

VILLAGE OF DOWNERS GROVE
Report for the Village
12/4/2018

SUBJECT:	SUBMITTED BY:
Bid - Mowing and Landscape Maintenance Services – Three Year Contract	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to authorize award of a three-year contract for Mowing and Landscape Maintenance Services to WA Management, Inc. of West Chicago, Illinois in the amount of \$144,800.

STRATEGIC PLAN ALIGNMENT

The Goals for 2017 to 2019 include *Steward of Financial and Environmental Sustainability* as well as *Exceptional Municipal Services*.

FISCAL IMPACT

The cost for this contract in FY19 will be \$47,480. The FY19 General Fund Budget provides \$42,300 for this service (Page 4-3, Line 18). Sufficient budget authority exists to fund this service as other contract services are under budget.

RECOMMENDATION

Approval on the December 4, 2018 consent agenda.

BACKGROUND

This contract is for the mowing and landscape maintenance of Village-owned properties and rights-of-ways located throughout the Village. This contract combines services that were once two separate contracts, plus additional landscape maintenance work such as shrub pruning. The contract includes pricing for 5 line items that vary by their frequency:

- Fine mowing locations are the prominent Village property areas to be mowed frequently or approximately once a week (estimated 30 mowing cycles/year).
- Rough mowing locations are mowed once every 2 weeks (estimated 14 mowing cycles/year).
- Very rough mowing locations are mowed once a month (estimated 6 mowing cycles/year).
- Additional fine mowing locations on an as needed basis (estimated 30 hours).
- Landscape maintenance of Village properties to occur weekly with fine mowing (estimated 30 cycles/year).

A Call for Bids for mowing and landscape maintenance services was issued and published in September 2018 in accordance with the Village's Purchasing Policy. Bidders were asked to provide prices for three years. The bids received are summarized in the following table:

Service Provider	Total Bid 2019	Total Bid 2020	Total Bid 2021
WA Management, Inc.	\$47,580.00	\$48,410.00	\$48,810.00
D & J Landscape Inc.	\$161,610.00	\$161,610.00	\$161,610.00

The lowest responsive and responsible bidder is WA Management, Inc. of West Chicago, Illinois. WA Management has successfully completed the Village's mowing contract for the past nine consecutive years, and a separate landscape maintenance contract for the past four years. Municipal references are positive. Staff is satisfied that WA Management, Inc. meets the Village's specifications and that their mowing and landscape work will be what is required for the three year contract.

ATTACHMENTS

Contract

Contractor Evaluation Forms FY18

Village of Downers Grove



CALL FOR BIDS

- I. Name of Company Bidding: WA Management Inc
- II. Instructions and Specifications:
- A. Bid No.: CFB-0-62-2018/meg
- B. For: Mowing and Landscape Maintenance
- C. Bid Opening Date/Time: Tuesday, October 9, 2018, 10:00am
- D. Pre-Bid Conference Date/Time:
REQUIRED Tuesday, October 2, 2018, at 10:00am at Public Works Facility at 5101 Walnut Ave. Downers Grove, IL, 60515
- III. Required of All Bidders:
- A. Bid Deposit: N/A
- B. Letter of Capability of Acquiring Performance Bond: NO
- IV. Required of Awarded Contractor(s)
- A. Performance Bond or Letter of Credit: NO
- B. Certificate of Insurance: Required

Legal Advertisement Published: September 21, 2018

Date Issued: September 21, 2018

This document comprises 44 pages

Return one (1) complete original Bid Document and one (1) duplicate copy on CD or Flash Drive in a sealed envelope marked with the Bid Number as noted above to:

KERSTIN G. VON DER HEIDE
 VILLAGE FORESTER
 VILLAGE OF DOWNERS GROVE PUBLIC WORKS
 5101 WALNUT AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-5475
 FAX: 630/434-5495
www.downers.us

Village of Downers Grove

CALL FOR BIDS

Bid No.: CFB-0-62-2018/meg

The VILLAGE OF DOWNERS GROVE will receive bids Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE BID IS DUE.

The Village Council reserves the right to accept or reject any and all Bids, to waive technicalities and to accept or reject any item of any Bid.

The documents constituting component parts of this Contract are the following:

- I. CALL FOR BIDS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. BID/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Bidders MUST submit one (1) complete original of the total Bid Document and one (1) duplicate copy on CD or Flash Drive. Upon formal award of the Bid, the successful Bidder will receive a copy of the executed contract.

Village of Downers Grove

I. CALL FOR BIDS**1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Bids up to **Tuesday October 9, 2018, at 10:00am.**
- 1.2 Bids must be received at the Village of Downers Grove by the time and date specified. Bids received after the specified time and date will not be accepted and will be returned unopened to the Bidder.
- 1.3 Bid forms shall be sent to the Village of Downers Grove, ATTN: Kerstin G. von der Heide, in a sealed envelope marked "SEALED BID". The envelope shall be marked with the name of the project, date, and time set for receipt of Bids.
- 1.4 All Bids must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Bid. Telephone, email and fax Bids will not be accepted.
- 1.5 By submitting this Bid, the Bidder certifies under penalty of perjury that he has not acted in collusion with any other Bidder or potential Bidder.

2. PREPARATION OF BID

- 2.1 It is the responsibility of the Bidder to carefully examine the specifications and bid documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Bids. The Village shall make all changes or interpretations of the specifications in a written addendum and shall provide an addendum to any Bidder of record. Any and all changes to the specifications/plans are valid only if they are included by written addendum to all Bidders. Each Bidder must acknowledge receipt of any addenda by indicating on the Bid Proposal page. Each Bidder, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the Bid therein. Failure to acknowledge any addenda may cause the Bid to be rejected. The Village will not assume responsibility for receipt of any addenda. In all cases, it will be the Bidder's responsibility to obtain all addenda issued. Bidders will provide written acknowledgement of receipt of each addendum issued with the bid submission.
- 2.3 In case of error in the extension of prices in the Bid, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Bid including

Village of Downers Grove

any Bidder's travel or personal expenses shall be the sole responsibility of the Bidder and will not be reimbursed by the Village.

- 2.5 The Bidder hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MANDATORY PRE-BID CONFERENCE

- 3.1 Attendance at the mandatory pre-bid conference is required of successful bidders to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from bidders.
- 3.2 Because the Village considers the mandatory pre-bid conference critical to understanding the bid requirements, attendance is mandatory in order to qualify as a bidder. Bids received from any contractor that did not attend the mandatory pre-bid conference shall not be accepted and shall be returned unopened to the bidder.
- 3.3 An addendum may be issued as a result of the pre-bid conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

4. SUBMISSION OF BID

- 4.1 In all cases, an original copy of the sealed bids marked as indicated in Section 1 shall be directed to the Public Works.
- 4.2 A bid deposit may be required, the amount of which shall be fixed by the Purchasing Manager but which shall not exceed ten percent (10%) of the estimated cost of the work or material to be furnished, nor be less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a certified check, cash or money order. Checks shall be drawn upon a bank of good standing payable to the order of the Village and said deposit shall be forfeited to the Village in the event the Bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her Bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

5. MODIFICATION OR WITHDRAWAL OF BID

- 5.1 A Bid that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Bid, provided that it is received prior to the time and date set for the Bid opening. Telephone, email or verbal alterations of a Bid will not be accepted.
- 5.2 A Bid that is in the possession of the Village may be withdrawn by the Bidder, up to the time

Village of Downers Grove

set for the Bid opening, by a letter bearing the signature or name of the person authorized for submitting Bids. Bids may not be withdrawn after the Bid opening and shall remain valid for a period of ninety (90) calendar days from the date set for the Bid opening, unless otherwise specified.

