



Carrie Eklund
Central Services Manager
Finance Department

**INVITATION TO BID
DRAINAGE AREA LANDSCAPE MAINTENANCE
BID NO.: 1115-PW-119**

11/9/15

Name of Bidding Firm: _____
Address _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-Mail: _____

Bid Opening Time and Date **11:00 a.m., Local Time, Wednesday, December 9, 2015**

Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Mandatory Pre-Bid Meeting **10:00 a.m. Local Time, Friday, November 20, 2015**
Administration Building, 523 S. Central Avenue – City Yards

Bid Deposit/Bid Bond: NO
Prevailing Wage NO
Performance Bond: NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

RETURN BIDS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104

BIDS SUBMITTED BY FASCIMILE OR E-MAIL WILL NOT BE ACCEPTED

BID RESULTS:

Bid results may be obtained by telephone at 779-348-7164 by fax at 800-380-7174. or at www.rockfordil.gov

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of 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.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. **Prevailing Wage.** When indicated on the cover page of this document, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor’s responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. **Certified Payroll.** All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via the City’s current Certified Payroll reporting system. No paper copies or non-conforming Certified Payroll reports will be accepted. The City reserves the right to withhold payment due to the awarded vendor until the vendor displays compliance with this provision.

27. **Substance Abuse Prevention.** When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. **Apprenticeship Requirement.** For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor’s (or his subcontractor’s) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. **Indemnification.** To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the awarded vendor’s performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker’s Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and

the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
Note: The number of employees must be entered under each category (no check marks)

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: : (779) 348-7396 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise _____

Women Business Enterprise _____

Neither _____

City-Certified? Yes _____ No _____

City Certified? Yes _____ No _____

(Revised 12/21/09)

Subcontractor/Leased Operator of Equipment Detail Form
City of Rockford

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Subcontractor/Leased Operator Information		Type of Work Supplied	MBE/WBE Business?	Dollar Amount	Subcontract Percent of Bid Total
Please provide business name and address, and a contact person.		Describe the work the subcontractor/leased operator will perform for this contract.			
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				

The bidder intends to Subcontract/Lease Operators of Equipment for _____ % of the total contract with MBE/WBE firms.

 Signed _____ Title _____ Date _____

Drainage Area Landscape Maintenance
Bid No.: 1115-PW-119

1.0 General Scope

The City of Rockford is seeking bids from qualified vendors to perform contract work consisting of all labor, materials, equipment, and supplies necessary to perform mowing, tree and brush clearing, re-grading and seeding maintenance and slope restoration due to animal burrows for specified site locations. The following specifications describe the scope of work and requirements necessary for the vendor to submit a responsible bid.

- 1.1 Examination of Site. Vendors shall carefully examine the site for the project to eliminate misconceptions, verify dimensions, elevation, working conditions, equipment needed, transportation and storage facilities. Vendors shall give due consideration to same in preparing their proposals as no exceptions will be considered after awarding the contract, nor will the vendor be entitled to any extra compensation for his/her failure to verify worksite conditions.
- 1.2 Site Locations. A current list of site locations are provided on the bid form itself. Aerial maps highlighting these locations will be provided on the City website. The City of Rockford reserves the right to add additional sites to the contract subsequent to award as new construction projects are completed or other properties are acquired by the City. In the event properties are acquired, the contractor shall provide a pricing structure comparable to the original sites outlined in this bid specification.

2.0 Standards and Regulations

- 2.1 License. Vendors shall secure all permits and licenses that may be required by federal, state or local laws. All costs for any and all permits and licenses shall be included in the bid, as no additional cost to the City will be allowed for such items at a later date. In the event pesticide applications are required, the company and each member of their staff that will be applying pesticides or fertilizers must have a current IL Dept. of Agriculture applicator and/or operator's license for the category of pesticide application they are performing. All documentation shall be made available upon request by the City of Rockford prior to award of bid.
- 2.2 Ordinances. Vendors shall observe all ordinances in the performance of this contract including the City of Rockford's Noise Ordinance which prohibits the operation of ground maintenance equipment between the hours of 10:00 p.m. and 7:00 a.m. within 600 feet of any building used for residential or hospital purposes.

3.0 General Requirements

- 3.1 Vendor qualifications. No contract shall be awarded except to responsible vendors capable of providing the class of product described.
 - 3.1.1 Before being considered for the award, vendors shall be required to show evidence of the necessary experience, facilities, equipment, ability, and financial resources to perform the work in a satisfactory manner and within the time constraints stipulated. The City of Rockford shall make the final determination as to the vendor's ability to provide the desired services. Note: Where required, equipment must be of a design that would enable mowing slopes of up to a thirty-five (35) degree angle without damaging the vegetative layer. Where not required, conventional mowers will be satisfactory.
 - 3.1.2 Only vendors with past experience with similar work as specified herein shall be considered for this project. All vendors who submit bids shall include documentation indicating past experience, a full equipment list and references to receive full consideration for contract award.

