Request for Quote
Municipal Grounds Maintenance
Quotes accepted until February 28, 2020
John Tyk, Public Works Superintendent
260 Market Place
Manhattan, IL 60442
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**Village of Manhattan, Illinois**  
**Request for Quote**  
**Municipal Ground Maintenance Contract**

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Village of Manhattan, Illinois
MUNICIPAL GROUNDS MAINTENANCE CONTRACT
GENERAL INFORMATION FORM
(TO BE COMPLETED AND RETURNED)

QUESTIONS: All inquiries for information and all communications regarding this solicitation should be directed to: John Tyk, Public Works Superintendent: (815) 418-2100, faxed to (815) 478-5103, or e-mailed to: jtyk@villageofmanhattan.org.

ADDRESS: Quotes should be hand delivered or mailed to:
Manhattan Village Hall
Attn: Public Works Department
260 Market Place
Manhattan, IL 60442

DEADLINE: FEBRUARY 28, 2020 by 5:00pm

COMPANY INFORMATION/SIGNATURE

<table>
<thead>
<tr>
<th>Full Legal Name (print)</th>
<th>Federal Taxpayer Number (ID#):</th>
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<tr>
<td>Business Name</td>
<td>Payment Address</td>
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<tr>
<td>Contact Name/ Title</td>
<td>Telephone Number</td>
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<td>Signature</td>
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1. INTRODUCTION

The Village of Manhattan (hereinafter referred to as the “Village”) is seeking Quotes from contractors for routine maintenance of municipal grounds in the Village of Manhattan. The contractor will be responsible for supplying all labor, material, equipment and supervision to do the work listed under, “Scope of Work.” A sample contract that the Village intends to use is included as a part of this packet.

2. GENERAL INFORMATION

All quotes must have or be able to provide references acceptable to the Village upon request. All work must be completed in a timely manner throughout the year, and according to the requirements of the particular growing season. A contractual relationship will commence upon the signing of a contract which includes a pre-determined payment schedule. All work performed under this contract shall be performed to the highest standards of the trade. The Contractor agrees to abide by all applicable laws, ordinances and codes.

3. SCOPE OF WORK

The scope of work includes but is not limited to:

A. Mobilization of equipment and personnel to the work site(s).
B. The Contractor shall be responsible for the safety of its personnel, equipment and any subcontractors under its supervision.
C. The Contractor shall provide sufficient personnel, supplies and equipment to complete the scope of services for these projects.

4. WORK SITES ARE INDICATED ON THE ATTACHED MAP A and MAP B

Planting bed maintenance is divided into two maps, Outlying Planting Area Maintenance Map (A) and Downtown Planting Area Maintenance Map (B)

a. Planting bed maintenance shall include cutting in new borders on all planting beds
b. Pre-treat beds in the spring with pre-emergent, then treat as needed
c. Turn beds and add mulch if necessary, 2” mulch depth minimum. The mulch shall be dark brown hardwood mulch. Bid winner shall supply mulch.
d. Trim, prune and thin planting beds twice a year, in spring and fall
e. Weed and maintain beds as needed
f. Prepare beds for winter, trim ornamental grasses
g. Remove dead plants
Locations included on Map A:
Well 6
Well 7
Well 8
Lion’s Club Sign
Railroad Crossing on Smith Rd (2 beds)
Welcome Sign on Manhattan-Monee Rd
Welcome Sign on Rt 52 on the North Side of Town
Village Hall Planter

Locations included on Map B:
Metra Station (20 beds)
Wabash Street parking Lot
Planting Beds east side of Wabash Street
Planting Beds State Street (30 beds)
Planting Beds West North Street (8 beds)
Planting Beds on East North Street (2 beds)

Indemnification
The Contractor agrees to indemnify Village, its officers, agents, employees and inhabitants against, and to hold said persons harmless from and pay any and all losses, claims, demands and damages of whatever nature and kind arising out of or resulting from the performance or non-performance of the Agreement/Contract by Contractor.

Non-assignability
This contract or any part of this contract may not be assumed by another individual, company, or contractor without written permission of the Village Administrator. Should the contractor be unable to perform the duties outlined in this contract, contact must be made to the Public Works Director by certified mail. If the Village or its representatives accept a breach by the Contractor, then the Village or its representatives may, at their discretion, hire a different individual, company, or contractor to finish the remainder of the mowing for the remainder of the mowing season.