- 5.3 Any Bidder who does not submit a Bid is requested to return the enclosed Statement of "No Bid" postcard. Bidders not submitting Bids or "No Bid Statement" may otherwise be removed from the Village's bid mailing list.

6. REJECTION OF BIDS

- 6.1 Bids that contain omissions, erasures, alterations, additions not called for, conditional bids or alternate bids not called for or irregularities of any kind shall be rejected as informal or insufficient bids otherwise acceptable which are not accompanied by the proper bid deposit and/or security shall also be rejected as informal or insufficient. The Village reserves the right to reject any or all Bids and to waive technical errors as may be deemed best for the interest of the Village.

7. COMPETENCY OF BIDDER

- 7.1 No Bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default upon any debt or contract. The Bidder, if requested, must present evidence to the Purchasing Assistant of ability and possession of necessary facilities, and financial resources to comply with the terms of the attached specifications and proposals. Evidence must be presented within three (3) business days.

8. DISQUALIFICATION OF BIDDERS

- 8.1 Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of their Bid.
- 8.1.1 More than one Bid for the same Work from an individual, firm partnership, or corporation under the same or different names.
 - 8.1.2 Evidence of collusion among Bidders.
 - 8.1.3 Unbalanced Proposals in which the prices for some items are substantially out of proportion to the prices for other items.
 - 8.1.4 Failure to submit a unit price for each item of Work listed in the Bid Form.
 - 8.1.5 Lack of competency as revealed by financial statement or experience questionnaire.
 - 8.1.6 Unsatisfactory performance record as shown by past work, judged from the standpoint of workmanship and progress.
 - 8.1.7 Uncompleted work which, in the judgment of the Village, might hinder or prevent the prompt completion of this Work.

Village of Downers Grove

8.1.8 Failure to submit a signed Bidder's Certificate stating the following:

- 8.1.8.1 That the Bidder is not barred from bidding on this Contract as a result of a violation of Sections 720 ILCS 5/33-E3 and 720 ILCS 5/33-E4 of the Illinois Compiled Statutes; and
- 8.1.8.2 The Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue and;
- 8.1.8.3 The Bidder will maintain the types and levels of insurance required by the terms of this Contract.

9. BASIS OF AWARD

- 9.1 The Village reserves the right to accept or reject any and all Bids or to waive technicalities, or to accept or reject any item of any Bid unless the Bidder includes a restrictive limitation.
- 9.2 The Village may award the contract on individual items within a particular group or upon the total group of items.

10. AWARD OF CONTRACT

- 10.1 The Contract will be awarded to that responsible Bidder whose Bid, conforming to the invitation for Bids, will be most advantageous to the Village, price and other factors considered. (the credentials, financial information, bonding capacity, insurance protection, qualifications of the labor and management of the firm, past experience and ability to complete the project within time frame required - lowest responsible bidder)

11. RETURN OF BID DEPOSIT

- 11.1 The bid deposit of all except the three (3) lowest responsive Bidders on each contract will be returned within fifteen (15) calendar days after the opening of Bids. The remaining bid deposits of each Bidder will be returned within fifteen (15) days after the Village Council has awarded the contract and the required appurtenances to the contract have been received.

12. FAILURE TO ENTER INTO CONTRACT

- 12.1 By submitting a Bid, the Bidder understands and agrees that, if his Bid is accepted, and he fails to enter into a contract forthwith, he shall be liable to the Village for any damages the Village may thereby suffer.

13. SECURITY FOR PERFORMANCE

- 13.1 The awarded contractor, within thirteen (13) calendar days after acceptance of his Bid by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Said bonds shall guarantee the Bidder's performance under the Contract Documents and shall guarantee

Village of Downers Grove

payment of all subcontractors and material suppliers. **NOTE: As evidence of capability to provide such security for performance, each Bidder shall submit with the Bid either a letter executed by its surety company indicating the Bidder's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Bidder.**

14. TAX EXEMPTION

- 14.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. The Village's federal identification number will also be provided to the selected vendor.

15. RESERVED RIGHTS

- 15.1 The Village reserves the right to waive irregularities and informalities, sections to this Contract and to accept any Bid and to reject any and all Bids and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Bids, however, will not be waived.

16. CATALOGS

- 16.1 Each Bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work he proposes to furnish.

17. TRADE NAMES/SUBSTITUTIONS

- 17.1 Certain materials and equipment are specified by a manufacturer or trade name to establish standards or quality and performance and not for the purpose of limiting competition. Bidders are invited to submit Bids not only on named items but also on items that they propose for substitution of named items. Products of other manufacturers may be substituted, if, in the opinion of the Village, they are equal to those specified in quality, performance, design, and suitability for intended use. If the Bidder proposes to furnish an "equal", the proposed "equal" item must be so indicated in the written Bid. Where two or more items are specified, the selection among those specified is the Contractor's option, or he may submit his Bid on all such items. Detail specification sheets shall be provided by Bidder for all substituted items.

II. TERMS AND CONDITIONS**18. VILLAGE ORDINANCES**

- 18.1 The successful Bidder, now the Contractor, will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

19. USE OF VILLAGE'S NAME

- 19.1 The Bidder is specifically denied the right of using in any form or medium the name of the Village for public advertising unless the Village grants express permission.

Village of Downers Grove

20. INSPECTION

- 20.1 The Village shall have a right to inspect, by its authorized representative, any material, components or workmanship as herein specified. Materials, components or workmanship that have been rejected by the Purchasing Manager as not in accordance with the terms of the contract specifications shall be replaced by the Contractor at no cost to the Village.

21. DELIVERIES

- 21.1 All materials shipped to the Village of Downers Grove must be shipped F.O.B. designated location, Downers Grove, Illinois.

22. SPECIAL HANDLING

- 22.1 Prior to delivery of any product that is caustic, corrosive, flammable or dangerous to handle, the Contractor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Contractor shall also notify the Village and provide material safety data sheets for all substances used in connection with this Contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

23. COMPLIANCE WITH OSHA STANDARDS

- 23.1 Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused.

24. CERCLA INDEMNIFICATION

- 24.1 The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

25. BUY AMERICA

- 25.1 Not applicable.

26. CAMPAIGN DISCLOSURE

- 26.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.
- 26.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made

Village of Downers Grove

to any member of the Village Council.

