

Village of Frankfort
General Conditions/Instructions To Bidders
For
2019-2020 Contractual Lawn Mowing

The following information should be reviewed prior to preparation and submission of bids:

1. Bid Closing Date and Time

- 1.1 All bids shall be mailed or hand delivered to the front desk of the Frankfort Administration Building, 432 West Nebraska Street, Frankfort, Illinois, 60423 by **January 31, 2019 no later than 5:00 PM.**
No late or phone bids will be accepted.
- 1.2 All bids whether hand delivered, sent through the mail, or other delivery system shall be submitted in a sealed envelope, marked with the project title, **(2019-2020) Contractual Lawn Mowing**, name and address of the bidder and marked with the note "BID ENCLOSED" on the face thereof. All certificates, proposals, etc., must be properly executed and must accompany the bid.

2. Contact Person for Questions Concerning Bids.

- 2.1 All questions about the meaning or intent of the contract shall be submitted to the municipal contact: Terry Kestel, Public Works Director, 815-469-2177 between the hours of 7:00 AM and 3:00 PM, Monday through Friday. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

3. Withdrawal of Bids

- 3.1 No bid may be withdrawn for at least thirty (30) days after the closing time for receipt of bids.

4. Award of Contract

- 4.1 The Village of Frankfort reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive, or conditional bids. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. In case of

error in extending the total amount of the bid, the unit price will govern

5. Qualification of Bidder

5.1 All interested bidders shall supply at a minimum the following information:

1. Company name and address
2. Years in business
3. Landscape experience
4. Number of full time employees
5. Equipment inventory
6. Proof of insurance with Workman's Comp. and liability

5.2 In order to be considered a responsible bidder, the bidder must demonstrate satisfactory performance on at least three (3) contracts of similar nature and scope within the last three (3) years. These references must include the location of the work, the owner or agency responsible for the work, and the name and phone number of the contact person.

5.3 All work must be performed by the bidding Company, prohibiting the use of subcontractors.

The following is a list of three contracts of a similar nature and scope, which have been performed in the past three years

1.	_____	_____
	Customer Name/Address	Contact Person
	_____	_____
	Phone#	Contract Date
2.	_____	_____
	Customer Name/Address	Contact Person
	_____	_____
	Phone#	Contract Date
3.	_____	_____
	Customer Name/Address	Contact Person

8. Terms

- 8.1 The Village reserves the right to interview final applicants.
- 8.2 Contract is binding for the **2019-2020** mowing seasons.
- 8.3. Contractor shall be given the opportunity to bid any additional landscape work in Village of Frankfort.

9. Hold Harmless Statement

9.1 HOLD HARMLESS STATEMENT

VILLAGE OF FRANKFORT
432 W. Nebraska Street
Frankfort, IL 60423

(The) _____ hereby agrees to hold harmless the Village of Frankfort, all its employees and officials, elected and appointed, from any and all claims and damages from the execution of this service contract.

_____ **COMPANY**

_____ **SIGNATURE**

_____ **NAME (Print)**

_____ **TITLE**

_____ **DATE**

Attest by: Signature/Title

Date

10. Bid Proposal/ Contract form

- 10.1 The bid forms must be completed in ink or by typewriter. The price of each bid item on the form must be stated clearly.
- 10.2 The mowing areas have been divided into the categories of **Utilities** and **Public Works**. List the per cutting cost in the space provided next to each area. List the subtotal of each category column in the space provided. All invoices shall use the same format.

VILLAGE OF FRANKFORT

MUNICIPAL MOWING AREAS

Utilities

Location	Per Cut Cost
West Sewage Treatment Plant (Colorado Ave) (460 Ohio Street)	
North Sewage Treatment Plant (Frankfort Sq.) (422 Spruce Dr.)	
Tanglewood Pump house (730 Tanglewood Ln.)	
Harlem Lift Station (21501 Harlem Ave) by Prestwick Drive	
Frankfort Pumping Station (Rt. 30) (8847 Lincoln Hwy)	
Frankfort Square Pump house (20248 Graceland Ln.)	
Industry Pump house (1015 Labrecht Dr.)	
Jackson Creek Lift Station (Rt. 45) (22656 S. LaGrange Rd.)	
Regional Sewer Treatment Plant (Rt.45) (20538 S LaGrange Rd.)	
Elsner Water Tower (21841 Elsner Rd.)	
524 Center Rd	
80 th Ave Well Site (N. of 23031 S 80 th Ave Water Tower on West side of 80 th Ave)	
80 th Ave Water Tower (23031 S. 80 th Ave)	
Prestwick Water Tower (601 Prestwick Dr)	
Terry's RV (20450 S LaGrange Rd)	
TOTAL	

