

**Lawn and Landscape Maintenance Service
Request for Proposal**

Notice to Bidders

The Fox River Water Reclamation District (FRWRD) in Elgin, Illinois is accepting sealed proposals from qualified firms to provide Lawn and Landscape Maintenance Service at its three Water Reclamation Facilities, five offsite properties and Administration Building. The scope of work includes providing labor and materials for lawn and landscape maintenance care to properties owned by FRWRD (mowing, trimming, weed control and hand weeding) for a two-year contract period. Full request for proposal documents can be obtained by emailing **Steve Moore at smoore@frwr.com** or can be picked up at FRWRD Administration Building located at 1957 LaFox South Elgin, IL 60177. Sealed proposals clearly marked as “Lawn and Landscape Maintenance Services” will be accepted until **April 13, 2022 at 10:00 AM** at which time they will be opened and publicly read aloud. The sealed proposals can be mailed to Fox River Water Reclamation District 1957 LaFox, South Elgin, IL 60177 or hand delivered to 1957 N. LaFox, South Elgin, IL 60177. There will be a pre-proposal meeting on **March 23th, 2022 at 10:00 AM** at the FRWRD Administration Building located at 1957 LaFox South Elgin, IL 60177. Questions related to the proposal can be directed to **Steve Moore, Maintenance Superintendent at 847-742-2068 ext. 4071.**

**Lawn and Landscape Maintenance Service
Request for Proposal**

Specifications

I. Workmanship

Performance of the contractor will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds.

Where not more specifically described in any of the various sections of these specifications, the workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

FRWRD may request a meeting with the contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of FRWRD will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of FRWRD may result in the termination of this contract.

II. Mowing and Trimming Services

FRWRD will determine the dates for beginning mowing and trimming services each year and the dates for ending mowing and trimming services each year. Mowing and trimming services are generally to be performed once per week at each location once services have been initiated for the growing season. FRWRD reserves the right to modify this schedule with more or less frequent mowing and trimming services. The Contractor shall assume a 28 week service for this contract.

A. Mowing Services

Mowing services shall be performed at times mutually agreed upon between FRWRD and the Contractor. Any changes to be established schedule must have prior approval of FRWRD and be scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site. Contractor shall be responsible for complying with all local ordinances regarding working times. Contractor assumes all liability for complying with local ordinances.

The Contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.

**Lawn and Landscape Maintenance Service
Request for Proposal**

Specifications

All litter (such as paper, cans, bottles, branches, etc.) must be picked up and disposed of prior to mowing.

All non-turf areas (such as sidewalks, roads, etc.) shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance or cause problems with the healthy growth of lawns. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to FRWRD.

B. Trimming Services

Trimming with a line trimmer shall be done simultaneously with the mowing operation. Trimming is to be completed each time a site is mowed.

Trimming shall be done in all areas that are inaccessible to the mowing equipment. This includes fence lines, ditches, next to buildings, sidewalks, roadways and around all other obstacles to provide a neat and even appearance to the entire site.

Care shall be used when trimming around trees to prevent damage.

III. Herbicide Weed Control Services

Herbicide weed control services to control broadleaf weeds shall be performed at times mutually agreed upon between FRWRD and Contractor. Contractor shall be responsible for complying with all local and state laws or ordinances. Contractor assumes all liability for complying with afore mentioned laws and ordinances. One spring and one fall applications to lawn areas are expected to be needed to control weeds with a contact spray herbicide. Apply only at manufacturer's approved rates to avoid toxicity and follow all manufacturer's directions as to disposal of excess herbicides and containers. Verify the herbicide is appropriate for use with various plant materials. Contractor is responsible for any damages incurred as a result of herbicide application and must repair or replace any such damage at no cost to FRWRD.

**Lawn and Landscape Maintenance Service
Request for Proposal**

Specifications

Contractor shall be responsible for meeting all requirements of the Illinois Lawn Care Products Application and Notice Act (415 ILCS 65/) including posting perimeter signs of spray area.

IV. Total Vegetation Weed Control Services

A bare ground/total vegetation herbicide application to: stone edging at tanks and buildings, sidewalks, and roadways are expected to be required twice a year at a time agreed upon by FRWRD and Contractor. Total Kill or other similar non-selective herbicide shall be used.