- 26.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 26.4 By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

27. BACKING PRECAUTIONS

- 27.1 Pursuant to Sections 14-139(b) and 14-171.1 of the Downers Grove Municipal Code, any motor vehicle which has an obstructed view to the rear and is to be operated at any time in reverse gear on the public streets of the Village of Downers Grove by the Contractor or any subcontractor shall either be equipped with a reverse signal alarm (backup alarm) audible above and distinguishable from the surrounding noise level, or shall provide an observer to signal that it is safe to back up.

28. OVERWEIGHT, OVERWIDTH AND OVERHEIGHT PERMITS

- 28.1 The Village has and supports an overweight truck enforcement program. Contractors are required to comply with weight requirements and safety requirements as established by Illinois Law or Village Ordinance, for vehicles, vehicle operators and specialty equipment. In some instances, specialty equipment for road repairs or construction projects requires the movement of overweight, overwidth, or overheight loads utilizing a Village of Downers Grove roadway. Such movement will require obtaining a permit and permission from the Downers Grove Police Department.

29. COPYRIGHT/PATENT INFRINGEMENT

- 29.1 The Bidder agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Bidder that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

30. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 30.1 To the fullest extent permitted by law, the Bidder shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, strikes, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Bidder, its employees, or its subcontractors, and the Bidder shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Bidder shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Bidder to indemnify the Village for its own

Village of Downers Grove

negligence. The Bidder shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Bidder, its employees, or its subcontractors.

31. NONDISCRIMINATION

31.1 Bidder shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Bid, the Bidder certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Bid.
- (c) It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Bidder shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq, and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

32. SEXUAL HARASSMENT POLICY

32.1 The Bidder or Supplier, as a party to a public contract, shall have a written sexual harassment policy that:

- 32.1.1 Notes the illegality of sexual harassment;
- 32.1.2 Sets forth the State law definition of sexual harassment;
- 32.1.3 Describes sexual harassment utilizing examples;
- 32.1.4 Describes the Bidder's internal complaint process including penalties;
- 32.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 32.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

33. EQUAL EMPLOYMENT OPPORTUNITY

33.1 In the event of the Bidder's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Bidder may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as

Village of Downers Grove

provided by statute or regulation. During the performance of this Contract, the Bidder agrees as follows:

- 33.2 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 33.3 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 33.4 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.
- 33.5 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such Act and Rules and Regulations, the bidder will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 33.6 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 33.7 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 33.8 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Bidder will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the

Village of Downers Grove

contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Bidder will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

34. DRUG FREE WORK PLACE

Bidder, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 34.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or bidder's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 34.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Bidder's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 34.3 Providing a copy of the statement required by subparagraph .1 above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 34.4 Notifying the contracting or granting agency within ten (10) days after receiving notice under part (3)(B) of subparagraph .1 above from an employee or otherwise receiving actual notice of such conviction.
- 34.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 34.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 34.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

35. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

- 35.1 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, Bidder agrees to comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, and further agrees that all of its subcontractors shall comply with such Act. As required by the Act, Bidder agrees that it will file with the

Village of Downers Grove

Village prior to commencing work its written substance abuse prevention program and/or that of its subcontractor(s) which meet or exceed the requirements of the Act.

36. PREVAILING WAGE ACT

36.1 This contract is not subject to the Prevailing Wage Act.

37. PATRIOT ACT COMPLIANCE

37.1 The Bidder represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Bidder further represents and warrants to the Village that the Bidder and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Bidder hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

38. INSURANCE REQUIREMENTS

38.1 Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident

Village of Downers Grove

Professional Errors & Omissions (pursuant to section 38.9 below)	\$2,000,000 \$2,000,000	Each Claim Annual Aggregate
Umbrella Liability (pursuant to section 38.5 below)	\$ 5,000,000	

- 38.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
- 38.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 38.4 Workers Compensation coverage shall include a waiver of subrogation against the Village of Downers Grove.
- 38.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 38.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village of Downers Grove by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village of Downers Grove shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.
- 38.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village of Downers Grove may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village of Downers Grove, or terminate this Contract pursuant to its terms.

Village of Downers Grove

- 38.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to the Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 38.9 If the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 38.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Bidder shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

39. SUBLETTING OF CONTRACT

- 39.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Contractor from his obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

40. TERM OF CONTRACT

- 40.1 The term of this Contract will be for three (3) years unless terminated sooner in accordance with Section 41.

41. TERMINATION OF CONTRACT

- 41.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the contract are not appropriated by the Village.

Village of Downers Grove

41.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Purchasing Manager may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Manager that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

42. BILLING & PAYMENT PROCEDURES

42.1 Payment will be made upon receipt of an invoice referencing Village of Downers Grove purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village's payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Contractor within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Contractor within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

42.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Contractor requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

42.3 Please send all invoices to the attention of Kerstin G. von der Heide, Village Forester, Village of Downers Grove Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515, or via e-mail to kvonderheide@downers.us.

43. RELATIONSHIP BETWEEN THE BIDDER AND THE VILLAGE

43.1 The relationship between the Village and the Bidder is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

44. STANDARD OF CARE

44.1 Any services performed by Bidder under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations

Village of Downers Grove

express or implied, and no warranty or guarantee is included or intended in this Contract or in any report, opinions, and documents or otherwise.

44.2 If the Bidder fails to meet the foregoing standard, Bidder will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Bidder's failure to comply with the above standard and reported to Bidder within one (1) year from the completion of Bidder's services for the Project.

44.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Bidder during construction or equipment installation or the furnishing of Project representatives shall not make Bidder responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; (iii) or for any construction contractor(s') failure to perform its work in accordance with contract documents.

45. SUCCESSORS AND ASSIGNS

45.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Bidder will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

46. WAIVER OF CONTRACT BREACH

46.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

47. CHANGE ORDERS

47.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, all parties must agree to any change, addition or price increase in writing.

47.2 Change orders for public works projects which authorize an increase in the contract price that is 50% or more of the original contract price or that authorize or necessitate any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price must be resubmitted for bidding in the same manner by which the original contract was bid. (50 ILCS 525/1)

48. SEVERABILITY OF INVALID PROVISIONS

48.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

Village of Downers Grove

49. GOVERNING LAW

49.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois. Venue is proper only in the County of DuPage for state cases or the Northern District of Illinois for federal cases.

50. NOTICE

50.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Bidder as specified on the Contract Form.

51. AMENDMENT

51.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

52. COOPERATION WITH FOIA COMPLIANCE

52.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. 5 ILCS 140/1 et.seq.

Village of Downers Grove

III. DETAIL SPECIFICATIONS**A. Competitive Sealed Bidding**

The Village of Downers Grove, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), will receive sealed bids from Contractors for mowing and landscape maintenance services identified in the solicitation. Bids must be received by the date and time specified.