- 3.1.3 Bid Form. There are nine (9) pages to the bid form. Hourly rates are requested that apply to all sites that require specialized equipment for steep slope mowing. A flat rate per mow is requested from the vendor for each occurrence at all other sites. Vendors must bid on all sites and groups unless otherwise noted. The award will be made on whatever combination the City deems most advantageous. The vendors name, address, and telephone number are also requested on the last page. Bids received that are not signed will not be considered.
- 3.1 Vendor performance. The vendor agrees to perform its obligations demonstrating quality workmanship and completion of all work in a timely manner.
- 3.1.1 The designated City of Rockford representative will decide all questions that may arise as to the quality and acceptability of work performed under the contract. If, in the opinion of the designated City of Rockford representative, performance is unsatisfactory, the City shall notify the vendor of the areas in which his or her performance is deficient. The vendor will have three (3) calendar days from the date of notification to correct any specific instances of unsatisfactory performance. Corrective measures required by the City of the vendor to meet performance standards should be completed at no additional charge to the City. The City shall retain the right to remove specific site(s) from said contractor should a pattern of poor performance continue.
- 3.1.2 It is understood that if, in the opinion of the designated City of Rockford representative, it is apparent that the vendor is not able to meet the requirements of these specifications, then the designated City of Rockford representative, in conjunction with the Central Services Manager, may reduce or terminate the contract with two weeks written notice, whichever is in the best interest of the City of Rockford. Every effort will be made to assist the vendor making a good faith effort to meet the obligations of the contract. However, nothing in this section shall undermine the City's ability to take action for poor performance or default of contract as described in section 3.2.1.
- 3.1.3 It is the responsibility of the vendor to immediately notify the respective City Representative of any mechanical failures or any other circumstance that may delay or prevent the vendor from completing the work as scheduled. As this work is performed in drainage areas, it is also the responsibility of the vendor to immediately notify the City Representative of any spills of petroleum based products, pesticides or any other liquid or granular based product.
- 3.2 Contact. Questions shall be directed to Carrie Eklund, Central Services Manager at (779)348-7467 or [carrie.eklund@rockfordil.gov](mailto:carrie eklund@rockfordil.gov).
- 3.3 Vendor Contact. The vendor agrees to provide the City Representative with a phone number at which the vendor can be reached during work hours (Monday through Friday, 7:00 a.m. to 5:00 p.m.) and further agrees to return calls and messages left by the City within 2 hours. Failure to return a call will result in a reassessment of that individual's contract.
- 3.4 Mandatory Pre Bid Meeting. A mandatory pre bid meeting will take place at the Administration Building located at the City Yards, 523 S. Central Ave. on Friday, November 20th at 10a.m. Bids will only be accepted from vendors in attendance at this meeting.
- 3.5 Basis of Award. The City will award this contract to the lowest responsive and responsible bidder that is able to meet the requirements and criteria set forth in this document. A "responsive bidder" is able to provide a product or service that conforms in all material respects to the specifications detailed in this document. A "responsible bidder" is a corporation, company, or person who has the ability in all respects to provide the product or service desired at the highest possible standards of quality. The City of Rockford may award the contract based on line item categories, by division or as a whole, whichever best serves the interest of the City.

3.6 Insurance Requirements. Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.

The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful vendor for the duration of the contract unless explicitly waived by the Central Services Manager:

3.6.1 Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent vendors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

3.6.2 Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million generate aggregate. Such insurance shall cover liability arising from premises, operations, independent vendors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

3.6.3 Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate.

3.6.4 Workers Compensation. Vendor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.

3.6.5 Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above.

3.7 Equipment/safety. The vendor shall remove equipment at the completion of the workday. The City of Rockford does not assume any responsibility, at any time, for the protection of or loss of equipment or supplies either at the work site or elsewhere.

3.8 Term of Contract. Vendor shall provide maintenance services from date of award until December 31, 2016. Upon mutual written consent, the City and the vendor may agree to extend the contract for two (2) one-year terms. The City of Rockford reserves the right to review the vendor(s) previous years' performance prior to approving any additional contract extensions beyond the first and second terms of this contract. Renewals require the mutual consent of both parties. Consent for renewal shall be stated in writing forty-five (45) days in

advance of the termination date of the contract. Thus, this contract may be effective for a total of three (3) years from the date of the original award.

