

CITY OF SOUTH BELOIT, ILLINOIS

REQUEST FOR PROPOSALS

MOWING SERVICES

PROPOSAL DEADLINE:

**March 1, 2021
10:00 a.m.
City Hall
City of South Beloit
519 Blackhawk Blvd.
South Beloit, Illinois 61080**

Contact: Tracy Patrick, City Clerk, City of South Beloit

REQUEST FOR PROPOSAL

THE CITY OF SOUTH BELOIT, ILLINOIS HEREBY SOLICITS PROPOSALS FOR MOWING SERVICES

This work shall consist of providing mowing services for ordinance violations, nuisance abatement and regularly scheduled mowing at specific City-owned properties. Applicant will provide all labor, equipment, materials, and vehicles to perform such services.

APPLICANTS will be required to comply with State of Illinois and Federal rules, regulations and policies, including, but not limited to, equal employment opportunity and Illinois Department of Labor prevailing wage rates, to the extent applicable.

Request for Proposal ("RFP") packets may be obtained from the City of South Beloit City Hall, 519 Blackhawk Blvd., South Beloit, Illinois 61080 during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or by contacting the City Clerk's office at (815) 389-3023. Prices quoted must be valid for a minimum of 60 days from the date of the Proposal opening.

Two copies of each Proposal must be received by Tracy Patrick, City Clerk, in the City of South Beloit City Hall, at the above address by 10:00 a.m. (local time) on March 1, 2021. All Proposals must be placed in a sealed envelope and the envelope must clearly be marked "South Beloit Mowing Service Proposal" along with the name and address of the Company submitting the Proposal. Proposals will be opened at 10:15 a.m. on March 1, 2021 at South Beloit City Hall, 519 Blackhawk Blvd., South Beloit, Illinois.

The City Council of the City of South Beloit reserves the right to reject any and all Proposals or to waive any technicalities, discrepancies, or information in the Proposals. The City of South Beloit does not discriminate in admission, access to, treatment, or employment in its programs and activities.

All questions concerning this RFP and any matters related thereto should be addressed in writing to City Clerk, Tracy Patrick, for the equal benefit and knowledge of all companies responding. The City does not intend to discuss any questions concerning this RFP and any matters related thereto with companies individually.

Submitted by:

City Council
City of South Beloit, Illinois

BIDDING GENERAL CONDITIONS

Prompt Payment. The City of South Beloit intends to comply with the Governmental Prompt Payment Act. The successful Applicant will be paid upon submission of invoices to: City of South Beloit, Attn: City Clerk, 519 Blackhawk Blvd., Suite 2, South Beloit, IL 61080.

Legal Compliance. The successful Applicant will comply with all Federal, State, County, and City laws, ordinances, rules and regulations that in any manner relate to or affect the mowing services to be provided under this Request for Proposal. Lack of knowledge on the part of the successful Applicant will in no way be cause for release of this obligation. If the City becomes aware of violations of any laws on the part of the successful Applicant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

Non-Discrimination. The successful Applicant shall comply with the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the successful Applicant shall comply with the Public Works Employment Discrimination Act (775 ILCD 10/0.01 et seq.) as amended.

Legal Requirements. The successful Applicant will enter into a separate agreement with the City, setting forth the specific terms and conditions of the services provided, which terms and conditions, at a minimum, will include the provisions and requirements of this Request For Proposal.

Safety. Prevention of accidents shall be the responsibility of the successful Applicant and its subcontractors, agents, and employees. The successful Applicant, its subcontractors, agents, and employees shall be fully and solely responsible for jobsite safety. The successful Applicant shall have exclusive, direct control over and charge of the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the mowing work and not directly employed by the successful Applicant.

OSHA Requirements. The Occupational Safety and Health Act of 1970 ("OSHA") "guarantees workers the right to a safe and healthful workplace." Under Section 5(a)(1) of OSHA, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

The successful Applicant must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the successful Applicant to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

Control of the Work. The City shall not be responsible for the successful Applicant's failure to carry out the mowing work in accordance with the terms and conditions of any agreement related

to the services provided under this Request for Proposal. At all times the successful Applicant shall be an independent contractor and in no way will be construed as an employee of the City.

Performance Bond. The successful Applicant shall furnish a performance bond in the amount of 120% of the Applicant's bid or such amount as deemed reasonable by the City, within 14 days after notification of the contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

Taxes. No charge will be allowed for taxes. The City of South Beloit is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

Subcontracting. The successful Applicant shall provide information for all subcontractors and suppliers and all other information as requested by the City.

