



3/13/2017

To: Board of Park Commissioners
From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance

SUBJECT: Mowing & Landscape Labor Bid Results

Bids for a one year contract for mowing and landscape maintenance were opened on Thursday February 16, 2017 at Takiff Center. Three complete bids were received with the lowest qualified bidder being Fleck's Landscaping of Wheeling. The lowest bid was advertised as lowest mowing cost plus lowest hourly rate. It is estimated based on previous seasons that the Park District will use 2480 contractual labor hours this season. Fleck's Landscaping has previously provided services to the Glencoe Park District.

Vendor	Mowing Park District And Shared Services Village Property	Hourly Rate for General Horticulture and Landscape Labor	Estimated Labor Costs based on 2480 labor hours	Total
Flecks Landscaping	\$47,012	\$35	\$86,800	\$133,812
KGI Landscaping	\$63,308	\$35	\$86,800	\$150,108
Langdon Group	\$38,141	\$58	\$143,840	\$181,981

Recommendation: Approving a one year contract with Fleck's Landscaping which will include \$47,012 for mowing of identified sites and \$35 hourly labor rate at an estimated \$86,800 for general horticulture/landscape labor.



Notice of Bid

The Glencoe Park District will receive sealed bids for the provision of Turf Mowing/Landscape Maintenance throughout the District.

Bids are due and will be opened and read aloud on Thursday, February 16, 2017 at 11:00 am, at Glencoe Park District's Takiff Center, 999 Green Bay Rd, IL 60022.

Bid Documents, may be obtained from Glencoe Park District, Takiff Center, 999 Green Bay Rd, IL 60022 starting Thursday, February 2, 2017 from the hours of 9:00am to 5:00pm Monday-Friday. To receive bids electronically, email Chris Leiner, Director of Parks and Maintenance at cleiner@glencoe parkdistrict.com.

All bids must be submitted in a sealed envelope marked with the contractor's name and address, and "Turf Mowing / Landscape Maintenance".

Only paper bids will be accepted. All bids must be submitted using the Quotation Form, include a ten percent (10%) Bid Guarantee payable to Glencoe Park District, and a duly executed and notarized Bid Certification under Section 33E-11 of criminal code of 1961 as amended, on the form provided by Glencoe Park District. No Bidder may withdraw their proposal after the hour set for the opening thereof or before award of a contract, unless said award is delayed for a period exceeding thirty (30) calendar days.

Glencoe Park District requires all Bidders to comply with all provisions of the Prevailing Wage Ordinance #850. This Ordinance specifies that no less than the general prevailing rate of wages as found by the Park District or Department of Labor or determined by a court on review shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work.

Glencoe Park District may reject any and all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Glencoe Park District.

Published in the Glencoe News: February 2, 2017

SET NO.

**SPECIFICATIONS
FOR
TURF MOWING
AT THE
GLENCOE PARK DISTRICT**

**GLENCOE PARK DISTRICT
Parks & Maintenance Department
999 Green Bay Road
Glencoe, IL 60022**

**Contact: Chris Leiner
(847) 835-4648**

2/2/17

Dear Bidder:

Enclosed you will find a Park District map, Drawings, Specifications, and bidding materials for 2017 turf mowing at Glencoe Park District.

All pertinent information is included on the map, drawings and specifications. Bidders are responsible for visiting all of the sites to examine the existing conditions. Bidders can visit the sites at their convenience.

We look forward to receiving your Bid Proposal and working together with you on this project.

If you have further questions or need to meet at a specific site, please call me at (847)835-4648, Monday through Friday, 9 a.m. to 3:30 p.m.

Sincerely,

Chris Leiner
Director of Parks & Maintenance
Glencoe Park District

INVITATION TO BID

Sealed bids for the provision for turf mowing will be received by the Glencoe Park District at our office, 999 Green Bay Road, Glencoe, IL 60022. Bids will be received until exactly 11:00 a.m. on **Thursday, February 16, 2017** and then publicly opened and read. Bids submitted after the closing time will be returned unopened. No oral, telephone, or email proposals or modifications will be considered.

All bids must be submitted in a sealed envelope marked with the contractor's name and address, and "Turf Mowing / Landscape Maintenance".

