



Request for Proposal for Landscape Maintenance Services

Village of Channahon
24555 Navajo Drive
Channahon, IL 60410
Attn: Village Administrator

Introduction

The Village of Channahon is soliciting proposals for a one (1) year contract with two (2) one-year options for landscape maintenance services for the Village of Channahon as indicated on the attached exhibits. Services to be rendered will commence in April 2021 and continue through approximately mid-November 2021.

Potential vendors are required to submit written proposals that present the vendor's qualifications to perform and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all information it considers pertinent to its qualifications for the specifications listed herein.

The proposal must be submitted no later than 5:00 pm October 30, 2020 directly to the Village of Channahon at the following address:

Thomas J. Durkin, AICP
Village Administrator
Village of Channahon
24555 Navajo Drive
Channahon, IL 60410

Purpose of Request

The Village of Channahon is requesting proposals to provide landscape maintenance services to include lawn mowing and landscape bed maintenance for areas in the vicinity of the I-55 and U.S. Route 6 interchange and at the Village of Channahon Village Hall property as indicated on the attached Exhibits.

Project Description

The intent of the lawn mowing and landscape maintenance contract is to maintain all landscape areas within the I-55 and U.S. Route 6 interchange area, at the Village of Channahon Village Hall property and at Village entry signs (there are a total of 4 Village entry signs), providing a neat appearance. The primary goals of this project include:

- 1) Provide lawn mowing services for all identified areas according to project specifications.
- 2) Provide landscape maintenance services for all identified areas according to project specifications.
- 3) Install mulch in all identified areas according to project specifications.
- 4) Install a three (3) step herbicide program in all identified areas according to project specifications.

Project Specifications

The project will include the mowing of lawn areas and maintenance of landscape beds as identified on the attached exhibits. Installation of mulch in all planting beds and around all trees and installation of a 3-step herbicide program for weed control and fertilization. The Contractor shall be responsible to provide the necessary supervision, labor, materials and equipment to safely provide lawn mowing and landscape maintenance to the Village of Channahon at the frequency and locations as identified herein. This includes the visual inspection of the areas to maintaining in advance of mowing operations including the collection and removal of debris. All activities shall be completed in an attractive, professional and workmanlike manner.

Scope of Work

At the beginning of each season, and before each cutting, all debris will be collected, removed and disposed of from all turf areas prior to mowing. Mowing of lawn will be performed and completed according to the Schedule of Prices contained in this document.

Mowing

Mowing will occur generally within the U.S. Route 6 right-of-way and the Village Hall property and adjacent right-of-ways within the project areas as defined on the attached Exhibits and will include the following areas:

1. All landscaped medians.
2. All areas between the back of curb and the front of asphalt trail and/or concrete sidewalks.
3. A minimum 6 foot strip behind the asphalt trails and concrete sidewalks.
4. Areas west of I-55, north side of U.S. Route 6:
 - a. East of Southbound I-55 off ramp – (see attached Exhibit).
 - b. West of Southbound I-55 off ramp – (from pavement edge to decorative fence and 3 feet behind and adjacent to decorative fence, see attached Exhibit).
5. Areas west of I-55, south side of U.S. Route 6:
 - c. East of Southbound I-55 on ramp – (approximately 10 feet adjacent US. Route 6 pavement, see attached Exhibit).
 - d. West of Southbound I-55 on ramp – (from on ramp to east side of service station parking lot, from west entrance of service station to west Frontage Road, see attached Exhibit).
6. Areas east of I-55, north side of U.S. Route 6:
 - a. West of Northbound I-55 on ramp – (10 feet off pavement edge, see attached Exhibit).
 - b. East of Northbound I-55 on ramp – (from on ramp to west entrance of CIBC property. Also from Thomas Dillon Drive east approximately 1,550 feet. Mowing to proceed north along east side of Thomas Dillon Drive approximately 650 feet, 10 feet off pavement edge, see attached Exhibit).
 - c.

