



Carrie Eklund  
Central Services Manager  
Finance Department

**REQUEST FOR INFORMATION  
SLOPE MOWING  
RFI NO: 111-PW-004**

1/21/11

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

**RFI Opening Time and Date 11:00 a.m., Local Time, Friday, February 4, 2011**

*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.*

**ABOUT THIS DOCUMENT**

This document is a Request for Information. The issuance of this RFI is for informational purposes for staff only, and will not result in the award of a contract. The RFI process will often result in a separate RFP or Bid process, as once the City has sufficient information to develop specifications, the more formal processes are then used to create a contract. Participation in the RFI process is voluntary and does not give vendors an unfair advantage in the resulting procurement process.

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. RFI Opening Date and Time
2. Title of RFI
3. RFI Number

**RETURN INFORMATION TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104  
Telephone: (815) 987-5560

***BIDS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**BID RESULTS:**

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174 or at [www.rockfordil.gov](http://www.rockfordil.gov)

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**1.0 Scope**

- 1.1 General. The City of Rockford is distributing this Request for Information (RFI) to evaluate the availability of vendors in the area with an interest in and the necessary equipment for slope mowing. The City intends to evaluate the information submitted by potential vendors in response to this RFI to determine if it is in the City's best interests to issue a bid for the work.
- 1.2 Equipment. The equipment used in these areas must have the ability to mow slopes having a 30 to 35 degree slope rating without damaging the terrain.
- 1.3 Locations. The areas to be mowed include overpasses in the North Second Street corridor, paved drainage ditches, and flood control dams. Other sites may be added as needed.
- 1.4 Frequency. The areas specified above will be mowed every two to four weeks from April to October, as needed weather and other conditions dictate, at the direction of City staff.

**2.0 Information to be Submitted**

**2.1 Company Information**

- 2.1.1 Company background information, including contact information for key personnel, years in business, services offered, etc.
- 2.1.2 Number of staff and hours of operation.
- 2.1.3 Location.
- 2.1.4 References. Please provide reference information for three clients for whom you perform work of a similar nature.

**2.2 Equipment**

- 2.2.1 Identify make, model, and quantity of equipment owned by the firm with capabilities described above.
- 2.2.2 Identify any additional equipment the firm would propose to use in execution of work of this nature.

**3.0 General Information**

- 3.1 Contact. The contact for questions related to this RFI is Carrie Eklund, Central Services Manager, 815-987-5565 or [carrie.eklund@rockfordil.gov](mailto:carrie.eklund@rockfordil.gov).
- 3.2 Process. The City will review information submitted and determine if it is in the best interests of the City to proceed with an Invitation to Bid. Firms responding to this RFI who meet qualifications listed will be solicited directly to participate in the bid. Bids will be evaluated, and a recommendation will be provided to City Council for final approval of a contract.
- 3.3 Copies. Please submit an original and one copy of your information.