Only paper bids will be accepted. All bids must be submitted using the Quotation Form, include a ten percent (10%) Bid Guarantee payable to Glencoe Park District, and a duly executed and notarized Bid Certification under Section 33E-11 of criminal code of 1961 as amended, on the form provided by Glencoe Park District. No Bidder may withdraw their proposal after the hour set for the opening thereof or before award of a contract, unless said award is delayed for a period exceeding thirty (30) calendar days.

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The Glencoe Park District may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful Bidder against the Glencoe Park District.

Sincerely,

Chris Leiner
Director of Parks & Maintenance
Glencoe Park District

TURF MOWING
GLENCOE PARK DISTRICT
GLENCOE, ILLINOIS

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MAPS

Parks Department

INSTRUCTIONS TO BIDDERS

1. Identification of Project

The official name and location of the project shall henceforth be known as:

TURF MOWING
FOR THE
GLENCOE PARK DISTRICT

The official name and address of the project owner shall henceforth be known as:

GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022

Board Approval: 2/21/17

Contract Awarded: 2/22/17

Commencement of Work: Within 10 days of written notice to proceed.

Completion: November 2017

2. Contract Documents

The Invitation to Bid, the Instructions to Bidder, the General Requirements, Technical, Drawings, Certification, and the mowing sites price list form of proposal comprise, the Contract Documents.

Copies of these documents can be obtained in person from the office of Glencoe Park District, 999 Green Bay Road, Glencoe, Illinois 6022, free of charge or obtained via email from Chris Leiner Director of Parks & Maintenance cleiner@glencoeParkDistrict.com

3. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bids, Drawings, General Requirements, Technical etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids.

Any interpretation made will be in the form of an addendum of the Invitation to Bid, Drawings, Specifications, etc., and will be furnished to all prospective bidders. Its receipt by the bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contractor will not be binding.

4. Conditions Affecting the Work

Bidders should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.

5. Bid Guarantee

Where a Bid Guarantee is required by the Invitation to Bid, failure to furnish a Bid Guarantee in the proper form and amount, by the time set for opening of bids, may be cause for rejection of the bid, in the absolute discretion of the Owner.

A Bid Guarantee shall be in the form of a bid bond, postal money order, certified check, or cashier's check made payable to the Owner. Bid Guarantees, other than those stated, will be returned (a) to unsuccessful Bidders as soon as practicable after the award of job, and (b) to the successful Bidder upon execution of such further contractual documents and bonds as may be required by the bid as accepted.

Failure to comply with the conditions set forth in the Contract Documents shall result in the termination of the contract for default. In such event, the Contractor may be liable for any costs of performing the work which exceed the amount of his bid, and the Bid Guarantee shall be available toward offsetting such difference, if not previously returned to the Contractor.

6. Preparation and Submission of Bids

Before submitting proposal, each Bidder shall examine carefully all documents pertaining to the work and visit the site to verify conditions under which work will be performed.

Submission of bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, State of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the specifications on which proposal is made, including all trades, without further cost to the Owner.

No compensation will be allowed by reason if any difficulties which the Bidder could have discovered or reasonably known prior to bidding. All proposals must be made upon the Form of Proposal furnished by the Owner attached hereto and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the Contractor. In order to ensure consideration, the Proposal and Specification Booklet should be enclosed in an envelope marked "**Bid Proposal for Turf Mowing / Landscape Maintenance**" for the Glencoe Park District to be publicly opened **February 16 at 11:00 am**", showing the return address of the sender and addressed to Glencoe Park District, 999 Green Bay Road, Glencoe, Illinois 60022. **Bids must be sealed, marked and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid.**

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the

surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the invitation to Bid by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or reverse bid.

7. Prices

The prices are to include the furnishing of all materials, equipment, tools, insurance, bonds, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the work except as may be otherwise expressly provided in the Contract Documents.

8. Late Bids, Modifications, or Withdrawals

Bids, modifications, or withdrawals thereof received from bidders prior to the time set for opening of bids will be returned unopened.

9. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from bidders prior to the time set for opening of bids.

10. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the Invitation to Bid. Their content will be made public for the information of bidders and others interested, who may be present either in person or by representative.

11. Award of Contract

- A. Award of contract will be made to a responsible bidder, or as outlined in the specifications, and as determined by the Board of Commissioners of the Glencoe Park District, whose bid conforms to the Invitation to Bid.
- B. The Board of Park Commissioners may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Glencoe Park District.

12. Contract and Insurance

The responsive Bidder shall enter into a written contract, provide the Owner with a Labor and Material Payment Bond, Performance Bond, and copies of Workman's Compensation and Public Liability Insurance Policies or Certificates thereof, within ten (10) calendar days of the written "Notice to Proceed" and prior to the commencement of work.

13. Postponement of Date for Opening Proposals

The Owner reserves the right to postpone the date of presentation and opening of proposals and will give telegraphic notice of any such postponement to each interested party.

**TURF MOWING
GLENCOE PARK DISTRICT
Parks & Maintenance Department**

GENERAL REQUIREMENTS

In addition to performing the requirements of said contract, contractors must meet the following requirements:

1. Schedule a monthly or bimonthly Service/Performance visit with the Park District contact Chris Leiner at 847-835-4648.
2. The length of the Contract shall be twenty (20) months commencing on April 1, 2017. In addition to early termination for nonperformance as provided in #3 below, the Park District reserves the right to cancel the Turf Mowing service for any reason with at least thirty (30) days written notice to the Contractor, and all obligations of the Park District shall thereupon cease. Bidders must submit with their bids the certification required by Article 33E of the Illinois Criminal Code of 1961, as amended. The form of certification for this purpose is attached to these instructions as Exhibit "A". **NO BID SHALL BE ACCEPTED WHICH DOES NOT INCLUDE THIS CERTIFICATION.** The certification of the successful bidder will be attached to and become a part of the Contract.
3. If the Contractor fails to perform the turf mowing services as provided in the Contract, or otherwise breaches or defaults under any provision of the Contract and does not remedy such failure, breach or default within forty-eight (48) hours after demand from Park District to take corrective action, or in the event of repeated, or multiple failures, breaches or defaults by Contractor, Park District may terminate the Contract and enter into an agreement with another Contractor or Contractors for the provision of the turf maintenance services and/or may perform all or any portion of the turf maintenance services with its own employees. In such event, Contractor shall be liable to Park District and shall pay to Park District promptly upon demand the increased cost to Park District of obtaining or providing such turf mowing services, and also the cost to Park District of obtaining the services of substitute contractor(s), including without limitation the cost of labor and materials associated with preparation of bid documents, advertising and attorneys' fees.
4. Provide all proper safeguards and shall assume all risks incurred in performing contracted services.
5. Insurance
 - a) General: The Contractor shall not commence work under the Contract until he has obtained all insurance required, and it has been approved by the Owner, nor shall Contractor allow any Subcontractor to commence work or any portion of the work until all insurance required of the Subcontractor and Sub-subcontractor has been similarly approved by the Owner.

All such insurance shall be purchased only from companies licensed and duly authorized by the Illinois Department of Insurance to do business in Illinois and to write the types of insurance policies as herein specified.

The insurance coverage's set forth in this section must be maintained by the Contractor and

the Subcontractor (where applicable) until all work is completed by the Contractor and accepted by the Owner.

- b) Automobile Liability: Contractor shall obtain at his expense Comprehensive Automobile Liability Insurance providing for bodily injury and death coverage in limits of an amount not less than \$1,000,000 per person and \$1,000,000 per accident, and property damage coverage in limits of an amount not less than \$1,000,000 per accident. The Contractor shall be the named insured and Glencoe Park District, public officials, employees and agents as additional insured.
- c) Employer's Liability: Contractor shall obtain at his expense insurance protecting Contractor from all liabilities that may be imposed under the Workmen's Compensation Act and the Workmen's Occupational Diseases Act of the State of Illinois. In the event any portion of the work is sublet, the Contractor shall require the Subcontractor similarly to provide such insurance for all their employees. The limit of liability afforded under the Employers Liability Policy shall not be less than the Illinois Statutory Limit.
- d) General Liability: Contractor shall obtain at his expense such comprehensive General Liability insurance as shall protect him from claims for damages for bodily injury, including accidental death, as well as from claims for property damage including loss of use resulting therefrom, which may arise from activities under or incidental to the Contract, both on or off the site, whether such activities by himself, any Subcontractor or anyone directly or indirectly employed by any of the, or as otherwise may be herein specified. This provision shall be construed as requiring to Contractor to purchase and maintain Contractor's Protective Insurance and Contractual Insurance in like amounts.