5. REQUIRED QUOTE CONTENT
Quotes must address the following items:

   A. General Information Form:

      The return of the Quote general information form signed and completed as required.
B. Qualifications and Experience:

Including, but not limited to, the contractor’s managerial and supervisory qualifications and experience relative to the work to be performed, financial capacity and stability, and current and projected workload.

C. Personnel and Equipment:

Including, but not limited to, information on the personnel and equipment the contractor plans to use to perform the work required, including number and experience of employees and number, type, age and condition of equipment.

D. Work Plans and Schedules:

Including, but not limited to, a detailed description of how the contractor will accomplish the work required as outlined in the scope of work, a detailed description of availability once given notice to proceed, hours and days of operation and duration of work.

E. Proof of Insurance:

Contractor agrees to carry, at their own expense, the following types of insurance:

1.) Workers’ Compensation Insurance

2.) General Liability Insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 general aggregate.

3.) Personal injury with limits of not less than $500,000/$1,000,000.

4.) Property injury with limits of not less than $500,000.

5.) Vehicle Liability Insurance

   Personal injury with limits of not less than $500,000/$1,000,000

   Property injury with limits of not less than $500,000

6.) Workers Compensation Insurance as required by the Illinois Workers’ Compensation Act 820 ILCS 305

The Contractor agrees to include the Village of Manhattan as an additional named insured on both the general and vehicle liability policies. All insurance premiums shall be paid by the Contractor and shall be without cost to the Village, and all insurance shall be kept within full force and effect by the Contractor. Contractor shall furnish to the Village certificates evidencing all insurance required under this contract with both the Contractor and the Village named as loss payees, and a provision that the insurance is non-cancelable except upon ten (10) days’ written notice to the Village.
Cost of Services. Cost of Services shall be broken down in the following manner:

a. Cost to provide planting bed maintenance described in Section 4 for the entire growing season.
b. Payment schedule based on contractual completion of work

6. PRE-QUOTE SITE VISIT

Pre-Quote site visits are optional and are available upon request. Visits to the location(s) will be at the entrees own risk. The Village of Manhattan will hold no liability.

7. REVIEW OF QUOTE

The Quote will be reviewed by March 17, 2020 at the Manhattan Village Hall. The criteria for evaluating the Quotes will include, but not be limited to, the following items:

A. Qualifications and Experience
B. Personnel and Equipment
C. Work Plans and Schedules
D. Costs of Services

8. SUBMISSION OF QUOTE

Quotes must be submitted using the enclosed “Quote Form” and be received at the Manhattan Village Hall no later than 5:00pm, February 28, 2020.

Copies of the Request for Quote and related documents may be obtained at the Manhattan Village Hall or by visiting the Village of Manhattan website at: www.villageofmanhattan.org
Sample Contract

VILLAGE OF MANHATTAN
MUNICIPAL GROUNDS MAINTENANCE CONTRACT

THIS AGREEMENT is entered into this ______________ day of __________ by and between
the VILLAGE OF MANHATTAN, an Illinois municipal home rule Municipal Corporation located
in Will County, Illinois hereafter referred to as the “Village” and
______________________________________________________, hereafter referred to
as the “CONTRACTOR.”

NOW THEREFORE, for and in consideration of the mutual promises and agreements
hereinafter contained, the parties hereto conven and agree to the contents of the following
pages.

General Provisions

Contractor will be responsible for the cost of all materials/services, projects, supplies,
equipment and any other commodities necessary to perform the requirements of this contract.
The contractor will be responsible for performing municipal grounds maintenance as described
in the section labeled “Scope of Work”. It is recognized by the Village that there may be
extraordinary conditions that may cause a delay or change in this Scope of Work. In those
cases a written document must be presented to the Public Works Director requesting a change
in the Scope of Work. It is at the discretion of the Public Works Director to have this change
reviewed by the Village Administrator.

The Village will not be liable for damaged equipment or injury to the Contractor and or
employees of the contractor. Acceptance and signing of this contract removes the Village of
Manhattan from any potential lawsuits of fault due to any willful or negligent actions by the
Contractor. The contract year will run from May 1 to November 30.

The contractor shall maintain each site completely, unless unforeseen circumstances exist
such as machinery breakdown or extremely bad weather conditions. The contractor will notify
the Public Works Director in the event of such circumstance.