7. Areas east of I-55, south side of US. Route 6:
 - a. West of Northbound I-55 off ramp – (10 feet off pavement edge along U.S. Route 6 and off ramp, see attached Exhibit).
 - b. East of Northbound I-55 off ramp – (10 feet off pavement edge from off ramp to park-and-ride drive, and from east drive for Pilot Travel Center to Bradley Street. Mowing to proceed south on Bradley Street to intersection, 10 foot off pavement, see attached Exhibit).
8. Village Hall property:
(See attached Exhibit)
9. Village Entry Signs (mowing to be provided 6 feet around landscape bed, if necessary).

All areas shall be mowed weekly beginning on or about April 15 to June 30, then bi-weekly for the period between July 1 to September 15, then weekly for the period between September and the last cut on or about November 15. Areas to be mowed will be maintained at a height of four inches (4") throughout the growing season unless otherwise directed by a Village representative.

Grass next to light poles, trees, any permanent objects, etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. All debris and litter shall be removed prior to cutting. All grass clippings shall be removed from sidewalks, paths, parking lots and streets, etc. at the time cutting takes place.

Lawn mower blades shall be clean and kept sharp and well-adjusted to provide a clean cut. Cutting grass too closely (scalping) shall be avoided. Mowing patterns shall be changes regularly to avoid rutting. Mowing shall be done optimally when the grass is dry, however, mowing wet turf is acceptable. Bagging is not required, and grass clippings may be left on the grass providing no readily visible clumps remain on the grass surface after mowing. A second mow may be required to recycle the clippings at no cost to the Village if they become unsightly as determined by a representative of the Village. If clippings are excessive or diseased, they shall be removed after mowing to enhance overall turf appearance and to prevent matting, clumping and thatch build up. In the case of fungal disease outbreaks, clippings will be collected and disposed off-site until the disease is controlled. Clippings disposal off-site will be at the expense of the Contractor.

Landscape Maintenance

Landscape maintenance will include the following services: edging, weeding, sweeping or blowing sidewalks, paths, parking lots and streets free from grass clippings, and the collection and removal of debris from all mowing operations.

1. Landscape and tree beds shall be kept free of weeds for the duration of this contract. Any weeds found within beds shall be removed.
2. Gravel or pavement areas behind back of curb or edge of pavement, including those areas containing guard rails, shall be kept free of grass or weeds for the duration of this contract.

3. All plants in the landscape beds shall be pruned in accordance with ANSIZ133.1 standards. Pruning shall be completed in the spring, and late fall for winterization. Prune all other shrubs after dormancy to rejuvenate old canes and stems. Approximately one quarter (1/4) of the stems shall be trimmed to two to three inches (2" to 3") above the ground. Remove the largest and oldest stems first.
4. Remove dead plant material.
5. Remove all trash from beds.
6. Rake leaves from all landscaped areas bi-weekly, if needed, and remove leaves from the site beginning the last week in September, as needed.
7. Using an edger, edge all lawn areas, plant beds, tree rings, and where lawn abuts any hard surfaces such as concrete, asphalt, pavers, cobble edges and paths. Estimate three (3) occurrences per year.
8. Monitor plants for disease and pest activity. Report any problems to the Village.
9. Deadhead perennial flowers to promote more flowering. Pinch back perennial flowers to promote denser flowering. Cut back perennials to promote new growth from the base of the plants. Deadhead roses to promote new blossoms.

Landscape beds are currently located along US Route 6 median, Village of Channahon sign at US Route 6 and I-55 southbound off ramp, Village entry signs, NW corner of US Route 6 and Navajo Drive and on Village Hall property.

The final appearance after mowing and maintenance shall present a neat appearance.

Mulching

Mulching at all locations in this contract will be completed annually in the spring to a depth of 2 to 3 inches. The mulch material used for this operation shall be brown, shredded hardwood mulch. Mulch shall be applied to all perennial, shrub and tree beds. Turning the mulch should be done at least once during the season to rejuvenate the area and freshen the appearance.