General Liability Insurance shall be in an amount not less than \$1,000,000 on account of any one occurrence, including accidental death. Property damage insurance shall be in an amount not less than \$1,000,000 for bodily injury per person with an aggregate limit of not less than \$2,000,000. If, as a result of any one or more occurrences the Owner shall decide that the foregoing property damage insurance aggregate limits have either been exhausted or are threatened to become exhausted, the Contractor shall immediately purchase, at his own expense, such additional property damage insurance as the Owner may direct. The Contractor shall be the named insured and Glencoe Park District, public officials, employees and agents as additional insured.

- e) Summary: The required minimum coverage is summarized as follows:
 - 1. Automobile
 - \$1,000,000 B.I. Per Occurrence
 - \$1,000,000 B.I. Per Person
 - \$1,000,000 P.D. Per Occurrence
 - 2. Employer's Liability
 - Ill. Statutory Limit \$1,000,000 Min.
 - 3. General Liability \$1,000,000 B.I. Per Occurrence
 - \$1,000,000 B.I. Per Person
 - \$2,000,000 Aggregate Limit

- f) Certificate of Insurance: Within ten (10) calendar days after receipt of the "Written Notice to Proceed", the Contractor shall file with the Owner, a Certificate of Insurance showing complete coverage of all insurance required by this Section, signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations, with a further certification from said insurance companies that their policies will not be modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the Owner. Such certification must be in the form acceptable to the Owner.

If any form of umbrella or excess coverage policy utilized by the Contractor, the Owner reserves the right to require a copy of the entire policy.

Contractor, subcontractor, or sub-subcontractor insurance coverage and additional insured coverage may NOT include "primary & non-contributory basis" or "waiver of subrogation".

Insurance requirements of no less than:

- a. \$1,000,000 liability
- b. \$1,000,000 per occurrence of personal injury
- c. \$1,000,000 per occurrence of property damage
- d. \$1,000,000 umbrella coverage
- e. Care, custody, and control exclusion
- f. Lost key coverage
- g. Crime provision both third party and employee

6. Indemnification

- a) Duty to Defend, Indemnify, Give Notice: Contractor shall defend all suits brought against the Owner and his representatives, officers, agents, and employees by any person (whether employed by Contractor, or not) for damage to property and/or injury to persons (including death) alleged or claimed to have been caused by or through the performance by Contractor of the work, including work required by Guarantees or the condition of the site, and shall indemnify and hold harmless the Owner, his representatives, officers, agents and employees in their individual or their official capacities from and against all claims, damages, losses and expenses, including attorney's fees, caused by or growing out of, incidental to, the performance of the work covered by this Contract.

The Contractor shall pay, liquidate and discharge all claims or demands for personal injury (including death), and for loss of and damage to all property caused by, growing out of or incidental to the performance of the work by the Contract including, without limiting the foregoing thereto, damage to the work and other property of the Owner and including all damages for the obstruction of private driveways, streets and alleys and all costs and expenses of suits and reasonable attorney's fees.

The obligation set forth in this section shall, but not by way of limitation, specifically include

all claims and judgement arising or alleged to arise under the Illinois laws regarding Structural Work (Illinois Revised Statutes, Chapter 48, Section 60 et seq.) and regarding the Protection of Adjacent Landowners (Illinois Revised Statutes, Chapter 17 1/2, Section 51 et seq.). In the event of any such injury (including death) or loss or damage (or claims therefore), the Contractor shall give immediate notice thereof to the Owner. The Contractor shall not be required to indemnify and hold Harmless the Owner, his representatives, officers, agents and employees of each of them, in their individual or their official capacities for such claims or demands which result solely from their own negligence.