VILLAGE OF FRANKFORT

MUNICIPAL MOWING AREAS

Public Works

Location	Per Cut Cost
Bankview Drive Parkways (Colorado Ave)	
Jewel Retention Area (includes bike path & easement)	
Johnson Retention Area (Johnson & Hamilton Ave)	
95 th Avenue parkway	
Silver Tree parkway (S of 20765 N Locust)	
Prestwick Entrances (Aberdeen, Prestwick, Shetland, Highland, & St. Andrews Way)	
West Kansas parkway (N side)	
Washington Parkway median (near Route 30)	
East Nebraska Retention Area parkways (Across from 400 E Nebraska St)	
Creekview Retention Area (West of 170 Vail Drive)	
Cambridge Retention Area (both sides) (E of 105 Cambridge Ct)	
Elsner Road (Bridge & Parkway)	
Plank Trail – 108 th Ave to Pfeiffer Road	
Public Works Garage & weeding (100 Sangmeister Rd)	
Blue Star Memorial & weeding (Corner of Laraway and Harlem Ave)	
Charrington Park & Trail to lake to Rt. 30 – west of Pfeiffer Road, mowing & string trimming around trees	
Charrington Estates sign (both sides of road by split rail fence) (West of 8982 Charrington Drive)	

Old Frankfort Way – island, sign, parkway north & south of Old Frankfort Way on west side of White Street & weeding	
Rt. 45 – islands & weeding beds	
The “Y” at White Street & Rt. 45	
Leslie Lane (Last lot on East side next to 501 Tanglewood)	
West Nebraska Street from Elsner Road to Rt. 45	
Village Hall – and east side of Rt. 45 parkway from Nebraska to Founders Place & weeding beds	
Plank Trail area west of Maple & north of Plank Trail (behind 20 Sherlock Street)	
Old Police Department (14 S. Hickory Street) & weeding	
Police Department (20602 LincolnWay Lane) & weeding	
Chamber of Commerce (123 Kansas Street) & weeding	
Breidert’s Green (White & Kansas Street) & weeding	
Prairie Park parking lot & weeding (behind 11 N White Street)	
Elsner Road parkway from Plank Trail south	
Franklin Avenue bike path from Franklin to Nebraska	
Southwest corner of Nebraska & Rt. 45 – include around landscape beds on corner plus along Rt. 45 south to Russo building & weeding	
Along Rt. 45 (east side) from Old Frankfort Way to group of trees before arch & weeding bed	
Along Rt. 45 (west side) from Maple Street to start of Peace Church & weeding	

Detention Pond at northeast Rt. 45 & Nebraska Street	
Ontario & Center parkway	
Pfaff retention area (East side next to 230 Pfaff Drive)	
Charrington Dam & 92 nd Ave	
Both Georgetown retention ponds	
1 North White Street	
11 North White Street	
19 North White Street	
26 White Street	
20 White street	
2 Smith Street (Fra-milco)	
Corner of Oak and Elwood	
3 Elwood Street	
Elwood Parkway	
Prairie Park (all)	
Heritage Drive to Wolf/ Wolf to 21611 Wolf Rd	
East end Lincoln Lane (cul-de-sac) (Near 418 Lincoln Ln)	
Boat shop under bridge Route 45 (21440 S LaGrange Rd)	
Nebraska Street Parking lot parkway Center Road (near Sangmeister) parkway	
Route 45 parkway (Hickory Creek Bridge)	
Mustang retention pond/Gulfstream+Mustang (22721 Mustang Rd)	