Seeding

From time to time, it may become necessary to reseed or over-seed certain areas of the landscaped medians or right-of-way. Seeding will be considered extra work and will be performed at the direction of the Village, with a Village approved seed mix, based on a per square yard unit price provided by the responder.

3-Step Herbicide program

Contractor will provide a 3-step herbicide system to control weeds and fertilize. Weed killer along with weed and feed shall be applied 3 times per year at all locations. Notification of these applications shall be provided to the Village 72 hours in advance of the application operation. All chemical applications shall be performed by licensed individuals. Fertilizer formulation shall be

as follows: Spring = 15-0-3 with crabgrass control. Late spring/early summer = 15-0-3 with broadleaf and grub control, and fall = 24-0-12.

Hours of Operation

The Contractor shall accomplish all lawn maintenance and mowing under the contract during the following: Workdays, 7:00 a.m. to 7:00 p.m., Saturdays: 7:30 a.m. to 7:00 p.m., Sundays and legal holidays: 8:30 a.m. to 5:00 p.m. The Village may grant permission to perform contract maintenance at other hours. All work shall be completed in a continuous manner, whereby mowing, edging, trimming, etc. be completed before leaving the job site.

Frequency and Scheduling

Weather permitting, the Contractor should try to schedule the lawn mowing and landscape maintenance on the same day each week. The Contractor must notify the Village of their work schedule to allow for the inspection of maintenance work as needed. Frequency of mowing may increase or decrease in dry or wet periods by direction of the Village. During a dry period, it may be necessary to skip bi-weekly mowing and/or landscape maintenance in specific areas. During a wet period, it may be necessary to increase the mowing and/or landscape maintenance frequency in specific areas. If the Contractor deviates from the established mowing schedule, the Contractor is required to contact the Village 24 hours in advance of scheduled work. Contractor will be notified of special events throughout the year and adjustments may need to be made to accommodate the schedule. Contractor will provide monthly reporting detailing services provided.

Public Safety

All equipment, safety devices and machinery shall be maintained in accordance with existing Illinois state law (including OSHA) and all technicians should be trained and certified according to their job description, if applicable.

- 1) The importance of following correct safety procedures is emphasized. The Village reserves the right to disallow payment for any work performed where the proper safety precautions are not followed.
- 2) The Contractor shall take all reasonable precautions for the safety and reasonable protection of their employees and other persons and property to prevent injury, damage or loss to same.
- 3) The safety of the public and the convenience of traffic shall also be regarded as prime importance. Unless as otherwise provided herein, all portions of streets, sidewalks and trails shall be kept open to traffic.

Protection of Property

All reasonable precautions shall be taken with mowing equipment to avoid obstructions such as trees, shrubs, utility boxes, signage, irrigations systems, buildings, streetlights, etc., and the

Contractor shall be responsible for damage caused by its operations. Additionally, care will be taken to protect public and private property such as pavements, sidewalks, trails, lawns, fences, bushes, trees, shrubs, building and other property from undue damage. If the Village determines that the Contractor has unnecessarily damaged or destroyed property, the Contractor will be notified in writing of the specific nature of the damage and the cost of repair. Damage shall be repaired or replaced to the satisfaction of the Village at the Contractor's expense. The Village may, at its option, reduce payment to the Contractor by the amount of the repairs.

Accident Reporting

All accidents occurring on the job which damage public or private property, result in injuries to workers or other persons, or damage to utilities shall be promptly reported to the Village of Channahon Police Department.

Personnel, Equipment and Vehicles

Contractor's personnel shall always act in a professional, courteous manner. The equipment, vehicles and trailers used by the contract shall be and remain in good repair. All equipment should have the necessary safety features to complete the work. Individuals performing the work shall have adequate training and personal protection equipment to safely complete work outlined in the scope. All vehicles shall be clearly labeled with the Contractor's name and phone number.

Performance Bond

A performance bond in a sum equal to one hundred percent (100%) of the amount of the proposal response, with sureties to be approved by the Village for the faithful performance of the contract, must be furnished upon the execution of the contract. All responses shall contain an offer to furnish the bond upon acceptance of proposal response.