Scope of Work

The scope of work includes but is not limited to:

A. Mobilization of equipment and personnel to the work sites.
B. The Contractor shall be responsible for the safety of its personnel, equipment and any
subcontractors under its supervision.
C. The Contractor shall provide sufficient personnel, supplies and equipment to complete the scope of services for these projects.

Work sites are indicated on the attached Map A and Map B:

**Planting bed maintenance:**

- Planting bed maintenance shall include cutting in new borders on all planting beds
- Preen beds in spring and fall
- Mulch beds in spring and fall, and add mulch if necessary. (2” minimum mulch depth) The mulch shall be dark brown hardwood mulch. Bid winner shall supply mulch
- Weed all season and cut back plants in fall and remove dead plant/s.
- Prepare beds for winter, trim ornamental grasses.

**Insurance**

Contractor agrees to carry, at their own expense, the following types of insurance:

a) Workers' Compensation Insurance

b) General Liability Insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 general aggregate.

c) Personal injury with limits of not less than $500,000/$1,000,000

d) Property injury with limits of not less than $500,000

e) Vehicle Liability Insurance
   
   Personal injury with limits of not less than $500,000/$1,000,000
   Property injury with limits of not less than $500,000

The Contractor agrees to include the Village of Manhattan as an additional named insured on both the general and vehicle liability policies. All insurance premiums shall be paid by the Contractor and shall be without cost to the Village, and all insurance shall be kept within full force and effect by the Contractor. Contractor shall furnish to the Village certificates evidencing all insurance required under this contract with both the Contractor and the Village named as loss payees, and a provision that the insurance is non-cancelable except upon ten (10) days' written notice to the Village.
Non-Budgeting Clause

The Contractor understands and agrees that the Village’s obligations under this agreement are conditioned upon the availability of funds. In the event that no funds or insufficient funds are budgeted for payments due under this contract, the Municipal Officers, in their sole discretion, may terminate this agreement. Said termination shall be exercised by the delivery of a termination notice, together with a certified statement by the Public Works Director, Village Treasurer, or a Municipal Officer, stating that there are no funds or insufficient funds budgeted for this contract. Upon delivery of said notice to the contractor, this contract shall automatically terminate and the obligations of both the contractor and the Village hereunder shall terminate as of said date.

Payment

The term of this contract shall be for a period of __7__ months, commencing on May 1, 2020. The price of this contract for __7__ months is $__________. Payments will be made as follows:

“Based on winning proposal”

Termination

If the contractor is in violation of any terms of this contract, or if the Village or its representatives are of the opinion that the work described in this contract is being performed unsatisfactorily, the Village shall notify the contractor by certified mail setting forth the basis for the Village’s complaint. Upon receipt of such notice, the contractor shall have ten (10) days to comply with the terms and conditions of this contract or to rectify the unsatisfactory work. The Village also reserves the right to withhold any further compensation or payment as indicated in the payment schedule until the Village or its designated representatives are of the opinion that the work described in the contract is being performed satisfactorily. If at expiration of the ten (10) day period, the Village Representatives (Public Works Director/Village Administrator) are still dissatisfied with the contractor’s performance, or the contractor is not in compliance with the terms of this contract, the Village will, by certified mail, notify the contractor to discontinue all the work to be performed under this agreement and the contractor will be relieved of the duties listed in this contract without further reimbursement. The Village may, thereupon, by contract or otherwise, complete the work, and the Contractor and his surety charges shall be deemed liquidated damages.

VILLAGE ADMINISTRATOR                                      CONTRACTOR

_______________________                                     _________________________
Kevin Sing
Village Administrator

DATE: _________________                                      DATE: _____________________
REQUIRED QUOTE FORM
VILLAGE OF MANHATTAN, ILLINOIS
MUNICIPAL GROUNDS MAINTENANCE

In order to facilitate comparison of competing quotes, the Village respectfully requests applicants to complete the following form. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

QUALIFICATIONS, EXPERIENCE AND REFERENCES:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

PERSONNEL AND EQUIPMENT:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________
___________________________________________________________________________

WORK PLANS AND SCHEDULES
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

COSTS OF SERVICES:
Map A- $______________________________
Map B- $______________________________
Total Map A and Map B- $_________________________