4.0 Specific Requirements

- 4.1 On-site preparation work. Prior to each mowing occurrence the vendor shall pick clean the entire site, removing all litter, trash, branches, glass, and debris. Paper, cups and other litter must not be mowed so as not to detract from the sites' appearance.
- 4.2 Height of Grass/Height of Cut. Grass should never exceed 8 inches in height. Grass when cut should be 3" to 4" in height. City representative shall determine optimum height of cut for each location.
- 4.3 Weeds. Removal of weeds growing from along the curb lines, roadway edges and concrete spillways are the responsibility of the vendor. Weeds shall be defined as all grasses, annual plants, and vegetation overgrowth and underbrush other than trees or shrubs provided.
- 4.4 Inaccessible areas. All areas too wet, too steep or otherwise inaccessible for use of standard mowers shall be line trimmed at the same frequency as the mowing schedule however the hourly rate shall reflect the cost per laborer with line trimming equipment.
- 4.5 Frequency. Each location has listed an estimated amount of cuts during the contract period. The total number of cuts is an estimate based on previous years. The City representative will determine the exact number of cuts based on seasonal growing conditions
- 4.6 Trimming. Final trimming around permanent objects such as trees, posts, shrubs, fences, guard rails, bridged, signs, curbsides, and roadway edges, light poles, will be accomplished with suitable mechanical equipment at the same cutting height as the rest of the turf so as not to detract from the appearance of the site. Trimmings are to be cleaned from all hard surfaces (sidewalks, curbs, driveways, and streets).
- 4.7 Tree and Brush Removal. Vendor is required to provide an hourly rate for additional work required to periodically remove small weed trees and brush from mowing sites. Vendor will be responsible for removal of material accumulated at each site. Brush and tree material from these sites may be disposed of at the City Yards chip lot.
- 4.8 Site Restoration. Steep slopes are subject to erosion should the vegetative layer become compromised. The contractor shall be responsible for site all site restoration caused by improper use of equipment or negligence on the part of the mower operator that causes the vegetative layer to be damaged thereby exposing the topsoil. The contractor shall not be responsible for any damage that has occurred prior to award of contract.
- 4.9 Animal burrows. At the dams and levee the vendor shall inspect the site for animal burrows at time of mowing. Any animal burrows found shall be filled with topsoil and seeded.
- 4.10 Topsoil and Seeding. Vendor shall be required to provide an hourly rate for turf restoration. Materials may be provided by the City or if the vendor is providing materials, all charges invoiced to the City shall be at the contractors cost. Areas required to have topsoil and seed shall be placed as noted below.

Topsoil material shall be indigenous to Winnebago County, meet with the requirements of Article 1081.05 of the Standard Specifications, and have no more than 55 percent sand contend as determined in accordance with AASHTO %88. Seeding method shall consist of applying seed, fertilizer and erosion control blanket on prepared seedbed in accordance with IDOT Section 250 and 251 in so far as said sections apply.

Seeding Class I: Revise IDOT Article 250.07 to read: "Regardless of season, all disturbed areas shall be seeded with following mixture:

Turf Type Fescue	50 lbs/acre
Kentucky Blue Grass	50 lbs/acre
Manhattan Rye	100 lbs/acre <u>OR EQUAL</u>
Ruby Creeping Red Fescue	100 lbs/acre

Fertilizer shall be furnished and applied to the following nutrients and percentages by weight in pounds:

Nitrogen	6%
Phosphorus	24% <u>OR BY SOIL ANALYSIS</u>
Potassium	24%

Fertilizer shall be applied at a rate of 300 lbs/acre. Second fertilizer application 3-weeks after seeding of 10-10-10, 250 lbs/acre, if good stand is achieved.

Erosion Control Blanket shall be installed in accordance to the manufacturer's specifications. Erosion Control Blanket shall be installed whenever the slope of a seeded area is greater than or equal to 3%.

