



**Bid Documents**  
**District-Wide Landscaping Services**

Bids are due and will be opened and read aloud on Monday, January 29, 2024 at 10:00 A.M at the Huntley Park District Rec Center located at 12015 Mill Street. Huntley, IL 60142

January 8, 2024

## **ADVERTISEMENT FOR BIDS**

The Huntley Park District, Huntley, Illinois, invites bids for District Wide Landscaping Services 2024 commencing on April 22 through October 18, 2024, for the Huntley Park District. Sealed proposals will be received until 10:00A.M on January 29, 2024, at the Huntley Park District Rec Center located at 12015 Mill St, Huntley, Illinois. A public opening will take place at 10:00 a.m. on January 29, 2024, at the Huntley Park District Rec Center located at 12015 Mill St. The Bid may be awarded at the Park Board Meeting on February 28, 2024, at 7:00 p.m. at the Rec Center, 12015 Mill Street., Huntley, Illinois 60142. Mandatory pre-bid conference is scheduled for this Project will occur on January 18 at 9:00am held at the Huntley Park District 12015 Mill Street. Huntley Il 60142.

Copies of documents required for bidding may be obtained at our website at [www.huntleyparks.org](http://www.huntleyparks.org). All bidders must submit a Bid Bond or Cashier's or Certified Check for 10% of the total annual contract amount with their bid form.

Bidders must note:

1. Bids must be submitted in sealed envelopes, and plainly marked "**SEALED BID-District Wide Landscaping Services**" and have the bidder's company name indicated on the face of the envelope.
2. Bids shall be submitted only on the bid form provided. The bid form must be completed in full, and all total prices must include all work as stated in the specifications.
3. All bids submitted will be considered firm for a period of 60 days from the bid opening date.
4. All bidders are required to demonstrate to the satisfaction of the Park District that they are capable and able to complete the work as required in the specifications. Each bidder shall submit with his bids, proof that he satisfactorily performed work of a similar nature to that specified within the preceding two years, together with the locations and the names of the responsible individuals in charge of such projects.

Proposals are to be enclosed in a sealed envelope addressed to: Huntley Park District, 12015 Mill Street, Huntley, Illinois 60142, ATTENTION: Bid Department "Sealed Bid District Wide Landscaping Services 2024."

The Board of Park Commissioners of the Huntley Park District reserves the right to waive any irregularities and to accept or reject any proposal.

### **Rejection of Proposals:**

- A. The District reserves the right to cancel invitations for proposals or requests for proposals without penalty when it is in the best interest of the District. Notice of cancellation shall be sent to all individuals or entities solicited.
- B. The District reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the District. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- C. Any bid not conforming to the specifications or requirements set forth by the District in the bid request may be rejected.
- D. Proposals may also be rejected if they are made by a bidder that is deemed un- responsible due to a lack of qualifications, certifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment, or labor.

### **Term of Engagement:**

A contract between the Huntley Park District and the successful bidder for the mowing services herein described shall be for *one-full year of service*, with the Park District's option to renew for up to two (2) additional one-year extensions. This contract shall be subject to:

- Satisfactory negotiation of terms including a price acceptable to both the Huntley Park District and the selected contractor and the concurrence of the Park Board.
- Annual review by the Huntley Park District

This contract between the Huntley Park District and successful bidder shall not be assigned or transferred without the prior written approval of the Huntley Park District. The Huntley Park District may enter into successive one-year contracts with the successful bidder without completing the bidding process. This is at the sole discretion and approval of the Huntley Park District.

# **SPECIFICATIONS**

## **District Wide Landscaping Services**

### **DEFINITIONS:**

The Term “District” whenever used in the contract documents shall be construed to mean the Huntley Park District.

### **CONDITIONS:**

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the terms of the contract.