B. Mandatory Pre-bid Conference

For the purpose of familiarizing bidders with the project, answering questions, and issuing addenda as needed for clarification of the bidding documents, a mandatory pre-bid conference shall be held at the Downers Grove Public Works Facility, 5101 Walnut Avenue, Downers Grove, Illinois 60515, (630) 434-5460. Bids shall only be opened from Contractors present at the mandatory pre-bid conference. Date and time of the meeting are listed on the cover sheet.

C. Objective

This contract is for the mowing of turf and landscape maintenance of Village owned complex sites, commuter rail facilities, properties and parkways in street rights-of-way. The specifications contained herein detail how mowing and landscape maintenance activities shall improve the appearance of these areas. This contract is not being performed in conjunction with or as part of a public works construction or demolition project.

D. Qualifications of Contractors

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any bid if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. In addition to those requirements set forth in Section 10.1 above, evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous mowing and landscape maintenance contracts or other services with the Village, other municipalities or governmental agencies. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of mowing and landscape maintenance contracts in the last five (5)

Village of Downers Grove

years. At least two (2) of the references must be for annual mowing contracts in excess of 50 acres per month.

5. The number of Illinois Landscape Contractors Association (ILCA) Certified Landscape Technicians (CLT). The CLT number shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal.

E. Bidder Investigations

Before submitting a bid, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Village Forester upon which the Contractor will rely. If the Contractor receives an award as a result of their bid submission, failure to have made such investigations and examinations will in no way relieve the Contractor from their obligations to comply in every detail with all provisions and requirements of the contract documents. Nor will the Village accept a plea of ignorance of such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

F. Quantities

Whenever a bid is sought for services, the quantities shall be construed as estimates for the purpose of obtaining unit prices to uniformly evaluate bids unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities.

G. Award of Contract

The Village Forester shall review the submitted bids and shall rank the submitted bids by contract activity forecast. Contract activity forecast shall be the sum total of the unit price multiplied by the number of estimated cycles. If the submitted unit price and the calculated extension price on the bid form are at variance, the unit price shall prevail. Additional information including work history, references, and the number of CLTs will be reviewed as listed in Section D - Qualifications of Contractors.

The award shall be made to the lowest responsive and responsible bidder (one Contractor) for all mowing types and landscape maintenance. The Village shall select the bid which is the most advantageous to the Village. Depending upon budget, the Village Forester may reduce the number of mowings or landscape maintenance in order to meet goals.

H. Contract Term

In accordance with terms mentioned in Section 40.1 above, the contract term shall be three (3) complete calendar years starting January 1 of 2019 and ending December 31 of 2021.

Village of Downers Grove

I. Mowing Locations

Location number	Fine Mowing Locations	Approx. Turf Acres
F1	Watertower at 3301 Finley – has locked gate	.26
F2	Watertower at 3701 Highland – has locked gate	.30
F3	Downers Grove Village marker sign at SE corner Highland Ave and 39 th St	.18
F4	Fire Station 3 at 3900 Highland Avenue	.36
F5	Watertower at 4318 Downers Drive – has locked gate	.48
F6	Belmont train station commuter parking complex at 5000 Belmont	4.5
F7	Public Works facility at 5101 Walnut Avenue (facility contains an irrigation system)	1.25
F8	Transfer site (mulch pickup site and Village dump area) on Curtiss Street – parkway area of land along street between Global Gear and Sanitary Office at 2710 Curtiss	.50
F9	Fire Station 1 at 2560 Wisconsin Street	.65
F10	Watertower at 2304 Maple Avenue – has locked gate	.20
F11	Main Street train station at 5001 Main and commuter parking complex (north area along tracks from Washington to Main contains an irrigation system)	1.50
F12	Cemetery on Main Street next to 5200 Main – **extra care must be taken around the grave stones, fence and arbor	.54
F13	Southeast corner at Main and Maple parkways	.01
F14	Fire Station 2 and watertower at 5420 Main Street (area has irrigation system) – locked gate under tower	.72
F15	Civic Center complex with Village Hall at 801 Burlington, Police station at 825 Burlington, and Counseling and Social Services house at 842 Curtiss including parking lots (complex contains an irrigation system)	1.95
F16	Fairview train station commuter parking complex at 5099 Fairview (area around station has an irrigation system)	1.98
F17	Detention property next to 117 8 th Street	.80
F18	Fire Station 5 at 6701 Main Street plus watertower – locked gate around tower	.58
F19	Well house at 926 67 th Street	.80
F20	Watertower at 1724 71 st Street – has locked gate	1.42
	TOTAL	18.98

Village of Downers Grove

Location number	Rough Mowing Locations	Approx. Turf Acres
R1	Detention ponds at Butterfield and Downers	2.30
R2	Median on Downers Dr north of Butterfield	.02
R3	Median on Branding east of Finley	.02
R4	Chicago right-of-way between Stonewall and Woodward	.73
R5	Parkway at 1327 Warren (Burlington Northern site)	.10
R6	Northwest corner property at Fairview and Austin from street to creek	.25
R7	North side Maple Avenue north of the tracks – areas with retaining wall bricks – plus small area just south of the tracks	.19
R8	Southeast corner property at Hill and Grand including parkway on Grand south to utility pole	.10
R9	Property north of 5321 Grand Ave	.47
R10	Parkway of wooded lots north of 5709 Main Street	.01
R11	3 Property lots north of 5704 Webster	.66
R12	3 Property lots south of 5627 Webster	.60
R13	Medians in middle of Brookbank from 59 th to 63 rd	.60
R14	Parkways along Fairview Avenue from 63 rd to 75 th - 2 maps *sidewalks may not be on the property border at all locations – cut all turf between street and property fences	2.40
R15	Medians in middle Claremont at Osage and at Blackburn – 2 maps	.05
R16	Triangle property east side Lemont at Old Main	.56
R17	Triangle property at Dunham and Lemont with Downers Grove Village sign	2.00
R18	Parkway along Dunham from Foster south to traffic light	.39
R19	Parkway along both sides of 71 st Dunham curve from Dunham at Andrus to Dunham at Foster	1.22
R20	Vacant lot south of 6931 Creekside	.20
R21	Parkway along north side Bolson Drive and west side Dunham	.30
	TOTAL	13.17

