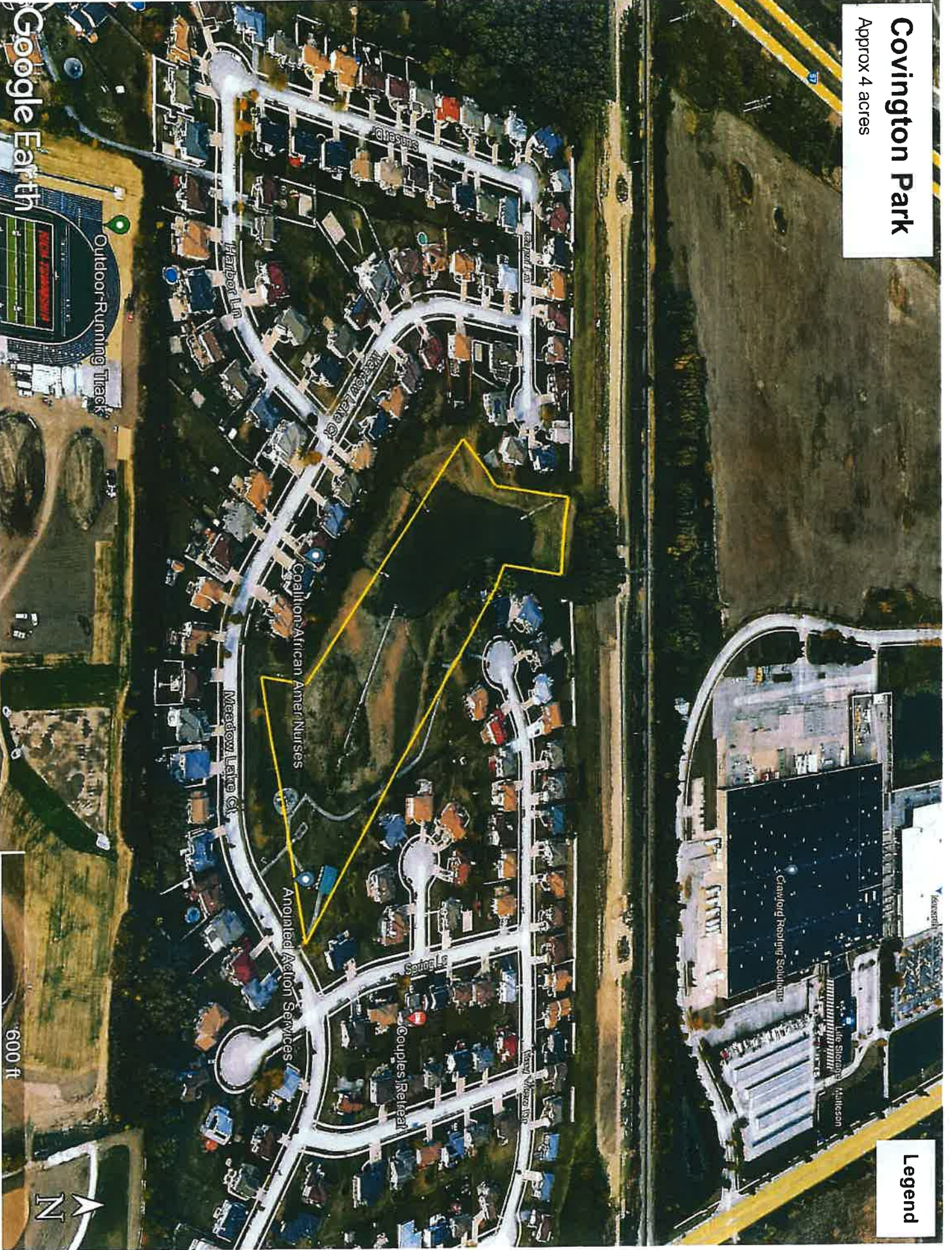
400 ft



Covington Park

Approx 4 acres

Legend



Google Earth