### **SCOPE OF WORK:**

1. The scope of work involves furnishing all of the required labor, materials, equipment, implements, parts and supplies necessary for or appurtenant to District Wide Landscaping Services Bid in accordance with the plans, specifications and drawings dated January 8, 2024.
2. The Contractor shall commence work no later than April 26, 2024, and perform all work on a regular full-time basis during weekdays until final completion on or by October 18, 2024. On weeks that mowing isn't needed the contractor can complete the following items, bed maintenance, bed edging, detailed hand weeding, shrub trimming.
3. Mowing height shall be 3.00 inches to 3.50 inches. No clumping of grass clippings shall be dispersed evenly.
4. Working hours will align with the Village of Huntley ordinance. Park mowing, bed maintenance, and tree trimming work shall occur Monday through Friday from 7:00am – 6:00pm.
5. Scope of work includes the following: mowing of various parks, tree trimming, trash cans emptied, line trimming around obstacles that cannot be reached with a mower, litter removal on turf, playgrounds, and hard surfaces, blowing of hard surfaces, hand pulling of large weeds in landscape beds, maintain flower beds and tree rings to be neat and free of weeds, branches collected and disposed of accordingly. Mowing heights shall be in the range of
6. One Fall application of a 3-way herbicide is to be made at various park sites detailed on the proposal bid form. Illinois department of Agriculture applicator or operator license. Examples are Triad, Threesome, Lesco Three-Way, Vessel etc...

7. Tree trimming and pruning will be chipped up and disposed of offsite at a certified facility. Tree trimming and pruning will consist of branches lower than 10 feet. This will require a Certified Arborist Licensure to be on staff for supervision. Please include the licensing with your bid.
8. All Turf applications of herbicide will be made by an Illinois Pesticide Commercial Applicator or Operator in Turfgrass, Ornamental, Rights-of-Way. Please include the licensing with your bid.
9. All trash cans at each park location are to be emptied once a week. This is to be disposed of offsite. This will be conducted on the same day as mowing occurs.
10. All dog waste stations are to be emptied once a week, and lined with a new can liner, and filled as needed. Liners and bags will be provided for the dog waste stations by the park district. This will be conducted on the same day as mowing occurs.
11. Services will be for a minimum of one (1) year, and up to a total of three (3) years.

**EXAMINATION:**

1. Each bidder shall examine the site(s), taking into consideration all such conditions that may affect this work. A submission of a proposal implies that this examination has been made. If the bid is accepted the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with these instructions. The Huntley Park District will not in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect. Before submitting a Proposal, the Bidder shall carefully examine and visit the site of work, fully inform themselves of all existing conditions and limitations, and include in the Proposal a sum to cover the cost of all items included. The Bidder shall make intelligent observations and inquiry as to conditions at the Project Site. No pleas of ignorance observations and inquiry as to conditions prevailing shall suffice to permit withdrawal of a Proposal submitted or to invalidate the Contract or Bond after its execution.
2. Mandatory or pre-bid conference is scheduled for this Project will occur on January 18 at 9:00am held at the Huntley Park District 12015 Mill Street. Huntley Il 60142. The Park District will disqualify the bid of any company that fails to attend the Pre-Bid Conference. Representative of Owner will be present to discuss the project.

## PROJECT IDENTIFICATION AND LOCATIONS:

1. Project Identification: District Wide Landscaping Services Bid
2. Project Location: Various Locations within the Huntley Park District
3. Project Contact: Rob Jordan  
Superintendent of Parks and Facilities  
847-476-0785

## OTHER SPECIFICATIONS:

1. **Background checks** will be required by the Contractor.
2. **Equal Employment Opportunity:** Equal Employment Opportunity shall be a material term of this contract. Decisions regarding awarding the contract will be made without regard to race, color, religion, sex, national origin/ancestry status, disability, age, marital status, military status, unfavorable discharge from military status, arrest record or citizenship status.
3. **Training & Equipment:** Please include a brief outline of your employee-training program and the equipment that will be used for this Landscaping bid. Please include Certified Arborist License, Illinois Department of Agriculture Licenses as a commercial applicator or commercial operator in turf, ornamental, and rights-of-way.
4. **Manner of Payment:** The District follows the Illinois “Prompt Payment Act” established by Illinois State Statutes (50 ILCS 505/1 et seq.) and, as such, the District Board approves invoices within thirty (30) days after receipt of the invoice and sends payment within thirty (30) days after the invoice has been approved by the Board.
5. **Billing/Invoicing:** All billing and invoicing will be done on a monthly basis after services have been rendered.