Maddeline Street west side between Lakeview Blvd and Stanford Drive	
Folkers Estate Pond (Off Old Frankfort Way)	
Walnut Creek Dr (islands in street)	
Box Elder & Illinois parkway (Near 421 Illinois Rd)	
Franklin retention area (Path only) (behind 590 Franklin Ave)	
Pfiever Road parkway (West side -Rt. 30 to Plank Trail)	
TOTAL	

VILLAGE OF FRANKFORT

MUNICIPAL MOWING AREAS

Bush Trimming

Location	Per Trim Cost
Public Works Garage (100 Sangmeister Road)	
Village Hall (432 W. Nebraska Street)	
Old Police Department (14 S. Hickory Street)	
Police Department (20602 LincolnWay Lane)	
Chamber of Commerce (123 Kansas Street)	
Breidert's Green (White & Kansas Street)	
Frankfort Pumphouse (8847 W. Lincoln Highway)	
Prestwick Tower Site (Prestwick Drive)	
TOTAL	

VILLAGE OF FRANKFORT

MUNICIPAL MOWING AREAS Landscape Bed Maintenance

Location	Per Year Cost
Prairie Park Parking Lot on White Street	
North & South sides of Kansas Street	
Along Rt. 45 – from Old Frankfort Way to group of trees before arches and along Rt. 45 from Maple Street to beginning of Peace Church	
Nebraska Street at Ash, Oak, & Hickory	
Rt. 45 & Nebraska Street Entrance Sign	
Rt. 45 & Old Frankfort Way Entrance Sign & Island Plantings	
Rt. 45 Island Plantings	
Corner of White & Elwood, White & Kansas – bush trimming, turning mulch, preen, fall cleanup, leaves, & cutting of perennials (weekly)	
TOTAL	

The following maintenance specifications shall apply for the landscape beds and plantings indicated above. This work is to be performed in addition to the weeding that will take place per each mowing.

PERENNIALS & GRASSES

Early Spring

- Cut back grasses & sedum, cut roses back 6-8 inches.

Spring

- Lightly fertilize all perennial beds (see bed maintenance)

Summer

- Dead head (cut back) spent flowers as needed

Fall

- As the perennials turn brown, cut back to the ground and clean beds
- Lightly re-mulch areas (see bed maintenance) after beds are cleaned out

NOTE: Do NOT cut back sedum and grasses, as winter interest is a benefit. Cut back in early spring.

SHRUB, EVERGREEN AND HARDWOOD TREE CARE

Evergreen (yews & junipers)

- Natural prune in later spring after first flush of growth has hardened off by June 15th
- Prune second time in August

Fertilization

- Fertilize shrubs & evergreens in late April
- Check two times per month for insects and disease and apply insecticide and fungicide only as-needed

Trimming deciduous shrubs

- Spirea, hydrangea, etc. – prune after flowering is complete
- Spirea, hydrangea – rejuvenate by cutting 6” from the ground every other year

Rejuvenation pruning

- Should be done every other year to the spirea
- Rejuvenation is the complete cutting off of all stems down to 4 to 6 inch stubs. This procedure is used when multi-stem plants become too large with too many stems to justify saving any one and two-year growth.
- A plant that responds to this treatment is Anthony Waterer spirea. The best time for rejuvenation is in February or March. Large old shrubs should not be rejuvenated in later spring or summer. After new growth starts, the diameter can be reduced at ground level with a sharp shovel to undercut the base.

Hardwood trees

- Employees shall notify the Public Works Department of any suspected activity of the Emerald Ash Borer

GENERAL MULCH BED MAINTENANCE

Spring

- Apply pre-emergent weed control and fertilizer
- Cut bed edges
- Turn over mulched beds and add new mulch as needed

Mid-Summer

- Re-cut all bed edges

Late Fall

- Lightly re-mulch all beds after fall cleanup is performed

Throughout Season

- Hand weed beds as necessary (will be done on a per-mowing basis)
- Minimize use of non-selective contact herbicide to avoid run-off and damage to perennials

NOTE: Do NOT cut back grasses and sedum in the fall.