- b) Effect of Statutory Limitations: In any and all claims against the Owner, his respective agents, employees and representatives in their personal capacities as individuals as well as in their public and official capacities, made by any employee of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under any Workmen's Compensation Act, any Disability Benefit Act or any other Employee Benefit Act.

7. Labor Law

The Contractor and each and every Subcontractor performing work at the site of the project to which this contract relates shall comply with applicable and provisions of all pertinent Federal, State, and Local Labor Laws.

8. Provide a bid bond or certified check in the amount of ten percent (10%) of the total contract amount.
9. Monthly payout requests by the contractors have to be in the Park District office no later than the 15th of the month for payout within thirty (30) days.
10. Contractor will pay all salaries and expenses of federal social security taxes, federal and state unemployment taxes, payroll taxes relating to such personnel, and will carry workers compensation insurance for such personnel.
11. All contracts for work herein are subject to the provisions of Chapter 48, Sections 39s-1 through 39s-12, Illinois Revised Statutes providing for the payment of the prevailing rate of wage to all laborers, workers, and mechanics engaged on the work.
12. All successful Contractors must comply with the provisions of the Illinois Human Rights Act dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation or written Sexual Harassment Policies. The Contract with the successful Bidder will provide for this requirement. The statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the District and available to the Contractor upon request.
13. Contractor will be considered for all purposes, "independent", and it will not at any time directly or

indirectly act as an agent, servant, or employee of Glencoe Park District, or make any commitments or incur any liabilities on behalf of Glencoe Park District without its express written consent.

14. Provide enough staff to perform the daily mowing routines within the following hours:
Monday - Friday
7:00 am - 5:00pm
15. The Contractor shall maintain a supervisory foreman (preferably English speaking) on the job site at all times. The Contractor shall enforce strict discipline and good order among his employees and the Subcontractors at all times work is in progress. The Contractor shall not employ any unfit person or anyone not skilled in the work assigned to him.
16. If any person employed on the work site is, in the opinion of the OWNER intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his duties, he or she shall be directed to cease work and vacate the job site immediately.
17. Contractor shall supply all equipment required to perform the services under the Contract. It is the Contractor's responsibility to keep equipment in proper working order and to run periodic checks on equipment. The Contractor shall be solely responsible for the safe condition and adequacy of all equipment.
18. No extra work shall be allowed or paid unless a written proposal is made and accepted by the Owner in writing.
19. **Provide three (3) references of facilities served by your company.**
20. The Park District may terminate this agreement with a written thirty (30) day notice of intent to terminate.

TECHNICAL

GENERAL

1. DESCRIPTION MOWING

A. The work to be performed under this contract shall be the Turf Mowing and Maintenance of Village and Park District sites at the following locations, see attached photos for an aerial view of each specific site to be mowed.

B. The responsibilities of the Contractor include the following:

1. TRASH AND DEBRIS PICKUP

The contractor shall, prior to the mowing of any site, survey the entire area and pickup all trash, glass and debris. No litter of any type shall be mowed so as to detract from the site. Contractor must clean up the site again should any debris be hit by mowers. Debris such as light branches or twigs shall be cleaned up by the Contractor. However, any heavier branches or limbs, downed by storms or other causes, shall be the responsibility of Glencoe Park District.

2. MOWING

Mowers shall be set to cut the grass at 2 1/2 inches - 3 inches (i.e. mower settings should depend upon terrain being mowed to a final grass height of 2 1/2 inches - 3 inches.) Park District supervisors shall have the right to check equipment for compliance.

Selected sites shall be mowed once every five (5) working days. Specific day(s) to be negotiated with contractor upon awarding of contract. Mowing at each site will be completed the day it is started. Due to local noise ordinance mowing cannot start before 7:00 A.M. The Park District reserves the right to limit mowing activities during extended droughts with the expectation that we will not be charged for any sites that are not mowed during that timeframe.

3. TRIMMING

Trimming around permanent objects such as trees, shrubs, fences, play equipment, signs and other objects so deemed by the Park District, shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. Great care shall be taken by the contractor so as not to damage either plant material or hard surfaces with any types of trimming equipment used.

