

BID NOTICE

Notice is hereby given that sealed bids will be received by the Board of Commissioners of the Glencoe Park District, Glencoe, Illinois for the following job tasks; **Landscape Maintenance and Mowing Maintenance**, in accordance with the available specifications. Specifications will be available at the park district office.

Sealed bids will be received until **Tuesday April 9, 2013 at 1:30 P.M.** at the office of the Park District at 999 Green Bay Road, Glencoe, Illinois 60022 at which time all bids will be publicly opened and read. Firm bid quotations are requested for a period of sixty (60) days after the bid opening.

Bidders are required to use the proposal form supplied within the specifications. All sealed bids must be enclosed in a sealed envelope and marked in **Bold** print on the outside, **Bid Proposal for either Landscape Maintenance or Mowing Maintenance**. Proposals should be addressed to the Park District attention Rick Bold, Director of Parks at 999 Green Bay Road, Glencoe, Illinois, 60022.

The Board of Commissioners of the Glencoe Park District, Cook County, Illinois reserves the right to reject any or all bids and waive any informalities, irregularities or technicalities to bidding and to accept any bid that it determines in its sole discretion is in the best interest of the Glencoe Park District.

Any questions regarding the specifications or bid information must be directed to Rick Bold at (847) 835-4648 or (847)-613-5157 prior to bid submitting.

By the order of the Board of Commissioners of the Glencoe Park District, Glencoe, Illinois.

GLENCOE PARK DISTRICT
LANDSCAPE & MOWING MAINTENANCE SPECIFICATIONS

1. Personnel Requirement
The Contractor shall provide to the Glencoe Park District(Owner) the necessary personnel and equipment to complete the work as described in Section 17.
2. Litter, Debris and Cleanup
The Owner will provide trash receptacles where needed. The Contractor will be responsible for hauling trash and debris from the parks included in the contract to an agreed upon park location for disposal. The Contractor will also be responsible for picking up and/or sweeping and removing broken glass, grass clippings, or other debris from hard surfaces on the sites, such as sidewalks, ball diamond clay infields, basketball or tennis courts, parking lots and roadways.
3. Mowing - Trash and Debris
The entire site will be picked up and trash and debris disposed of before mowing begins. Trash and debris shall be picked up weekly even if no mowing is warranted.
4. Height of Cut
Mower height of cut will be set at 2"-3" inches unless otherwise specified. Park District Supervisors shall have the right to check equipment for compliance.
5. Frequency of Mowing
Mowing will be completed once (1) a week beginning on or about April 15/May 1 and will continue until grass stops growing-could be during early summer. Cuttings may be reduced or adjusted based on weather conditions, growth rate, etc., but must be coordinated with the District.
6. Trimming
Final trimming around and/or under permanent objects such as trees, posts, shrubs, fences, play equipment, bleachers, signs, etc., will be accomplished with suitable mechanical equipment(ex: string trimmer) and at a lower cutting heights as the rest of the turf areas. Care will be taken not to damage property; trees, shrubs, hardscapes, etc with the equipment. **Contractor will reimburse Owner for damages including replacement of plant material for full value.**
7. Final Appearance
Picking up or bagging of cut grass and raking of leaves are not normally required except at the Community Center, Watts Center and locations where it is always required. Mowing patterns shall be such that the clippings are evenly distributed, not windrowed into noticeable deposits. At the Owner's discretion, unevenly distributed grass clippings may have to be picked up. Grass clippings will not be allowed to accumulate on hard surface areas as stated above in item #1. Mowing patterns will be established and equipment operated so that the height of cut is uniform and no scalping occurs. Mowing pattern should be varied to prevent the creation of mower wheel patterns and uneven compaction of soils. **Trees, shrubs and other plants should not be "barked" by running into them with the mowing equipment.**

8. Equipment

The bidder will be responsible to provide equipment. Cutting deck on riding mower or walk behind mower shall not exceed 52" and must have capabilities of being converted to a recycling deck. The mower will be used for parkways(that are wide enough) and open areas. Walk behind mowers will be used around buildings, obstacles, slopes narrow areas where riding mower won't fit and narrow parkways. Walk behind mowers with baggers will be used for areas where the collection of grass clippings is necessary. String trimmers will be used to trim around trees(without contact), under shrubs, and along fencing. Blowers will be used to remove any clippings in areas where they should not be(ex: sidewalks, parking areas, play areas, etc.)

Mowing equipment shall be kept in good, safe operating condition with sharp blades so that grass is cut properly and in such condition that oil and gasoline are not leaked onto turf areas. Also tires must not tear turf. If Park district equipment is used it will be the responsibility of the Contractor to work closely with Park District employees to make sure all equipment conforms to the first sentence above. Any damages not deemed accidental will be the Contractors responsibility to repair. **All equipment will have manufacturer's safety parts installed. Example; deck chutes, belt guards, noise baffle, etc.**

9. Fueling and Oiling

Spilled gasoline and oil kills grass. Mowers will not be fueled or oiled in grass areas or hard court surfaces; they shall be moved to paved areas for this function. Any spills will be cleanup immediately and disposed of in proper manners.