Termination of Agreement. The City of South Beloit reserves the right to terminate the agreement in its entirety or in portions, with or without cause upon 30 days written notice to the successful Applicant.

Bid Rejection. The City of South Beloit reserves the right to reject any or all bids at any time for any reason or no reason or to accept the proposal that the City deems to be in the City's best interest.

Indemnification. To the fullest extent of the law, the successful Applicant shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, and employees from and against all claims, damages, losses and expenses related to the work performed under this Request For Proposal.

Compliance with Request for Proposal Requirements. Proposals must be made in strict accordance with the instructions set forth in this Request for Proposal. Proposals shall be reviewed for completeness and compliance with the Proposal Requirements set forth in this Request for Proposal. The City shall have no obligation to review or consider, and reserves the right to reject, any Proposal that fails to satisfy or conform to any of the Request for Proposal requirements. The City Council reserves the right to accept or reject any or all Proposals, or any part therefore, waive any minor defects, irregularities or informalities, and to decide not to award any agreement or, award an agreement deemed to be in the best interest of the City of South Beloit.

Requests for Proposals
City of South Beloit, Illinois
Mowing Services for Ordinance Violations, Nuisance Abatement and City-Owned Property
Mowing

Intent:

The City of South Beloit is inviting qualified mowing/landscaping firms to submit Proposals and Statements of Qualifications to provide:

1. Mowing services for ordinance violations, nuisance abatement, as needed, and mowing services for City-owned properties.

Applicants will be required to demonstrate their capability through references or by means acceptable to the City.

Scope of Work:

1. This work shall consist of providing mowing services for ordinance violations and nuisance abatement to residential, industrial/commercial, and vacant property throughout the City of South Beloit and mowing services for City-owned properties. Mowing services for ordinance violations and nuisance abatement shall be provided to the City on an “as needed” basis as determined by the City. Mowing services for City-owned properties shall be provided weekly.
2. The successful Applicant must provide all labor, equipment, materials to perform the services herein described for mowing services.
3. When directed by the City Code Enforcement Officer or the Streets Superintendent the successful Applicant shall mow properties with grass, weed or vegetation which exceed five (5) inches that have failed to be mowed by the property owner after a notice of violation was issued.
4. When directed by the Streets Superintendent, the successful Applicant shall mow the designated City-owned properties identified on Exhibit A.
5. The successful Applicant must be able to provide mowing services for all established grasses and vegetation (excluding shrubs, trees, heavily wooded areas, and reasonably maintained garden areas.)
6. The successful Applicant shall identify possible hazards including garbage debris and miscellaneous junk that may be present in grass.
7. Mowing shall include string trimming when mowing equipment cannot cut growth near buildings, fences, posts or other obstacles.
8. The successful Applicant must complete the mowing services within four days of notification (weather permitting.)
9. The successful Applicant must be able to mow vegetation in and around structures (i.e. swing set), sidewalks, trees, and fences to a neat appearance with grass height of 3.0 inches or less.
10. The successful Applicant shall remove any trash and debris left in the mowing area and clear sidewalks, alleyways or adjacent public right of ways of clippings following mowing.
11. The successful Applicant must alter the direction of mowing patterns on a regular basis to avoid worn spots on all City-owned properties.
12. The successful Applicant must be able to receive mowing requests via e-mail.

Equipment:

1. The successful Applicant must have equipment capable of getting through fence openings of a minimum of 30 inches to mow rear yards.
2. The successful Applicant must have equipment capable of cutting long grass/weeds and mowing ungraded lots or steep slopes.
3. Mowing services provided shall include the mowing equipment, fuel, maintenance, repairs, permits and any other items of expense or equipment necessary to render complete mowing services.

Pricing:

1. Applicant must provide a cost of services breakdown for the rates to perform ordinance violation mowing on a per lot basis.
2. Applicant must provide a cost of services breakdown for the rates to perform mowing of City-owned properties on a once a week and twice a week basis.