4. SIDEWALK EDGING

All sidewalks on the site having turf along their edges shall be edged using a gas powered edger with a metal blade. The edge shall be no less than 3/8 inch nor more than 5/8 inch in width with a minimum depth of 2 inches. All debris shall be removed from the turf and the sidewalk upon completion of the edging operation. **Sidewalks shall be edged a minimum of once per month.** More often if necessary at the discretion of the contractor.

5. SAFE USE OF EQUIPMENT

All equipment shall be used in a safe manner by the contractor's employees. When mowing or trimming in the presence of users of the park, the contractor's

employees shall either mow an area of the site that will not affect the users' activities, or when possible, request the users suspend their activity temporarily so that the workers may finish. Other requirements for safe use are as follows:

1. All guards and shields shall remain in place on equipment to protect the worker and the public.
2. Mow/Trim in such a manner that any debris is being thrown away from any users that may be present at the site.

SPECIAL NOTE

Failure to comply with this section in particular, can result in termination of contract.

6. **PUBLIC CONTACT**

On occasion, the contractor's employees may be contacted in some manner by residents/users of the park. The employees shall be instructed to politely inform the citizens to direct their comments and/or questions to the Glencoe Park District office at 999 Green Bay Road or call (847) 835-3030. Business cards will be provided for distributing to the public when contact occurs.

7. **EQUIPMENT CONDITION**

Equipment shall be kept in good, safe operating condition with sharp blades so that the grass is cut properly. Equipment shall be kept in such condition that gas and/or oil are not leaked onto grass or other surfaces.

8. **FUELING AND OILING**

Equipment shall not be fueled or oiled in grass areas. Equipment shall be moved to a hard surface area for this function. The contractor shall be responsible for all cleanup of spilled fuel or oil.

9. **FAILURE TO PERFORM**

It shall be understood that if, in the opinion of Glencoe Park District, the contractor is not meeting the requirements of these specifications, written notice will be given to the contractor outlining said problems. The contractor shall have a period of 1 week to respond and 2 weeks to correct said problem. If the problem is not corrected in the allocated amount of time, the Park District reserves the right to reduce the fee paid to the bidder and/or terminates the contract with one additional week's written notice, whichever is in the Park District's best interest.

10. **LENGTH OF CONTRACT**

This contract shall cover the period of time from April 1, 2017 until November 30, 2018. This is a total of two (28 weeks) mowing seasons.

11. **FINAL APPEARANCE**

Mowing patterns will be such that the clippings are evenly distributed, not windrowed into noticeable deposits. Grass clippings shall not be allowed to accumulate on areas such as pathways, sidewalks, basketball courts, play areas,

etc. Mowing patterns shall be established and equipment operated so that the height of cut is uniform and no scalping occurs. Trees, shrubs and other plants shall not be "barked" by running into them with mowing equipment.

3. DESCRIPTION LABOR

A. The Glencoe Park District is seeking to augment our staffing levels with laborers provided by a contractual landscape company. We are requesting an hourly rate for laborers to meet the following standards:

1. HOURS & DAYS OF WORK

Laborers would report to the Glencoe Park District maintenance yard Monday thru Friday at 7:00 A.M. and expect to work until 3:30 P.M. The Park District anticipates requiring two laborers 5 days a week for 31 weeks. An unpaid lunch will be 1/2hr to match our crews. We expect weather depending to contract for 2480 labor hours.

2. WORKING CONDITIONS/TASKS

Laborers would complete a number of tasks including the following: weed pulling, watering, planting with direction, trimming, operating a chipper with supervision, raking wood chips, digging. Laborers would have access to the Glencoe Park District maintenance yard restroom facilities and lunchroom. Contractor will provide uniforms and appropriate PPE. Glencoe Park District Supervisors will provide direction on site locations, internal standards of care etc.

3. TRANSPORTATION

The contracted landscape company would provide laborers with an F-350/F-450 style dump truck to use while completing District tasks. Contractor will provide fuel for the vehicle. Overnight storage of the dump truck could be permitted with discussion. Dump truck should be in relatively good condition. Do not send the worst truck in your fleet. One employee should have a valid driver's license.

