

Village of Frankfort

General Conditions/Instructions to Bidders

For 2018-2020 Rough Cut Lot Maintenance

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 23, 2018 at 10:00 AM**. No late, phone, fax, or email 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, **(2018-2020 Rough Cut Lot Maintenance)**, 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 municipal contact Geoffrey McDermott at 815-469-2177. 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

No bid may be withdrawn for at least thirty (30) days after the closing time for receipt of bids.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

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

7. Scope of Work

- 7.1 The bidders agree and certify that they have equipment to cut uneven surfaces and can cut weeds and grass up to 36" in height.
- 7.2 Bidder acknowledges trimming all sidewalks, driveways 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. The cost of said shall not result in additional charges beyond the bid pricing identified herein.
- 7.3 Bidder acknowledges 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 Bidder acknowledges that all **work assigned shall be completed within 24 hours of contact by the Village Code Enforcement Officer during the weekdays and 48 hours on the weekend.**
- 7.5 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 and shall be hauled off site.

- 7.6 Bidder solely responsible for any and all damage to equipment from concrete or other material encountered on lots.
- 7.7 Bidder **shall provide photographs of all lot mowing locations** capturing lot conditions before and after mowing. Pictures for each lot shall be submitted attached to all invoices presented to the Village for payment.

8. Terms/Quote:

- 8.1 The Village is seeking bids for a one year contract with a second year extension.
- 8.2 The Village reserves the right to interview final applicants.
- 8.2 Contract is binding for the **2018** mowing seasons with the option to extend into the 2019 mowing season
- 8.3. Contractor shall be given the opportunity to bid any additional landscape work in Village of Frankfort.

	2018 Price (per sq. ft.)	2019 Price (per sq. ft.) ¹
Bid Price Per Sq. Ft.		

9. 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.

I _____, certify that I am authorized to execute this bid document on behalf of my organization.

_____ **Company Name**
 _____ **Authorized Signature**
 _____ **Name/Title (Print)**
 _____ **Date**

¹ The Village of Frankfort is seeking a bid price for an optional second year that may be exercised solely at the discretion of the Village.