Village of Downers Grove

Location number	Very Rough Mowing Locations	Approx. Turf Acres
VR1	Detention pond on Downers Dr south of Butterfield by toll booth	.76
VR2	PA station at 3501 Finley – has locked gate	.10
VR3	Parkway and islands on Lacey Rd at Finley	1.26
VR4	East west alley behind 1500 Ogden (Oil Change) at Ogden and Belle Aire	.06
VR5	West side Morton by vacant lots south of 3928 Morton	.11
VR6	East side Lacey from Virginia to Ogden plus corner lot Virginia and Lacey	.34
VR7	West side Venard at Drove	.17
VR8	39 th St ROW with walkway at Venard	.22
VR9	West side Havens Ct and alley at Forest by 4224 Forest	.21
VR10	40 th St ROW by 3948 Forest	.22
VR11	East side Saratoga south of Oak Hill	.05
VR12	35 th St deadend west of Pomeroy	.13
VR13	East west alley south of 4248 Lindley	.04
VR14	North side 39 th St at Elm	.05
VR15	North side 39 th at Glendenning – both NE and NW corners – cut cattails	.14
VR16	Parkways along wetland banking project at Sterling, 40 th and Glendenning	.87
VR17	Parkways along wetland banking project at Glendenning, 40 th and Earlston	.84
VR18	West side Cumnor south of 39 th St at Tower	.38
VR19	Otis ROW behind 216 to 300 Lincoln plus walkway	2.29
VR20	Burlington between Florence and Cumnor, and west side Cumnor	.51
VR21	North side Burlington from Maple to Fairview, plus north of tracks	.50
VR22	North and south sides along tracks east of Washington	.46
VR23	West side Lee at Glen Ave	.25
VR24	Grant St Row between Cornell and Lee	.15
VR25	East west alley between Woodward and Wilson	.17
VR26	West side Pershing north of Grant	.08
VR27	North and south Warren from Lee to Belmont	1.78
VR28	South side Burlington from Chase to Walnut plus North side Burlington from Puffer to Chase and north side from Drendel to Granville – 3 maps	4.52
VR29	Both sides Walnut from Ogden to Burlington	1.81
VR30	North side Inverness from Belmont to Janes	.41
VR31	North side Inverness from Janes to Lomond	.69
VR32	Inverness ROW between Katrine and Walnut	.82
VR33	North side Gilbert from Cornell to east including steep area	.64
VR34	North side Gilbert across from ballpark to west including steep area	.43
VR35	Lee St south of Gilbert	.17
VR36	West side Lee St between 5138 and 5220 Lee	.09
VR37	East side Janes at 61 st	.22

Village of Downers Grove

VR38	West side Puffer at Hobson	.13
VR39	North side Hobson from Wolf to Leonard	.51
VR40	South side 64 th St west of Belmont	.08
VR41	Springside and Jefferson	.15
VR42	Along walkway on Middaugh south of 59 th St	.28
VR43	South side Kenyon at Washington	.07
VR43.5	Lots next to 5918 Webster Pl	.12
VR44	2 islands at 60 th and Washington	.13
VR45	East west ROW next to 6143 Grand	.10
VR46	East side Grand at 55 th , and north side 55 th from Blodgett to Grand	.98
VR47	South side 56 th from Fairview to Deerpath	.42
VR48	East side Fairmount south of 63 rd St	.06
VR49	North south alley behind 6314 Main St	.10
VR50	Saratoga ROW from Norfolk to Palmer	.89
VR51	South side Palmer west of Hillcrest	.30
VR52	West side Springside north of 6570 Springside	.03
VR53	Island on Bunkerhill	.45
VR54	73 rd St ROW south of Richards from Dexter to the west	1.42
VR55	Island at Elizabeth and Rohrer	.14
	TOTAL	28.30

J. Maps of Fine, Rough and Very Rough Mowing Locations

Maps of all fine, rough, and very rough mowing locations will be distributed at the mandatory pre-bid conference.

K. Mowing Specifications**1. Fine Mowing Locations - F**

- a. Fine mowing activities shall take place weekly as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 30. Depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles, and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so that grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbeds adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave windrows of clippings, but are left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.

Village of Downers Grove

- h. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.
- i. Riding mowers shall be equipped with suitable floatation tires.
- j. Patterns and directions mowed shall be altered as is practical at each site to avoid rutting.
- k. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- l. Power edging of turf grass adjacent to all concrete sidewalks shall be completed 3 times during the season to maintain a neat appearance. This work is to be done the first mowing of May, July and September, and is considered incidental to this item of work.
- m. At the completion of mowing activities for the day, all areas are to be blown off, raked or swept of grass clippings to leave a pleasing appearance to the green landscape and adjoining hardscape.
- n. Mowing at each site shall be completed within one day.
- o. Extra care must be taken around the gravestones, and the arbor and fence untouched (no string trimmers!) at the Main Street Cemetery.
- p. Several locations have locked gates which will only be unlocked from 8:00am until 3:00pm once a schedule is coordinated with the selected Contractor. This may mean starting the workday at a location in the middle of the list instead of the very first location in order to facilitate the unlocking of gates in a timely manner.

2. Rough Mowing Locations - R

- a. Rough mowing activities shall take place every 14 days as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 14. If funds are available and depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so those grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbed areas adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave piles of clippings and are to be left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.
- h. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.
- i. Riding mowers shall be equipped with suitable floatation tires.
- j. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface

Village of Downers Grove

(including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.

- k. Mowing at each site shall be completed within one day.

3. Very Rough Mowing Locations - VR

- a. Rough mowing activities shall take place during the first week of May, June, July, August, September and October as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 6. If funds are available and depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so those grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbed areas adjacent to the area being mowed. Grass clippings are to be left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.
- h. Either rotary or flail mowing equipment is acceptable provided an even cut is maintained.
- i. Riding mowers shall be equipped with suitable floatation tires.
- j. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- k. Mowing at each site shall be completed within one day.
- l. Several locations have ditches that may be wet at times and may have cattails and sedges. All vegetation including cattails and sedges must be cut.

*4. Fine Mowing Locations Undesignated

- a. The Contractor may be directed to mow locations not identified in the previous list of locations. These areas will be paid for at the hourly rate established in the bid.
- b. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- c. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- d. All turf grass shall be mowed evenly as needed down to a height of 3.0 inches.
- e. Mowing is to be done in a neat and orderly manner so that grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbeds adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave windrows of clippings, but are left lying to further enrich the turf area.
- f. All mowing equipment shall have stone deflector shields.

Village of Downers Grove

- g. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.
- h. Riding mowers shall be equipped with suitable floatation tires.
- i. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- j. Mowing at each site shall be completed within one day.

L. Starting and Completion Requirements for Mowing

Work shall begin in April of each year at a time mutually agreed upon by the Contractor and the Village Forester. All work shall be completed prior to December 1. Once work has begun on a type of location (fine, rough, or very rough) in a given week, the Contractor shall work successive workdays as is practical until the entire cycle through the list has been completed that week.

M. Calendar of Mowing Activities

The following calendar indicates the weeks in 2019 in which mowing activities are to occur, weather permitting. A separate calendar sheet shall be provided to the awarded Contractor. Dates for 2020 and 2021 shall be similar.

