

Village of Frankfort

General Conditions/Instructions To Bidders

For

2018-2019 Route 30 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 no later than **February 22, 2018 at 10:00 AM.**
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, **(2018-2019 Route 30 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 8:00 AM and 4:00 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- 3.1 No bid may be withdrawn for at least thirty (30) days after the closing time for receipt of bids.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.

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
	_____	_____

Submitted by: _____
(Bidder)

Phone#

Contract Date

Company Name

Signature

_____/_____/_____
Date

6. General Contractors License

- 6.1 The successful bidder shall be required to be a licensed general contractor in the Village of Frankfort and meet the provisions thereof. The contractor's license form has been attached as part of this bid document
- 6.2 The One hundred fifty (150) dollar license fee will be waived.

7. Scope of Work

- 7.1 Mow all identified grounds as needed to maintain neat appearance from May through October. Grass is to be mowed to approximately 2.5 inches in height (in June, July and August 3 inches in height). When growth has slowed, weekly mowing may not be needed. **The Village of Frankfort Public Works Department will make the decision to mow.**
- 7.2 Trimming all sidewalks, driveways, around street signs and other areas not able to be mowed with conventional mower shall be accomplished with a standard string trimmer. This trimming is to be performed with each mowing.
- 7.3 All paper and other debris are to be picked up prior to each mowing. Grass clippings shall be removed from all paved areas and sidewalks after each mowing. This shall be accomplished with a backpack or hand held power blower.
- 7.4 Mowers must be equipped with mulching blades. Lawns are to be kept free of grass clippings. Disposal of the grass clippings is the responsibility of the contractor.
- 7.5 All workers engaged in the work shall at all times wear proper work attire including any safety apparel that is required.

8. Terms

- 8.1 The Village reserves the right to interview final applicants.
- 8.2 Contract is binding for the **2018-2019** 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 bid will be based on linear foot mowing price. An attachment has been included to give rough estimate of area to be mowed. The overall length and width may include landscape areas and areas that are in concrete.

10.3 Bids will be based on the combined cost of the linear foot price for mowing and linear foot price for bed maintenance. The bed maintenance is defined in the sections *Perennials & Grass Maintenance* and *General Mulch Bed Maintenance*.

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 & GRASS MAINTENANCE

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.

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.

**Village Of Frankfort
Route 30 mowing bids**

Linear foot mowing price \$ _____

Linear foot bed maintenance price \$ _____