Insurance:

1. The successful Applicant shall maintain in full force and effect, throughout the period of the agreement, insurance as specified below. Failure to maintain insurance shall be cause for immediate termination of the agreement.
2. At the time of agreement execution, the successful Applicant shall provide the City with a Certificate of Insurance (COI) indicating coverage, and co-naming the City as an additional insured, showing evidence of coverage as specified below. The certificates shall also provide for 90 days advance written notice of cancellation of any coverage obtained under the terms of this agreement.
3. Comprehensive General Liability Insurance: An amount not less than \$1,000,000.00/occurrence, \$2,000,000.00/policy limit.
4. Automobile Liability Insurance: An amount not less than \$1,000,000.00 combined single limit. Said coverage is to be extended to cover hired and non-owned vehicles.
5. Umbrella or Excess Liability Insurance: An amount not less than \$2,000,000.00.
6. Workers' Compensation Insurance: An amount no less than statutorily required limits. Employer's liability in an amount not less than \$500,000.00 each accident, \$500,000.00 disease (policy limit) and \$500,000.00 disease (each employee).
7. Sole proprietors or partner or member of a limited liability company who have no employees and who elect not to provide and pay compensation for accidental injuries sustained by himself shall not be required to show proof of Workers' Compensation insurance.
8. All insurance policies required under this agreement shall be underwritten by insurance companies with a minimum A.M. Best rating of A:VII.

Invoicing:

1. The successful Applicant shall provide invoices with a detailed description of the location (address and/or parcel number), dates and times work was performed rounded to the quarter hour in an itemized categorization of charges incurred for each individual property serviced.
2. Invoices must be submitted within 15 days of performing the services.
3. The City reserves the right to withhold payment on all unauthorized work.
4. Payments will be made upon submittal of separate invoices on a per lot/property basis.

5. Invoices must be submitted to City of South Beloit, Attn: City Clerk, 519 Blackhawk Blvd., Suite 2, South Beloit, IL 61080.

Safety:

1. The successful Applicant shall be solely and completely in charge of, and responsible for, maintaining the site and performing the services outlined in this Request For Proposal, so as to prevent accidents or injury to persons performing the services, and to any person on, about, or adjacent to the site where the services are being performed. This duty exists, and shall apply, continuously and shall not be limited to normal working hours.
2. The successful Applicant shall comply with all applicable local, state and federal safety laws, regulations and codes, including but not limited to, those safety precautions as to the operation of equipment and use of materials. The successful Applicant shall be responsible for any and all applicable employee safety training/education.
3. The successful Applicant shall adequately protect the sites/facilities/residences, adjoining properties from damage or loss arising in connection with, or during the performance of the services outlined in this Request for Proposal. The successful Applicant shall pay for any such damage, injury or loss caused by its agents, employees or from the action of the elements.

Project Schedule:

The successful Applicant must be able to begin mowing for the City immediately after being selected and approved by the City Council. The selected firm must be able to provide the requested service for the 2021 mowing season (April to November) with the possibility of extension pursuant to an agreement that is acceptable to the City.

Proposal Criteria and Evaluation

Proposals will be evaluated for thoroughness and clear description of qualifications and ability to meet the needs of the City. This includes the ability to satisfy the following elements of the proposal:

1. Technical competence, years in business.
2. A list of equipment able to perform the services required.
3. Provide mowing services in a timely manner.
4. Ability to remove debris and grass after mowing.
5. Proof of adequate insurance for all aspects of the business.
6. Cost of equipment and services.

Proposal/Qualification Requirements

In addition to the attached forms, the proposal should include a brief description of the firm's qualifications; the firm's current financial position; a list of current equipment available for field use; all complaints filed against the company in the last 5 years, including information on the resolution of any such complaints; and insurance policies..

PROPOSALS DUE BY: March 1, 2021

Any questions or comments regarding this proposal may be sent to: Tracy Patrick at T.Patrick@SouthBeloit.org.

RETURN PROPOSALS TO:

City of South Beloit
ATTN: Tracy Patrick, City Clerk
519 Blackhawk Blvd, Suite 2
South Beloit, IL 61080

EXHIBIT A - CITY OWNED LOTS

City Lot Address	Description	Mowing Frequency
519 Blackhawk Blvd.	City Hall	
Dickop Street to Northwestern Ave	Green space and railroad property	
Turtle Creek Park and ROW on Blackhawk and Gardner	Park and right of way	
Dorr Road and Prairie Hill Road	Bike Path going west	
Smith Lane and Oakland Ave.	Small green spaces	
Blackhawk Blvd from Prairie Hill Rd. to Gardner St.	Center green space	
Cell Tower property and along S. Bluff to property line going south	Cell tower and green space	
Nazerene Drive from Prairie Hill Road to Church property line going south	Green space	

ITEMIZED PRICING

ITEM:

COST:

Mowing Fee per Lot – Ordinance Violation \$ _____

Mowing Fee per City Lot (1x/week) \$ _____

Mowing Fee per City Lot (2x/week) \$ _____

STATEMENT OF QUALIFICATIONS

Statement of Qualifications should include the municipalities or similar customers for which the Applicant provides mowing services for, including names and phone numbers of the contact persons.

Organization	Contact Person & Number	Work Contracted