Mowing	Sunday	Mon	Tues	Wed	Thurs	Fri	Sat
		Apr 1	2	3	4	5	6
F	7	8	9	10	11	12	13
F R	14	15	16	17	18	19	20
F	21	22	23	24	25	26	27
F R	28	29	30	May 1	2	3	4
F VR	5	6	7	8	9	10	11
F R	12	13	14	15	16	17	18
F	19	20	21	22	23	24	25
F R	26	27	28	29	30	31	Jun 1
F VR	2	3	4	5	6	7	8
F R	9	10	11	12	13	14	15
F	16	17	18	19	20	21	22
F R	23	24	25	26	27	28	29
F VR	30	July 1	2	3	4	5	6
F R	7	8	9	10	11	12	13
F	14	15	16	17	18	19	20
F R	21	22	23	24	25	26	27
F VR	28	29	30	31	Aug 1	2	3
F R	4	5	6	7	8	9	10

Village of Downers Grove

F	11	12	13	14	15	16	17
F R	18	19	20	21	22	23	24
F VR	25	26	27	28	29	30	31
F R	Sep 1	2	3	4	5	6	7
F	8	9	10	11	12	13	14
F R	15	16	17	18	19	20	21
F	22	23	24	25	26	27	28
F R	29	30	Oct 1	2	3	4	5
F VR	6	7	8	9	10	11	12
F R	13	14	15	16	17	18	19
F	20	21	22	23	24	25	26
F	27	28	29	30	31	Nov 1	2
	3	4	5	6	7	8	9

N. Landscape Maintenance Requirements**1. Weed and Debris Removal**

- a. On the same day as fine mowing of each week, the Contractor shall remove weeds from landscape beds, tree rings, and planting areas (excludes turf and paved parking areas) at the 18 specified Village properties.
- b. Three (3) of these properties are not included in the mowing locations.
- c. Weed removal shall involve hand and small mechanical removal techniques (no chemicals) using trowels, shovels, rakes or other appropriate tools.
- d. Weeds to be removed include any common nuisance weeds such as dandelions, creeping Charlie, crabgrass, purslane, plantain, thistle, garlic mustard, sedges, and any other plant intruding on desirable planted vegetation.
- e. In the process of weeding, the contractor shall maintain landscape bed edges by removing turf grass rhizomes and grass blades growing into the landscape beds.
- f. Irrigation systems and spray heads at various locations (noted on the list) shall not be damaged or covered.
- g. Woodchip mulch in each landscape bed is to be kept neat and shall not be covered or buried under soil turned up in the landscape bed.
- h. In addition to weed removal, the Contractor shall also remove any debris such as garbage which may have blown into the desirable vegetation or fallen leaves/branches.
- i. Should inclement weather not allow weeding to occur on the same day as mowing, weeding shall occur on the following day instead.
- j. The Contractor is to then remove and dispose of all weeds and debris collected.

2. Maintenance of Shrubs in Landscape Beds

- a. Several of the 18 specified Village properties have shrubs that will require pruning at least twice a year. These locations will be identified to the successful contractor.
- b. Pruning shall be done with an understanding of each plant's growth habits, mature size, flowering time, and on which year's growth the flowers form.
- c. Not all shrubs will need to be pruned.

Village of Downers Grove

- d. Pruning is expected to occur in mid June and mid July dependent on growth, with minor touchups throughout the season.
- e. Shrubs include but may not be limited to juniper, forsythia, dogwood, spirea, sumac, viburnum and yew.
- f. Pruning shall maintain the shrub's natural habit, correct damage, improve flowering, remove diseased or dead portions, thin out canes, cut back non-symmetrical branches, and reduce the height and spread to clear building windows, sidewalks, curb edges, parking stalls and paved areas.

3. Perennial Vegetation, Groundcover and Ornamental Grass Maintenance

- a. The Contractor shall maintain any perennial vegetation, groundcover and ornamental grass in their respective natural forms.
- b. Spent leaves and flower stalks shall be cut back as they occur.
- c. Plant parts, runners and foliage shall be pruned back and kept clear of sidewalks, stairs, curb edges and parking stalls.

4. Spring Clean-Up of Landscape Beds

- a. The Contractor shall perform a spring clean-up of all areas in of the 18 specified Village properties.
- b. This work is expected to occur through several weeks in April.
- c. Ornamental grasses such as feather reed grass, fountain grass and zebra grass, shall be cut down to 2" aboveground before new shoots begin to sprout.
- d. Fallen leaves, sticks, and spent foliage shall be removed and disposed of by the Contractor.

5. Fall Clean-Up of Landscape Beds

- a. The Contractor shall perform a fall clean-up of all areas of the 18 specified Village properties. Scattered leaves on turf can be mowed, while any large piles of leaves must be collected and removed from each site.
- b. This work is expected to occur through several weeks in October.
- c. Fallen leaves, sticks, spent foliage and any debris shall be removed and disposed of by the Contractor.

O. Landscape Maintenance Locations

Location Number	Landscape Maintenance Locations
L1 (F3)	Downers Grove Village marker sign at SE corner Highland Ave and 39 th St
L2 (F4)	Fire Station 3 at 3900 Highland Avenue
L3	Highland Avenue dead-end north of Ogden next to Walgreens

Village of Downers Grove

L4 (F6)	Belmont train station commuter parking complex at 5000 Belmont
L5 (F7)	Public Works facility at 5101 Walnut Avenue (facility contains an irrigation system)
L6 (F8)	Transfer site (mulch pickup site and Village dump area) on Curtiss Street – parkway area of land along street between Global Gear and Sanitary Office at 2710 Curtiss
L7 (F9)	Fire Station 1 at 2560 Wisconsin Street
L8 (F11)	Main Street train station at 5001 Main and commuter parking complex (area along north side tracks from Washington to Main contains an irrigation system)
L9	Lot D behind 1122 Gilbert
L10 (F12)	Cemetery on Main Street next to 5200 Main **extra care must be taken around the grave stones, fence and arbor
L11 (F14)	Fire Station 2 and watertower at 5420 Main Street (area has irrigation system) – locked gate under tower
L12 (F15)	Civic Center complex with Village Hall at 801 Burlington, Police station at 825 Burlington, and Counseling and Social Services house at 842 Curtiss including parking lots (complex contains an irrigation system)
L13	Water rate station at 5324 Park Avenue
L14 (F16)	Fairview train station commuter parking complex at 5099 Fairview (area around station has an irrigation system)
L15 (F17)	Detention property next to 117 8 th Street
L16 (F18)	Fire Station 5 at 6701 Main Street
L17 (R17)	South Village marker sign at Dunham and Lemont
L18 (F20)	Watertower at 1724 71 st Street – has locked gate

P. Maps of Landscape Maintenance Locations

Maps of all landscape maintenance locations will be distributed at the mandatory pre-bid conference.

Q. Calendar of Landscape Maintenance Activities

Landscape maintenance activities are to begin the same week as fine mowing and continue for the next 30 weeks in conjunction with fine mowing.

R. Damage to Public or Private Property

Should any damage to private or public property occur as a result of the service performed or work done by the Contractor, the Contractor shall immediately notify the Village Forester or other Village representative of such damage. Damage shall include ruts in the turf and broken irrigation heads caused by the mowing equipment. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village Forester, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

Village of Downers Grove

S. Contractor Personnel and Equipment

The Contractor shall supply all material, equipment and personnel necessary to complete the work detailed in the specification section. All equipment shall be maintained in proper condition at all times. No extended machine repairs of any type shall be allowed on Village property at any times (ex. oil change). The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period. All vehicles and attached equipment shall have the Contractor's name in a visible location.