## PROPOSAL EVALUATION CRITERIA:

1. **Mandatory Elements:**
  - a. The landscaping contractor (hereafter: “contractor”) is independent and licensed to practice in the State of Illinois. The proposal should state the size of the firm, the location of the office from which the work on this engagement is to be planned and organized, and nature of the staff to be employed in this engagement on a full-time and/or part-time basis.
  - b. The contractor has no conflict of interest with regard to any other work performed by the firm for the Huntley Park District.
  - c. The contractor adheres to the instructions in this invitation to bid on preparing and submitting the proposal and returning the signed pages addressed in

Supplemental Documents of this solicitation.

- d. The contractor has an understanding of the specific needs of the Huntley Park District as it relates to the services provided.
- e. The contractor should identify the principal supervisory and/or management staff, including tenure of contractor's employees, who would be assigned to this contract. The contractor should also provide information on the relevant experiences of the contractor and its employees on similar engagements. (Include with proposal)
- f. The Huntley Park District retains the right to approve or reject staff replacements of the successful bidder. No third-party employees or sub-contractors are acceptable. Employees must be in company uniform.
- g. References/Past Performance of contractor.
- h. All certifications are to be included with the bid proposal.
- i. The contractor is bonded/insured at the levels approved by the Huntley Park District.

## **2. Compliance with Ordinances, Laws and Rules:**

The contractor will strictly comply with all ordinances of the Huntley Park District, Village of Huntley, laws of the State of Illinois, and federal laws, rules, and regulations.

## **3. Termination of Contract:**

The District reserves the right to terminate the whole or any part of this contract at any time, upon providing seven (7) days prior written notice to the contractor.

## **4. Award of Bid:**

All proposals will be tabulated, and a recommendation shall be prepared and forwarded to the Park Board for approval. The District reserves the right to award all, or parts, or separate parts of the bid. The award of this contract may be determined at the Park District Board meeting on **February 28, 2024**, with commencement of service on **April 22, 2024**.

## **INSURANCE AND INDEMNIFICATION:**

The Contractor will be required to meet the Huntley Park District insurance requirements. Unless otherwise specified the Contractor shall, before commencing any work, provide a certificate of Insurance to the Huntley Park District naming the District as an additionally named insured in the following minimum amounts with specific coverage.

The Contractor shall obtain insurance of the types and in the amounts listed below.

**A. Commercial General, Liquor, and Umbrella Liability Insurance**

Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, liquor liability, products-completed operations, personal injury and advertising injury, athletic participation, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the District. Any insurance or self-insurance maintained by the District shall be in excess of the Contractor's insurance and shall not contribute with it.

Umbrella Liability Insurance is required in this Contract. The Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's use of the District's premises.

**B. General Insurance Provisions**

1. **Evidence of Insurance** - Prior to using any District facility or premises, Contractor shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
2. All certificates shall provide for advance written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.
3. Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
4. The District shall have the right, but not the obligation, of prohibiting from occupying the District's premises until such certificates or other evidence that insurance has



been placed in complete compliance with these requirements is received and approved by the District.

5. Failure to maintain the required insurance may result in termination of this Contractor the District's option.
6. Contractor shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.
7. **Acceptability of Insurers** - For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.
8. **Cross-Liability Coverage** - If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
9. **Deductibles and Self-Insured Retentions** - Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

### **C. Indemnification:**

Licensee shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the use of the premises or of any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use; (ii) an act, or omission, wrongful act or negligence of Licensee or any Licensee's contractors or subcontractors, or the directors, officers, agents, employees, invitees of Licensee or Licensee's contractors or subcontractors; (iii) any accident, injury, or damage whatsoever occurring in or at the premises, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Licensee shall similarly protect, indemnify, and hold and save harmless the Park District, its officers, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Licensee's breach of any of its obligations under or Licensee's default of any provision of this Contract.