Locations

All lawn mowing, maintenance, ROW mowing, mulching and 3-step herbicide locations have been outlined on the attached exhibits.

Water Usage

The Village will provide the Contractor access to a water supply for any watering needs related to the services to be provided herein at an agreed upon bulk price.

Additions and Deletions

The Village reserves the right to add or delete new locations to the contract within 10 days-notice to the Contractor. Contract additions will be proceed according to similar size areas already in the Contract.

References

Up to three (3) Municipal References must be provided from a program currently served or served within the last five (5) years which is or was in substantial conformance with the level and types of services requested herein.

Deliverables

Proposals must be submitted in bound, hard copy format. A total of three (3) copies must be provided. One electronic copy (USB Flash Drive) of the proposal must also be submitted. Proposals should be submitted in a sealed package to:

Village of Channahon
Proposal for Landscape Maintenance Services
Attention: Thomas J. Durkin, AICP
Village Administrator
24555 Navajo Drive
Channahon, IL 60410
815-467-6644
tdurkin@channahon.org

The selected contractor must provide proper insurance acceptable to the Village. Each contractor is to submit their proposal as indicated herein and include all signed supporting documents.

Notice to Proposers

This Request for Proposal does not commit the Village to award a contract, to pay costs incurred in the preparation of a proposal responding to this request, or to procure a contract for service. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified proposers the restructuring of the scope of service, method of service or other aspects of the RFP, or to cancel in part or in its entirety the RFP if it is in the best interests of the Village to do so. The Village may also require the proposer selected to participate in negotiations concerning contract price or the nature and extent of services to be provided. This RFP shall not be construed to be a low bid process, although price will play a critical role. The contract, if awarded, will be negotiated with the provider who in the judgment and sole discretion of the Village, can best meet the Village's needs as identified in this RFP. The Village reserves the right to alter, modify, or delete any of these procedures or criteria set forth herein.

The Village specifically makes no promises or guarantees concerning the information contained herein that will be associated with this procurement. The Village has made every effort to provide accurate data and information but does not guarantee the accuracy of any data included in the RFP. It is the obligation of all proposers to thoroughly familiarize themselves with the Village of Channahon and all facts relevant or necessary for them to be able to submit a fully informed proposal and to potentially service the Village as set forth herein.

It is in the provider's best interest to submit a complete and accurate proposal. Where documentation of response is incomplete or silent, it shall be assumed that the proposal is deficient. Further it is in the provider's best interest to make a proposal that meets the stated requirements contained in this RFP. While providers may provide alternatives to the requirements for consideration, failure to comply with all minimum requirements described within the RFP may disqualify proposals. ***Providers are invited to submit alternatives to the services described in the RFP if such alternatives are in the best interests of the Village. Proposers need to supply costs for all items as indicated in addition to any alternatives suggested. If a specific cost is included in another line item, please indicate and do not leave blank. Failure to do so may result in disqualification.***

There will only be one opportunity for providers to discuss the RFP specifications and process at the pre-proposal conference at 2:00 pm on October 16, 2020 in the Village Board council chambers at the Channahon Village Hall. **Face coverings will be required.** Attendance at the pre-proposal conference is voluntary. Additionally, providers may submit questions or recommended modifications to the RFP. All such questions must be in writing and received by the Village by 5:00 pm October 12, 2020.

Address questions in writing to:

Village Administrator, Thomas J. Durkin, AICP
tdurkin@channahon.org
815-467-6644

Contact with any other Village employee or official between the date of issuance of the RFP and the Contract may, at the sole discretion of the Village, result in the disqualification of the Proposer from further consideration.

Any amendments or clarifications, including questions submitted and answers provided, will be distributed to all attendees of the pre-proposal conference. Since there will be no other opportunities to discuss the RFP with Village staff or officials, attendance at the pre-proposal conference is encouraged.