V. Manual Weeding

Manual/hand weeding shall be performed for the planted grounds at the Administration Building located at 1957 LaFox, South Elgin, IL. Manual weeding services are anticipated twice during each of the three seasons of spring, summer and fall at a time mutually agreed upon by FRWRD and Contractor. Additional weeding may be requested by FRWRD. Contractor shall take care not to remove or damage desired plantings. Contractor is to leave existing mulch in a uniform appearance after weeding. Contractor is to clean up all walkways of weeding debris and mulch after weeding.

**Lawn and Landscape Maintenance Service
Request for Proposal**

BID FORM

Bidding Contractor:

Business Name: _____

Address: _____

Contact Name: _____

Contact Numbers: _____

References:

1.) Business Name: _____

Address: _____

Contact Name: _____

Contact Number: _____

2.) Business Name: _____

Address: _____

Contact Name: _____

Contact Number: _____

**Lawn and Landscape Maintenance Service
Request for Proposal**

BID FORM

(Prices guaranteed for 2 years)

1. Per hour rate for "as-needed" services \$ _____

Property Name: AD Pagorski WRF

1. Lawn mowing and trimming (Total price for 28 weeks)
\$ _____

2. Herbicide weed control (Total price for two applications)
\$ _____

3. Total vegetation weed control application around tanks and buildings, sidewalks, and roadways (Total price for two applications)
\$ _____

Property Name: North WRF

4. Lawn mowing and trimming (Total price for 28 weeks)
\$ _____

5. Herbicide weed control (Total price for two applications)
\$ _____

6. Total vegetation weed control application around tanks and buildings, sidewalks, and roadways (Total price for two applications)
\$ _____

**Lawn and Landscape Maintenance Service
Request for Proposal**

BID FORM

Property Name: West WRF

1. Lawn mowing and trimming (Total price for 28 weeks)
\$ _____
2. Herbicide weed control (Total price for two applications)
\$ _____
3. Total vegetation weed control application around tanks and buildings, sidewalks, and roadways (Total price for two applications)
\$ _____

Property Name: Administration Building

1. Lawn mowing and trimming (Total price for 28 weeks)
\$ _____
2. Herbicide weed control (Total price for two applications)
\$ _____
3. Total vegetation weed control application around building, sidewalks, and roadways (Total price for two applications)
\$ _____
4. Manual Weeding at Administration Building (Total price for six weeding's)
\$ _____

**Lawn and Landscape Maintenance Service
Request for Proposal**

BID FORM

Property Name: Lessenden St.

1. Lawn mowing and trimming (Total price for 28 weeks)

\$ _____

Property Name: Pumping Station 41

1. Lawn mowing and trimming (Total price for 28 weeks)

\$ _____

Property Name: Former Elgin Box company lots

1. Lawn mowing and trimming (Total price for 28 weeks)

\$ _____

Property Name: Skyline area

1. Lawn mowing and trimming (Total price for 28 weeks)

\$ _____

Property Name: Pumping Station 31

1. Lawn mowing and trimming (Total price for 28 weeks)

\$ _____

**Lawn and Landscape Maintenance Service
Request for Proposal**

BID FORM

Total for yearly services (28 weeks) \$ _____

BIDDER CERTIFICATIONS

1. By placing a proposal, the Bidder acknowledges having examined the premises and site, reviewing the specifications, and satisfying themselves as to the condition of the premises, obstructions, grade and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of FRWRD's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by FRWRD's or other Contractor's activities. It shall be expressly understood that FRWRD's operations will take precedence over any other activity.

2. By placing a proposal, the Bidder acknowledges that FRWRD reserves the right to reject any or all proposals and/or waive any technicalities or bidding irregularities.

Company Representative: _____

Title: _____

Signature: _____

**Lawn and Landscape Maintenance Service
Request for Proposal**

Attachment A

Property Site Plans for:

1. ADP Water Reclamation Facility
100 Purify Drive, Elgin IL

2. North Water Reclamation Facility
571 Frazier Ave, Elgin IL

3. West Water Reclamation Facility
875 South State Street, Elgin IL

4. Administration Building
1957 LaFox (Route 31), South Elgin IL

5. Lessenden St. area
End of Lessenden St., Elgin IL

6. Pumping Station 41
1346 River Road, South Elgin IL

7. Former Elgin Box Company area
824 Raymond, Elgin IL

8. Skyline Estates lots
Clyde Parkway

9. Pumping Station 31
680 Wellington, Elgin IL