The Contractor shall employ only competent, efficient and trained employees. Training shall specifically include safe operation of equipment and applicable OSHA standards. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification. All individuals shall be familiar with the mowing and landscape specifications identified in this document and shall be experienced in mowing and landscape operations. The Village Forester or other Village representative shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Village Forester or other Village representative rejects staff, the Contractor must provide replacement staff satisfactory to the Village Forester or other Village representative in a timely manner and at no additional cost to the Village. The day-to-day supervision and control of the Contractor's employees is the responsibility solely of the Contractor.

T. Work Crew Supervision

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

U. Workdays and Working Hours

The Contractor shall schedule work between the hours of 7:00 a.m. and 8:00 p.m., Monday through Friday, unless authorized in writing by the Village Forester or other Village representative thereof, in response to a written request. Work on Saturdays, Sundays, and holidays is prohibited unless authorized in writing.

V. Safety Considerations

All equipment usage, mowing activities, and landscape maintenance activities shall be performed in such a manner as to prevent injury to the public or equipment operator.

W. Traffic Control and Parking

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians. When parking is not available on a property, work vehicles shall be parked on the same side of the street as the work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by Municipal

Village of Downers Grove

Code 14-92. All traffic control and parking shall be to the satisfaction of the Village Forester, or other Village representative, and same shall resolve any questions as to proper procedures.

X. Report Form Submission

The Village will provide the "Mowing Checklist" report form and the "Landscape Maintenance Checklist" report form for the Contractor to fax or e-mail to the Village Forester at the end of each work week. The Contractor shall be responsible to submit this weekly "Mowing Checklist" report form and the "Landscape Maintenance Checklist" at the end of each week indicating what work has been completed that week. The submitted report forms will be inspected for compliance with the specifications for maintenance. Incomplete or unsatisfactory or missed locations will be noted. Report forms will then be used to verify and approve payment for services.

Y. Quality Control and Inspection of Work

The Contractor will be required to maintain a quality control program throughout the term of this contract. The Contractor and Village Forester shall meet at least two weeks in advance of the first mowing to identify contacts and how deficiencies will be identified and corrected before the performance level becomes unacceptable

All work shall be completed to the satisfaction of the Village Forester, or other Village representative, and same shall resolve any questions as to proper procedures or quality of workmanship. Should any areas be missed of a given mowing type (fine, rough or very rough), or should areas be poorly mowed, or areas not maintained weed-free, the Contractor shall mow or re-mow or re-weed such areas within 48 hours of being notified by phone, fax, or e-mail. Should areas be missed several times or not be completed in a timely fashion, not only will payment not be made for those locations, but also the Contractor shall be liable and shall pay the Village liquidated damages in the amount shown in the Liquidated Damages section below.

Z. Unsatisfactory or Unsafe Work

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

AA. Costs and Basis of Payment

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment,

Village of Downers Grove

superintendence, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

Payments will be made on a weekly basis as invoices are verified by the Village Forester or representative's review of the "Mowing Checklist" report forms and the "Landscape Maintenance Checklist" report forms submitted weekly by the Contractor. The Contractor shall be paid for the work described herein on a per cycle basis for each number of authorized completed mowing and landscape maintenance cycles, or per hour for any additional fine mowing locations.

In no case shall payment be made on locations not completed to the satisfaction of the Village Forester and in accordance with these specifications. The contract unit prices shall remain firm for the contract term, or until all mowing and landscape work is complete. No adjustments in contract unit prices or additional compensation will be made for increases or decreases in the quantities.

The Awarded Contractor shall send all invoices to the Village Forester. The Village shall pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

AB. Liquidated Damages

The Village and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal or arbitration proceeding. Instead, should the Contractor fail to complete the work within the working days stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village as liquidated damages the amount shown in the following schedule. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract. The Village shall deduct these liquidated damages from any monies due or to become due to the Contractor for breach of this contract.

- 1) \$100.00 per calendar day for failure to complete the work in the time frames required by this contract
- 2) \$100.00 per occurrence of damage to trees, buildings, cemetery stones or fence sections along the cemetery including but not limited to scraped tree bark or chipped fence posts

AC. ILCA Certified Landscape Technician

The number of Illinois Landscape Contractors Association (ILCA) Certified Landscape Technicians (CLT) shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal. If applicable, attach copies of certificates.

Village of Downers Grove

AD. BNSF Railway Contractor Safety Orientation

The Contractor must take protective measures as are necessary to keep railway facilities free of foreign objects and materials resulting from their operations. The Contractor must ensure that each of its employees, subcontractors, agents or invitees completes BNSF Railway Contractor Safety Orientation course and the Contractor Orientation test through internet sessions on the website <https://bnsfcontractor.com/Default.asp> before any work is performed near railways. Additionally, the Contractor must ensure that each and every one of its employees, subcontractors, agents or invitees possesses a card certifying completion of the BNSF Railway Contractor Safety Orientation. The Contractor must renew the BNSF Railway Contractor Safety Orientation annually. Further clarification, costs, card information and a completion database can be found on their website.

AE. Failure to Enforce

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

AF. Questions during the Bid Process

All questions shall be directed to:

Kerstin G. von der Heide, Village Forester,
Phone (630) 434-5475 and FAX (630) 434-5495
Email: kvonderheide@downers.us

AG. Bid Form Submission

Each bidder shall submit one (1) complete original of the bid document and one (1) duplicate copy on CD or Flash Drive in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given work day, and a list of equipment to be used on the project.
3. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of mowing and landscape maintenance contracts in the last five (5) years. At least two (2) of the references must be for annual mowing contracts in excess of 50 acres per month. Include names, addresses, daytime phone numbers, and year of contract.
4. Applicable insurance information supplied and forms completed.
5. If applicable, attach copies of Certified Landscape Technician certificates.
6. Cover page and Signature block completed.
7. Completed Suspension or Debarment Certificate, and Campaign Disclosure Certificate

Village of Downers Grove

IV. BID/CONTRACT FORM

The undersigned Contractor offers to provide to the Village of Downers Grove, an Illinois Municipal Corporation, **Mowing and Landscape Maintenance Services** conforming to the specifications, terms and conditions set forth herein.