The Village will evaluate Proposals and the submittal requirements of this RFP. It is anticipated that the Village may identify one or more Contractors with which to conduct negotiations and discussions regarding their Proposals in order to identify the Contractor that best meets the objectives of the Village, regardless of proposed pricing, and is most advantageous to the Village.

At the conclusion of this evaluation process and following negotiations with one or more of the Contractors, the Village may select one Contractor to provide services pursuant to this RFP. Until execution of a written agreement between the Village and the successful Contractor or whichever first occurs, each Contractor shall keep its Proposal in effect.

In addition to the requirements of this RFP, each Contractor will provide, upon written request from the Village, such additional information as may be required by the Village in order to establish, verify and confirm the Contractor's competence and ability to perform services. Requested information may include financial statements to show financial stability and capability to purchase vehicles and equipment to comply with proposal specifications.

The successful Contractor shall be required and shall agree to comply with all laws, statutes, ordinances and regulations of any governmental body, including, but not limited to the Village and federal, state, and local governments, that are applicable to or in any manner may affect the services performed under the contract, including nondiscrimination and equal employment opportunity requirements.

Insurance and Indemnification

The Contractor must carry insurance relating to the Services requested in the amounts and subject to the terms and conditions set forth below.

1. Insurance Requirements

Type of Insurance Required Limits of Liability

- a. Workers' Compensation, statutory.
- b. Employers' Liability \$1,000,000 per accident. \$1,000,000 disease (policy limit) \$1,000,000 disease (each employee).
- c. Commercial General Liability, including "occurrence" coverage for:
 1. Premises and operations, Independent contractors protective, contractual liability, broad form property damage and XCU hazards \$1,000,000 per occurrence for bodily injury and property damage combined.
 2. Products and operations, (including broad form property damage). \$1,000,000 per occurrence for bodily injury and property damage combined.
 3. Personal injury liability \$1,000,000 per occurrence. Coverages a, b and c, \$1,000,000 policy aggregate.
- d. Business Auto liability (including owned, non-owned and hired vehicles and coverage for environmental liability). \$1,000,000 per accident for bodily injury and property damage combined.
- e. Umbrella/Excess Liability \$2,000,000 per occurrence.

2. Miscellaneous Provisions

- A. Equivalent insurance must be maintained by each subcontractor of the Contractor.
- B. All insurance companies must be reasonably acceptable to the Municipality and may include self-insurance obtained by the Contractor. Minimum insurance carrier requirements include a current rating from A.M. Best Co., Inc. (or any successor publication of comparable standing within the industry) of "AVIII" and a license to do business in the State of Illinois.
- C. All liability coverages shall be written on an occurrence basis.
- D. Prior to commencing Services under the agreements, the Contractor shall deliver, or cause to be delivered, to the Municipality, certificates of insurance (and other evidence of insurance requested by the Municipality) which the Contractor is required to purchase and maintain pursuant to this Schedule. The Contractor shall deliver certificates of renewal or replacement policies or coverage no less than ten (10) days prior to the effective date of each renewal or replacement policy or coverage.
- E. All insurance coverage required to be purchased and maintained shall contain a provision or endorsement providing that the coverage afforded will not be cancelled, materially reduced or altered or renewal refused until at least thirty (30) days prior written notice has been given to the Municipality by certified mail.
- F. The Contractor shall be responsible for promptly reporting all claims to the appropriate insurer on behalf of itself, the Municipality and the additional insureds set forth below.