- 4.11 Labor, Tools, and Equipment. The vendor agrees to furnish all necessary labor, tools and equipment in connection with the grounds maintenance of the specified locations. Vendor shall provide a list of available equipment and staffing to be used in his / her operation.
- 4.12 Equipment. Slope mowing equipment shall include riding mowers suitable for mowing on steep terrain (30 to 35 degree slope). Other equipment may include zero-turn mowers, walk behind mowers, nylon line trimmers and hand clipping, where necessary. Mowing equipment shall be kept in safe operating condition with sharp blades. Mowing equipment shall be free of oil, fuel & hydraulic fluid leakage. Vendor shall submit a list of equipment and indicate the age of said equipment to be used for mowing.
- 4.13 Fueling and Oiling. Mowers shall not be fueled and oiled in grassy areas. All fueling shall be done on paved surfaces and vendor is responsible for cleanup of any spills that occur.
- 4.14 Scheduling. The vendor will perform the work in accordance with the schedule provided or the instructions received from the City representative. Generally, the work may be performed between the hours of 6:00 a.m. and 6:00 p.m. and on any day or days of the week in accordance with the City's noise ordinance (see section 2.3). If special circumstances require different hours the vendor shall seek approval for such a change from the City. The City reserves the right to adjust the frequency of the mowing cycle based on need, or request site specific mowing on demand. The respective City Representative shall be notified within 24 hours upon completion of mowing each respective site.
- 4.15 Invoicing and Retention of Records. All invoices shall be submitted to City Representative within 10 days of completing a mowing cycle and must include a valid invoice number, the location and type of work performed and the date the work was performed. Do not submit invoices directly to the City Finance Dept. Payment for services will not be made until validated by the respective City Representative(s). It is also required that the vendor retain all invoices, work orders and/or other records of work performed in drainage areas for a minimum of 7 years. These records are subject to audit and are to be made available immediately upon request by the City or the Federal and State Environmental Protection Agency (EPA). Additionally, there may be other records provided that the vendor will be required to keep on file upon request of the City.
- 4.16 Bid form. The bid form attached consists of a number of sections. The following describes what is requested on the bid form.

- 4.16.1 An hourly price is requested from the vendor that applies to all slope mowing sites. A flat rate cost per cut is requested for all other sites that do not require specialized slope mowing equipment. At the bottom of the bid form is a total for all sites included in this group. An hourly rate is also requested for additional labor and equipment provided for all other requested services to include but not limited to small tree and brush removal, pesticide applications and sod restoration. Vendors must bid on the entire group unless otherwise noted in division award section. The award will be made on whatever combination the City deems most advantageous.
- 4.16.2 The vendors name, address, and telephone number are also requested on the last page. Bids received that are not signed will not be read and will not be considered.

4.17 Liquidated Damages. In the event the specifications provided for in this contract are not followed by the vendor as noted in this bid specification, the City Representative will notify the contractor of poor performance and allow three (3) days to make the necessary corrections. Should the corrections not be made, the City will find the vendor in default. At that time, the City will exercise its option to hire other contractor(s) to correct any poor performance, and assess liquidated damages against the vendor for additional costs incurred by the City. This amount may be deducted from any payments due to the vendor from the City.

**Bid: Storm-water Drainage Areas
Bid No.: 1115-PW-119**

Slope Mowing Sites (specialized equipment mandatory) - We bid as follows on a per hour basis:

LOCATION	FREQUENCY		
Northwest Paved Drainage Ditch	Every 2-3 weeks as requested by the City Representative		
Southeast Paved Drainage Ditch	Every 2-3 weeks as requested by the City Representative		
Wesleyan Paved Drainage Ditch	Every 2-3 weeks as requested by the City Representative		
Logistics Parkway Drainage Channel	At the request of the City representative only		
Auburn/Meridian Rd Diversion Channel	Every 2 weeks or as requested by the City Representative		
Slope Mowing Hourly Rate (includes operator and equipment)	\$		Per Hour
Tree and Brush Removal Hourly Rate	\$		Per Hour
Other equipment as required:			
Skid Steer	\$		Per Hour
Tractor with Brush Mower	\$		Per Hour

Additional Mowing Sites (conventional equipment) – We bid as follows on a per hour basis:

Location	Frequency	Cost Per Cut
3615-3619 Arden Court (intersection of Arden Ct & Arden Ave.)	Weekly	\$
New Towne Detention Basin (NW corner New Towne & Javelin)	Bi-Weekly	\$
Greater Rockford Industrial Park (1052-1140 Research Pkwy)	Bi-Weekly	\$
3533 Louisiana Rd	Weekly	\$
1822 Nebraska Rd	Weekly	\$
1827 Nebraska Rd	Weekly	\$
3522 Westgate Pkwy	Weekly	\$
1740 Colorado Ave	Weekly	\$
2208 Colorado Ave	Weekly	\$
2211 Colorado Ave	Weekly	\$
2003 Montana Ave	Weekly	\$
1620 Log Cabin Ave	Weekly	\$
1623 Log Cabin Ave	Weekly	\$

1649 Log Cabin Ave	Weekly	\$
1715 Sexton Dr	Weekly	\$
1716 Sexton Dr	Weekly	\$
1707 Eastmoreland Ave	Weekly	\$
1724 Macarthur Dr	Weekly	\$
1727 Macarthur Dr	Weekly	\$
1731 Macarthur Dr	Weekly	\$
One-Cycle Total, All Sites		\$

Person, Vendor or Corporation

Authorized Signature and Title