4. EFFICENCY/COMMUNICATION

It is the expectation of Glencoe Park District that laborers take supervisory direction without complaints or pushback. At least one laborer should be fluent in English. Preferably the lead laborer. We expect some continuity between staff each day. While a labor pool of three or four laborers is acceptable we will not accept new staff every day.

TURF MOWING
Parks & Maintenance Department
Glencoe Park District
999 Green Bay Road
Glencoe Illinois, 60022

FORM OF PROPOSAL

Proposal of _____, hereinafter called "BIDDER", (a)/(an) _____
(corporation, partnership, individual) doing business as _____.

To the Glencoe Park District, hereinafter called the "Owner".

The Bidder, in response to your advertisement for bids for the Turf Mowing & Maintenance of Park District and Village for the Glencoe Park District, having examined the Specifications and other documents, hereby proposes to furnish and deliver all materials and supplies in accordance with the Contract Documents, within the time set forth therein and at the prices stated below. These prices are to cover all expenses including delivery to Glencoe, Illinois.

Bidder acknowledges receipt of the following Addenda, which are part of the Contract Documents:

Numbers: ____, ____, ____, ____, ____, ____,

Bidder hereby agrees to start work within ten (10) days after receipt of "Notice to Proceed" from the Owner and to substantially complete the project as specified in the "Instructions to Bidders".

Bidders agree to perform all of the work described in the Specifications and shown on the Drawings for the following:

Accompanying this is a (Bid Bond, Certified Check, Cashier's Check) In the amount of (10% Total Bid) (\$_____), the same being subject to forfeiture in the event of default by the undersigned.

In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and it is agreed that this bid may not be withdrawn during the period of days provided in the Contract Documents.

The Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he has not solicited or induced any person, firm, corporation to refrain from bidding.
- D. That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the "Owner".

E. That he will comply with all provisions of **Prevailing Wage Ordinance No. 850** adopted by Glencoe Park District.

All contracts for work herein are subject to the provisions of Chapter 48, Sections 39s-1 through 39s-12, Illinois Revised Statutes providing for the payment of the prevailing rate of wage to all laborers, workers and mechanics engaged on the work.

F. That he is in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.

G. That all materials, methods and workmanship shall conform to the drawings, specifications, manufacturer's standards and specifications.

GLENCOE PARK DISTRICT

BY _____
(Sign and Date)

ADDRESS _____

FIRM NAME

BY _____
(Sign and Date)

ADDRESS _____

PHONE _____

Mowing Sites Price List Village Sites

Site Name	Address	Total Acreage	Weekly Cost
Temple Court Medians	325 Temple Court	0.1	\$
Temple Court & Vernon Lot	325 Temple Court	0.2	\$
Green Bay Road Parkway	Approx.130 Green Bay Road	0.2	\$
Ivy & Bluff Parkway	Approx. 695 Ivy Lane	0.2	\$
South & Hazel Triangle	Approx. 509 Hazel	0.3	\$
Birch Road Frontage	Approx. 690 Birch Road	0.15	\$
Elder Court Frontage	Approx. 770 Elder Court Frontage	0.2	\$
Green Bay Road Parkway	Approx. 315 Green Bay Road	0.01	\$
Lake Cook to Northwood Drive	Approx. .431 Northwood Drive	0.76	\$
lake Cook to Westley Parkway	Approx. 1200 Green Bay Rd	1.35	\$
Old Elm to Bluff Parkway	Approx. 1077Green Bay Rd.	0.1	\$
Vernon Triangle	994 Vernon	0.1	\$
Dundee Parkway	663 Dundee	0.42	\$
Elm Ridge Drive Island	970 Elm Ridge Drive	0.02	\$
Thornapple Lane Island	891 Thornapple Lane	0.03	\$
Forestway Drive	Approx. 900 Forestway Drive	0.34	\$
Old Green Bay/Maple Hill to Train Station	Approx. 724 Old Green Bay Road	0.89	\$
Old Green Bay & Train Station	Approx. 724 Old Green Bay Road	0.9	\$
Maple Hill Island	Approx. 259 Maple Hill Road	0.06	\$
Rockgate & Sheridan Road	140 Rockgate Lane	0.01	\$
Rockgate & Sheridan Road	1005 Sheridan Road	0.05	\$
Rockgate Frontage	11 Rockgate Lane	0.02	\$
Old Green Bay Road Frontage South Street to Hazel	Approx. 627 Old Green Bay Road	0.25	\$
Green Bay Road Frontage South Street to Hazel	Approx. 550 Green Bay Road	0.48	\$
Green Bay Road Frontage South Street to Hubbard Wood Plaza	Frontage	1.23	\$
Scott Ave Islands (3)	Approx. 251 Scott Ave	0.31	\$
Sheridan & Hawthorn Ave Parkway	Approx. 190 Hawthorn	0.04	\$
Longwood & Hawthorn Island	Approx. 100 Hawthron Ave	0.01	\$
Scott Ave Islands (3)	Approx. 251 Scott Ave	0.31	\$