A. Unit Prices and Extensions For Mowing and Landscape Maintenance

January 1, 2019 to December 31, 2019

TYPE	Estimated Cycles/hrs	Unit Price	Extension
Fine mowing	30 cycles	\$540.00	\$16,200.00
Rough mowing	14 cycles	\$660.00	\$9,240.00
Very Rough	6 cycles	\$1015.00	\$6,090.00
Fine mowing additional	30 hrs	\$35.00	\$1,050.00
Landscape maintenance	30 cycles	\$500.00	\$15,000.00
TOTAL			\$47,580.00

January 1, 2020 to December 31, 2020

TYPE	Estimated Cycles/hrs	Unit Price	Extension
Fine mowing	30 cycles	\$550.00	\$16,500.00
Rough mowing	14 cycles	\$670.00	\$9,380.00
Very Rough	6 cycles	\$1025.00	\$6,150.00
Fine mowing additional	30 hrs	\$36.00	\$1,080.00
Landscape maintenance	30 cycles	\$510.00	\$15,300.00
TOTAL			\$48,410.00

Village of Downers Grove

January 1, 2021 to December 31, 2021

TYPE	Estimated Cycles/hrs	Unit Price	Extension
Fine mowing	30 cycles	\$555.00	\$ 16,650.00
Rough mowing	14 cycles	\$675.00	\$ 9450.00
Very Rough	6 cycles	\$1030.00	\$ 6180.00
Fine mowing additional	30 hrs	\$36.00	\$ 1080.00
Landscape maintenance	30 cycles	\$515.00	\$ 15450.00
TOTAL			\$48,810.00

COMBINED OVERALL TOTAL all 3 years = \$ 144,800.00

B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is 4

List of equipment

- 2 Toro 72" mower
- 8 Toro 52" mower
- 4 Toro 61" mower
- 3 Great Dane 52" mower
- 20 Redmax blowers
- 25 STEEL trimmers
- 4 Toro push mowers

C. If applicable, attach copies of Certified Landscape Technician certificates

Village of Downers Grove

MUNICIPAL REFERENCE LIST

Municipality: Downers Grove
 Address: 801 Burlington Ave
 Telephone # 630-434-5530
 Contact Name Kerstine
 Year of the contract 6

Municipality City of Batavia
 Address: Batavia, IL
 Telephone # 630-454-2400
 Contact Name Scott Haines
 Year of the contract 6

Municipality: Winfield Park District
 Address: 0N020 County Farm Rd Winfield, IL
 Telephone # 630-653-3811
 Contact Name Mark Pawlowski
 Year of the contract 4

Municipality Village of Winfield
 Address: _____
 Telephone # 630-933-7140
 Contact Name Tye Loomis
 Year of the contract 4

Municipality: _____
 Address: _____
 Telephone # _____
 Contact Name _____
 Year of the contract _____

Municipality _____
 Address: _____
 Telephone # _____
 Contact Name _____
 Year of the contract _____

Municipality: _____
 Address: _____
 Telephone # _____
 Forestry Contact Name _____
 Year of the contract _____

Village of Downers Grove

IV. BID/CONTRACT FORM

*****THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

BIDDER:

WA Management Inc
Company Name

Date: 10/8/18

P.O. Box 844
Street Address of Company

waldschmidtassoc@gmail.com
Email Address

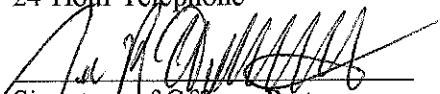
West Chicago, IL 60186
City, State, Zip

John Waldschmidt
Contact Name (Print)

630-876-0860
Business Phone

630-774-6892
24-Hour Telephone

630-231-7240
Fax


Signature of Officer, Partner or Sole Proprietor

John Waldschmidt President
Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Bid is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: WA Management Inc

ADDRESS: P.O. Box 844

CITY: West Chicago

STATE: IL

ZIP: 60186

PHONE: 630-876-0860 FAX: 630-231-7240

TAX ID #(TIN): 27-0946600

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Medical Corporation
- Charitable/Nonprofit
- Limited Liability Company -Individual/Sole Proprietor
- Limited Liability Company-Partnership
- Limited Liability Company-Corporation
- Government Agency

SIGNATURE: [Handwritten Signature]

DATE: 10-8-18

Village of Downers Grove

BIDDER'S CERTIFICATION (page 1 of 3)

With regard to Mowing and Landscaping Bidder WA Management hereby certifies
(Name of Project) (Name of Bidder)
the following:

- 1. Bidder is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
- 2. Bidder certifies that it has a written sexual harassment policy in place and full compliance with 775 ILCS 5/2-105(A)(4);
- 3. Bidder certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C.F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules;
- 4. Bidder further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Bidder is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Bidder further certifies that if it owes any tax payment(s) to the Department of Revenue, Bidder has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Bidder is in compliance with the agreement.

BY: [Signature]
Bidder's Authorized Agent

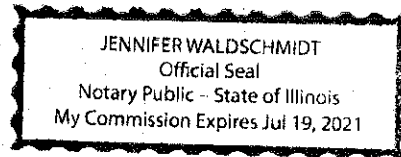
27-0946600

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 3rd day of October
2018.

[Signature]
Notary Public



Village of Downers Grove

BIDDER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Bidder is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of WA Management Inc, and the full names of its Officers are as follows:

President: John Waldschmidt

Secretary: John Waldschmidt

Treasurer: John Waldschmidt

and it does have a corporate seal. (In the event that this Bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____.

(c) Sole Proprietor

The Bidder or Supplier is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____.

Village of Downers Grove

BIDDER'S CERTIFICATION (page 3 of 3)

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? yes

INSURER'S NAME PeKin Insurance Company

AGENT Mike Tribble

Street Address 1130 Carolina Dr. Suite B

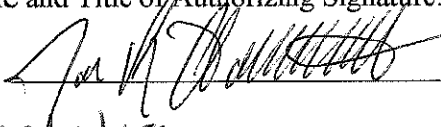
City, State, Zip Code West Chicago, IL 60185

Telephone Number (630) 876-8715

I/We hereby affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: WA Management Inc

Print Name and Title of Authorizing Signature: John Waldschmidt President

Signature: 

Date: 10/8/18

Village of Downers Grove

Suspension or Debarment Certificate
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Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Bidder certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Bidder is unable to certify to any of the statements in this certification, Bidder shall attach an explanation to this certification.

Company Name: WA Management Inc

Address: P.O. Box 844

City: West Chicago Zip Code: 60186

Telephone: (630) 876-0860 Fax Number: (630) 231-7240

E-mail Address: waldschmidtassoc@gmail.com

Authorized Company Signature: 

Print Signature Name: John Waldschmidt Title of Official: President

Date: 10/8/18

Village of Downers Grove

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

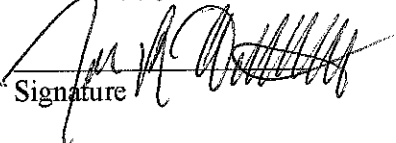
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

John Waldschmidt
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name



Village of Downers Grove

Contractor Evaluation

Contractor: WA Management, Inc.

Project: Mowing for 2018, 3rd year of 3-yr contract

Primary Contact: Mike Stewart Phone: 1-630-774-1927

Time Period: started mowing April 23, 2018, and finished October 22, 2018, completing the 9th consecutive year with this mowing contract

On Schedule (allowing for uncontrollable circumstances) Yes No

Provide details if early or late completion: All work was completed on time and per the mowing specifications for a total cost of \$28,865.00.

Change Orders (attach information if needed): none

Difficulties / Positives: WA Management was very easy to deal with. Lists of required mowings were completed in a timely manner.

Interaction with public:

Excellent Good Average Poor

No public interactions reported

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Reviewers: Kerstin G. von der Heide, Village Forester

Date: October 24, 2018