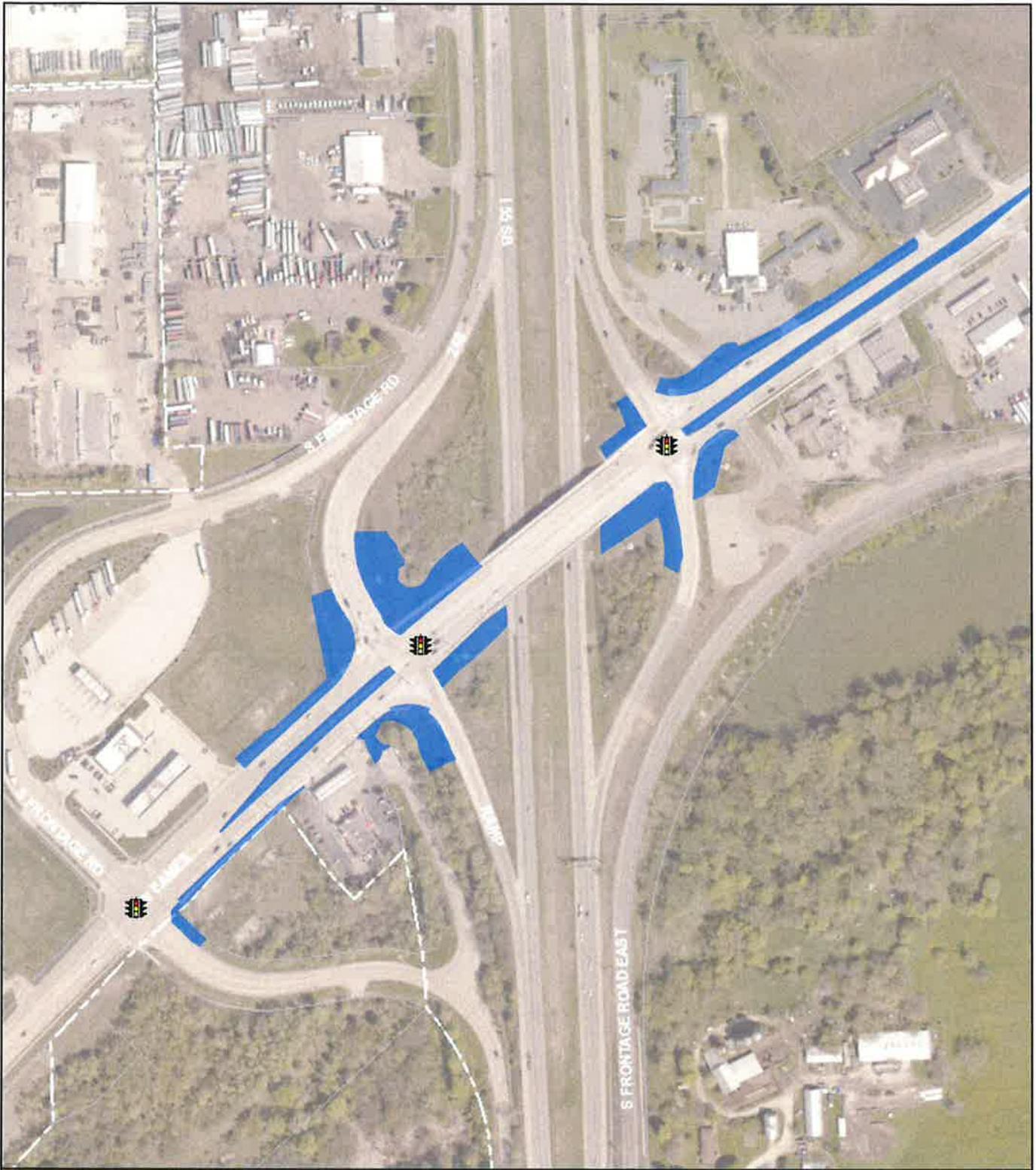
The insurance policies set forth in items 3, 4 and 5 above shall be endorsed to include the Municipality, the directors, officers, employees, agents and members of the Municipality as additional named insureds for all activities of the Contractor in the performance of the Agreement. Such insurance is to be primary and non-contributory with any insurance secured and maintained by such additional named insureds.

3. Indemnification.

- A. The Contractor shall at its sole cost and expense indemnify, defend, keep and save harmless the Municipality, its officials, employees, agents and consultants (individually, an "Indemnified Party" and collectively, the "Indemnified Parties") against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against any such Indemnified Party (collectively referred to as the "Loss") in consequence of the Services Agreement or the performance thereof, or which may in any way result therefrom, which are caused through the intentional misconduct, negligence or omission of the Contractor or any agent or employee, or any subcontractor or their

respective employees. The Contractor shall, at its sole cost and expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against such Indemnified Party in any such action, the Contractor shall, at its sole cost and expense, satisfy the discharge the same. The Contractor expressly understands and agrees that the performance and payment bond and insurance required by this Agreement or otherwise provided by the Contractor or such Indemnified Party shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Indemnified Parties as herein provided.