## REFERENCES

General Information, list below current business references for whom you have performed work similar performed in the past two years that is required by this proposal. **Bids will be rejected if less than three (3) references are provided.** *If additional sheets are needed, please make copies.*

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**Reference #1**

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**Address**

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**City, State, Zip Code**

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**Telephone Number**

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**Contact Person**

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**Dates of Service**

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**Reference #2**

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**Address**

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**City, State, Zip Code**

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**Telephone Number**

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**Contact Person**

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**Dates of Service**

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**Reference #3 (Optional)**

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**Address**

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**City, State, Zip Code**

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**Telephone Number**

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**Contact Person**

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**Dates of Service**

**Huntley Park District Bid Invitation for District Wide Landscaping Services Total Cost Summary**

**DUE: January 29 2024 at 10:00A.M.**

**Contractor Submitting Proposal:** \_\_\_\_\_

**Person Completing Bid:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax#** \_\_\_\_\_

**Email:** \_\_\_\_\_

For the performance of all items of work, furnishing all materials, equipment, labor, etc. necessary to complete as indicated in the specifications, we submit the following **lump sum** prices.

The term of this contract shall be for *one full year of service*, with a Park District option to renew for up to two (2) additional one-year extensions. Please provide the lump sum cost for year one and for the possible second and third year extensions, if needed

**Bid Form**

**Total Base Bid (written out)** \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

<b>Park Name</b>	<b>Est. Mowed Acres</b>	<b>Bid, One Week \$</b>	<b>Bid, One Year \$ 26 Weeks</b>	<b>One Spring Herbicide 3-Way Application</b>
Borhart Park	5.1	\$	\$	Yes \$
Coach's Park	3.5	\$	\$	Yes \$
Cottontail Park	1	\$	\$	Yes \$
Kiley Park	8.5	\$	\$	No Application
Ol' Timers Park	14.5	\$	\$	No Application
Parisek Park	3.5	\$	\$	Yes \$
Red Hawks Rest	1	\$	\$	Yes \$
Ruth Park	4.2	\$	\$	Yes \$
Talamore Park	2.0	\$	\$	Yes \$
Tures Park	4.1	\$	\$	Yes \$
Weiss Park	9.7	\$	\$	Yes \$

**Base Bid**

**2024 \$** \_\_\_\_\_  
**2025 \$** \_\_\_\_\_  
**2026 \$** \_\_\_\_\_

**Alternate Bid Mowing at Tomaso Sports Park and Stingray Bay (Inside) Pool:**

<b>Park Name</b>	<b>Est. Mowed Acres</b>	<b>Bid, One Week \$</b>	<b>Bid, One Year \$ 26 Weeks</b>
Tomaso Sports Park	38	\$	\$
Stingray Bay Pool	2.5	\$	\$

**SUPPLEMENTAL UNIT PRICES**

Bidder shall provide the following unit prices, to be used for additional services as needed:

**Hourly Rate for Additional Landscaping Services:** \$ \_\_\_\_\_/hr. (If hourly rates differ per (type of) employee, please provide a list of (type of) employees with accompanying hourly rates). Ie. Daytime, Weekends, Special Event Staff.

**Landscape mulch per yard installed:** \$ \_\_\_\_\_ / yard installed. (Triple Ground Mulch will be provided by the Park District)

**Additional pricing for 3-Way Herbicide application per acre:** \$ \_\_\_\_\_ / per acre

**ADDENDA**

Each Bidder for this project shall be responsible for acknowledging all addenda that he has received during the bidding period. In the appropriate place, please sign for each addendum received.

Addendum No. 1:

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Signature	Title
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Addendum No. 2:

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Signature	Title
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Addendum No. 3:

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Signature	Title
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Addendum No. 4:

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Signature	Title
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