

Thornton Township Request for Proposals - SEALED BIDS REQUIRED

Lawn Mowing and Maintenance Services June 4 - June 11, 2024

Thornton Township, an Illinois municipal corporation (the "Township"), is seeking proposals from qualified landscape contractors to perform lawn mowing, weeding, and miscellaneous maintenance of various privately-owned properties of seniors within Thornton Township as well as Township-owned or maintained properties. The Township expects that there will be approximately 700 to 1,000 properties participating in this program. The contractor, its employees, its subcontractors, and their employees shall not be considered employees of the Township and at all times shall be considered independent contractors.

Please note that the Township may select multiple contractors to complete the work of the program.

General Requirements

The successful bidders will be responsible for providing general lawn maintenance of approximately 50-100 lawns per week of senior citizens on standard city lots. The work may be split amongst multiple successful bidders.

Scope of Services

1. The mowing season runs generally from May 6th through October 31st. Weather permitting mowing shall be performed Monday through Sunday, This schedule may be changed or amended based on the needs of the Township and weather-related issues.
2. The Township reserves the right to limit mowing during extended drought conditions or other adverse weather conditions without penalty and shall provide notice to the contractor by 3:30 p.m. on Friday for the following week.
3. Lawns bordering foundations, structures, fences, trees, utility poles, etc., shall be string trimmed to match mowed lawn. Sidewalks, curbs, and other paved areas shall be edged as necessary (minimum of monthly) to maintain a neat and landscaped appearance.
4. Prior to mowing, trash or debris shall be removed. Any trash mowed over shall be picked up by the contractor and disposed of properly. The Township is not responsible for damage to the Contractor's equipment caused by hitting an object in the area being mowed. Contractor will also be liable for damage to surrounding properties or vehicles resulting from objects thrown by the mower. Care shall be taken to avoid damage to street signs, markers, water, sanitary sewer or septic system pipes and markers, trees, shrubs and any other permanent objects abutting the areas to be mowed.

5. After mowing, trimming and edging all walks, stoops, driveways, and other pavements shall be blown or swept and grass clippings removed. Contractor shall blow and/or rake and remove clumped grass clippings as necessary to maintain groomed appearance and promote a healthy turf.

Cancellation

The contract with the successful bidder may be canceled by the Township in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms, or for another reason. The Township reserves the right to terminate the service at any time during the term of the contract for any reason upon two (2) weeks written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Township, shall constitute contract default.

Payment

The successful bidder shall submit monthly invoices. The Township will pay the successful bidder in accordance with the State of Illinois' Compiled Statutes Local Government Prompt Payment Act, 50 ILCS 505/1.

Hold Harmless

The successful bidder shall agree to indemnify, hold harmless and defend Thornton Township, its agents, servants and employees, and each of them against and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorney's fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

Insurance

The successful bidder shall name Thornton Township as an additional insured under the required insurance policies including general liability insurance as well as automobile insurance in the minimum amount of \$1 million per occurrence. Proof by means of a Certificate of Insurance shall be filed with the Township prior to the commencement of the services under this contract.

The successful bidder shall also provide Workman's Compensation Insurance for all of its employees in the amounts required by statute. The successful bidder shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

Compliance with Laws

A successful bidder understands and agrees to pay the prevailing wage, if required by law, for any work performed for the Township, and to further comply with any and all applicable laws.

The successful bidder further acknowledges and agrees to comply with the Freedom of Information Act where required by law.

Term

The term of any contract with the successful bidder shall be until October 31, 2024. The Township may, at its sole discretion, offer an extension of the terms of said contract for another term not to exceed one (1) year.

Proposal Due Date

Thornton Township will receive sealed proposals until 3pm June 11, 2024.

Bid opening will be at 3pm June 12, 2024, at the Township main office, 333 E. 162nd Street, South Holland, IL 60473. Proposals shall be addressed to Thornton Township Clerk Loretta Wells.

Each proposal is to be **sealed and clearly identified on the outside of the envelope as "Proposal for Lawn Mowing and Maintenance Services."** Sealed proposals shall consist of the Contractor Proposal Form and Specifications Worksheets.

Right to Reject Proposals and Basis for Selection

Thornton Township reserves the right without prejudice to reject any and all proposals. Cost will not be the only factor in the selection of any contractor.

Other Bid Documentation

1. A copy of the Illinois Secretary of State's Department of [Business Services online records evidencing that the bidder has a current corporate annual report on file. If the bidder is an individual, sole proprietor, or partnership, this subsection shall not apply;
2. Documents evidencing current registration with the Illinois Department of Revenue if bidder has employees (e.g. document with account number, Illinois business tax number).
3. Documents evidencing current registration with the Illinois Department of Employment Security if bidder has employees (e.g. document with UI account number).
4. Disclosure of any federal, state or local tax liens or tax delinquencies against the bidder or any officers of the bidder in the last five (5) years.

Questions

Questions regarding the scope of work shall be directed to:

Jaslyn King, HAP Coordinator, jaking@Zilthorntontwp.com - 708-596-6040 ext. 4007 or 4008

Stanley Brown, HAP Manager, sbrown1@til.thorntontwp.com - 708-596-6040 ext. 3168, 4007 or 4008

CONTRACTOR PROPOSAL FORM

Contractor Information:

Name: -----

Address: -----

Phone Number: -----

Fax Number: -----

E-mail Address: -----

Quoted Price:

On a separate sheet, please provide three references (current or former clients) for your company.

Signature of Authorized Agent/Representative:

Name (Please Print): -----

Title: -----

Signature: -----

EXHIBIT A

Residential Properties: Most - but not all - of these lawns are standard 125 ft. x 50 ft. lots. A list of current properties is available to qualified contractors. The list may change during the mowing season, and any adds or drops to the list will be communicated to the awarded contractor(s) as they occur. We will accept bids for 50 to 100 private lawns. The work may be split amongst multiple successful bidders.