- B. The indemnification obligations set forth in this Agreement shall include indemnification for Losses resulting from claims made by third parties against any Indemnified Party. The provisions of this Section shall not apply to a Loss or portion thereof which arises, in whole or in part, out of intentional misconduct on the part of the Indemnified Party seeking indemnification, or to a Loss or portion thereof, which arises, in whole or in part, out of negligence on the part of such Indemnified Party, but only to the extent that such Indemnified Party's intentional misconduct or negligence contributed to the Loss, or that the Loss is attributable to such Indemnified Party's negligence or intentional misconduct.
- C. Until such time as it has been (i) determined by a court of competent jurisdiction that any Indemnified Party is liable in whole or in part for a Loss caused by said Indemnified Party's own negligent acts or omissions or intentional misconduct, or (ii) mutually agreed between the Contractor and any Indemnified Party regarding allocation of liability for any Loss, the Contractor shall defend such Indemnified Party from such Loss at the Contractor's sole cost and expense. Each Indemnified Party shall furnish such information as may be reasonably required by the Provider or defense counsel to provide an adequate defense and each such Indemnified Party shall cooperate fully in the defense of the claim giving rise to the Loss. If it is determined that such Indemnified Party is liable in whole or in omissions, to the extent indicated in the prior paragraph, the Indemnified Party shall be responsible for the payment of that portion of the reasonable attorneys' fees and related expenses incurred in the defense of the claim giving rise to the Loss equal to the Indemnified Party's adjudicated or agreed to share of liability for the Loss.



I-55 & U.S. Route 6 Interchange Area

 Areas to Maintain

2020



0 100 200 300 Feet

1 inch equals 300 feet

Coordinate System: NAD 1983 StatePlane Illinois East FIPS 1201 Feet



I-55 & U.S. Route 6 Areas East of Interchange

 Areas to Maintain

2020

Coordinate System: NAD 1983 StatePlane Illinois East FIPS 1201 Feet



0 100 200 300 Feet

1 inch equals 300 feet



Channahon Municipal Center 24555 S. Navajo Dr.

 Areas to Maintain

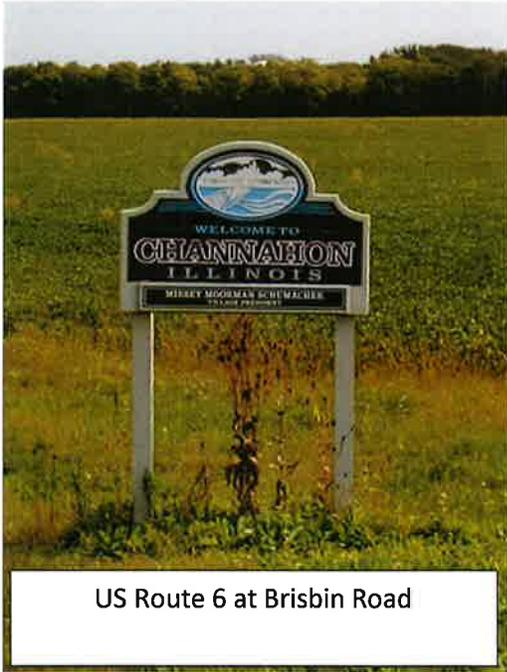
2020

Coordinate System: NAD 1983 StatePlane Illinois East FIPS 1201 Feet



0 100 200 300 Feet

1 inch equals 300 feet



US Route 6 at Brisbin Road



Ridge Road at Village Limits



Ford Road (McEvily Road) at Village Limits



US Route 6 at Carrie Avenue

Village Entry Signs

Landscape Maintenance Services RFP

September 2020