Total Acreage 9.04

Total Weekly Bid Village Sites (Weekly Cost)	\$
Total Seasonal Bid for 28 Weeks Village Sites (Seasonal Cost)	\$

Mowing Sites Price List South Park District Sites

Site Name	Address	Total Acreage	Weekly Cost
2S	Approx. 271 Hawthorn	0.75	\$
3S	Approx. 515 Old Green Bay Road	0.75	\$
4S	Approx. 260 South Ave	1.35	\$
9S	Approx. 335 Hawthorn	0.3	\$
10S	Approx. 538 Green Bay Road	2	\$
11S	Approx. 316 South Ave	0.2	\$
18S (1&2)	Approx. 450 Green Bay Road	0.8	\$
19S	Approx. 400 Green Bay Road	1.05	\$
20S	Approx. 326 Lake Street	1.5	\$
21S (1)	Approx. 310 Harbor Street	0.35	\$
21S (2) 22S	233 Linden	2.75	\$
26 S	630 Washington	0.4	\$

Total Acreage 12.2

Total Weekly Bid Price South PD Sites(Weekly Cost)	\$
Total Seasonal Bid for 28 Weeks South PD Sites (Seasonal Cost)	\$

Mowing Sites Price List North Park District Sites

Site Name	Address	Total Acreage	Weekly Cost
3N	Approx. 27 Crescent Drive	1.25	\$
4N & 5N	Approx. 27 Crescent Drive	3	\$
6N	Approx. 265 Walden	1.06	\$
7N	301 Maple Hill Road	1.06	\$
11N	Approx. 910 Glencoe Drive	0.7	\$
12N	Approx. 852 Glencoe Dirve	0.8	\$
13N	Approx 318 Lincoln Ave	0.3	\$

Total Acreage 8.17

Total Weekly Bid Price North PD Sites(Weekly Cost)	\$
Total Seasonal Bid for 28 Weeks North PD Sites (Seasonal Cost)	\$

Totals For Entire 28 Week Season

Total Seasonal Bid for 28 Weeks North PD Sites (Seasonal Cost)	\$
Total Seasonal Bid for 28 Weeks South PD Sites (Seasonal Cost)	\$
Total Seasonal Bid for 28 Weeks Village Sites (Seasonal Cost)	\$
Total Seasonal Cost	

HOURLY RATE FOR LABOR TO BE DIRECTED BY GPD STAFF. RATE SHOULD BE PER LABOR HOUR. WITH THE EXPECTATION OF TWO LABORERS/DUMP TRUCK FOR APPROXIMATELY 2480 HOURS IN 2017	\$
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***No Bid without a labor cost will be considered a complete bid. Bid will be awarded based on lowest mowing cost + lowest hourly labor cost. All components will be awarded to one contractor. We will not mix and match.**

CERTIFICATION

* * * * *

I, _____(Individual), having been first duly sworn on oath, do depose and state that I presently reside at _____(Address), and that I am the duly authorized principal, officer or agent of _____(Name of Contractor) and do hereby certify to Glencoe Park District, its Commissioners, officers, and employees that neither I nor _____(Name of Contractor) are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended. Individually and on behalf of Contractor subscribed and sworn to before me this _____ day of _____, 2017

- Notary Public -

My commission expires: _____

NOTARY SEAL