10. Standards

All materials and workmanship must be in accordance with generally accepted methods and standards of the industry and be consistent of the highest quality and the standards of the Glencoe Park District. The Contractor shall perform all duties in a timely and workmanlike manner.

11. General Reporting of Damages

Any vandalism, storm damage or Contractor damage to the park areas or to any of the trees, bushes, play equipment, buildings, vehicles in parking lots, or objects located in the park area will be reported to the Park District as soon as possible by the Contractor by calling (847) 613-5157.

12. Safety

Staff must be provided with and wear all necessary safety equipment required for performed task. Equipment required, but not limited to; glasses, hearing, gloves, head and foot protection. Staff will be trained by owner in all facets of landscape maintenance.

13. Athletic Fields

Locations where the Park District's athletic programs play maybe required to be mowed on a more frequent basis as the turf requires. For the year 2013, the fields are as follows:

- Central baseball, football and soccer fields
- Watts soccer field West baseball field
- Takiff Center- Reinsdorf Field South baseball field

14. Provided employees may be used for other projects at the Park District request. Such projects may be, but not limited to; putting up windscreens on tennis courts, tree removal cleanup, preparing baseball fields. Additional tasks will not put provided employees in any danger.

15. **Insurance- Must provide an up to date policy with sufficient coverage in all areas and naming the park district as self insured. See attached information.**

16. **Prevailing Wage Act- VERY IMPORTANT- In calculating its bid hereunder, Contractor is advised that the Illinois Prevailing Wage Act may apply to the work set forth hereunder and to the Contractor. Accordingly, to the extent that the Act applies, Contractor shall comply with the provisions of the Act. Failure of Contractor to comply with the Act, including, but not limited to the inspection of records, and any rules or regulations promulgated by the State of Illinois with regard to the Act, can result in the cancellation of the Contract. Contractor expressly waives any right for recovering damages due to such Contract cancellation. Contractor's bonds shall include such provision and will guarantee the faithful performance of such prevailing wage clause as provided by this contract. Contractor shall maintain accurate records of the names, occupations, and wages paid to each laborer, worker, and mechanic employed in connection with the work and either file certified payroll, as required by the Act, or a letter setting forth the reasons for why Contractor is excused from having to file certified payroll with the District.**

17. **Manpower & Equipment Required-**

All staff provided must be legal U.S. citizens or possess necessary documentation that allows working in the U.S. Must be available upon request.

A. **Landscape Crew-** Assist Horticulturist/Greenhouse Manager with all needs.

Expected time frame April 17st- November. Monday through Friday 7:00am to 3:30pm and Saturday and Sunday 8am to 12:00pm from April through middle of June. Hours may adjust depending on work load and weather.

Manpower requirements:

2 persons, 1 of which must; speak understandable English, possess a valid driver's license have general knowledge of landscape practices, such as but not limited to; gardening, weeding, plant identification(particularly weeds), planting, tree removals, ballfield maintenance(will train),equipment operation or ability to learn how to run; front-end loader, mowers, chippers, weed eaters, ball field type etc.

Both must be in good physical condition with the ability to lift a minimum of 50 pounds.

Also assist parks staff with additional needs of the parks department.

Equipment Required- one 1-ton type dump truck in operating condition with 2" ball/pintle hitch.

B. **Mowing Crew**

Expected timeframe to begin April (when grass begins to grow) through end of June. Unless grass continues to grow into the summer. Depending on grass growth. Monday through Friday 7:00am to 3:30pm. If the weather and grass conditions require Saturday work may be requested.

Manpower Required:

1 persons, which must;

Speak understandable English, possess a valid driver's license,

Must possess ability to operate mowing equipment including riding type, walk behind, blowers and weed eaters.

Equipment Required:

one pickup type vehicle with 2" ball hitch capable of pulling medium sized equipment trailer which must be provided.

Hours may vary for both crews depending on time of year, job needs and weather.

BID SHEET- Bids must be received by 1:30 PM Tuesday April 9, 2013

Please list the hourly rate per hour per man not including travel time or lunch and breaks. Actual time working for district.

Landscape Crew

Hourly Rate per man (labor & vehicle) _____

Overtime Rate per man _____

Mowing Crew

Hourly Rate per man(labor & vehicle) _____

Company Name _____

Company Address _____

Company Phone & Fax _____

Company Contact Name & Phone _____

Representative acknowledges understanding of all information herein and that all provided employees meet the federal and state regulations to work in the United States.

Signature of Representative _____