



Kimmy Martinez, President  
Jean E. Attermeier, Clerk

# VILLAGE OF HEBRON

P.O. BOX 372  
HEBRON, ILLINOIS 60034  
PHONE (815) 648-2353  
FAX (815) 648-4385

## The Village of Hebron (the “Village”) is seeking Proposals for grass cutting at various Village locations for physical year 2019

**SCOPE OF WORK:** The prevailing Proposer shall provide grass cutting for the term of the contract as described herein for the areas set forth below.

The mowing proposal shall be for weekly mowing of each location. The Superintendent for the Village shall at any time be able to cancel at no cost to the Village a mowing week if determined that it is not needed. The mowing season dates shall be determined by the Superintendent, but are generally expected to be from May 22<sup>nd</sup>, 2019 to October 31<sup>st</sup>, 2019. The scope of services to be provided to the Village shall include:

1. Grass cutting at the following locations:
  - a. Union Street Park West - approx. 3.60 acres
  - b. Union Street Park East - approx. 4.30
  - c. Hebron Community Park- approx. 5 acres
  - d. Field –Kennedy St. – approx. 2 acres
  - e. East of baseball field on Kennedy St. – approx. 2.5 acres

**Please price each property separately.**

2. Clippings must be blown off drives, walkways, streets, curbs, and storm sewer collection systems. No washing of equipment or clippings will be permitted on premises.
3. Trimming of shrubs, along beds and turf edge and around obstacles.
4. Weeding of shrubs and inside beds.
5. Litter is to be removed prior to cutting.

**REPORTS:** The Proposer receiving any award of the contract shall submit to the Superintendent a weekly report by Friday at 3:00 pm of the areas that have been cut, via fax or e-mail.

**INDEMNIFICATION:** The Proposer shall indemnify the Village and its employees against any claim or liability arising from any actions or omissions in connection with the grass cutting by the bidder, its employees or by any subcontractor.

**PUBLIC SAFETY:** The Proposer shall obey all Village ordinances and avoid obstructing road ways, alleys, driveways, parking lots, playing fields, planned events, and traffic. Grass cutting shall be performed between the hours of 7:00 am through 7:00 pm Wednesday through Friday.

**SUBCONTRACTING:** If a Proposer is considering subcontracting portions of the work to other firms, the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Village which may be withheld in its sole discretion.

### **INSURANCE**

The Proposer awarded the contract shall take out and maintain insurance during the life of the contract, such as Commercial General Liability and Public Liability (Bodily Injury and Property Damage) insurance in the amount of \$1,000,000 or more to protect such Proposer and any subcontractor performing work covered by the contract, as well as the Village, from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from performing the contract, whether such performance be by the Proposer, its employees or by any subcontractor or by anyone directly or indirectly employed by either of them. Proof of insurance must be provided prior to the bid being awarded.

**STANDARDS:** Work shall be performed in a good, workmanlike manner. The winning Proposer shall keep fully informed of all applicable laws and adhere to them.

The Proposer agrees that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, sex, or creed discriminate against any citizen of the United States in the employment of labor or worker who are qualified and available to perform the work to which the employment relates.

**PROPOSAL REQUIREMENTS:** To be considered three (3) copies of the proposal must be received at Hebron Village Hall, 12007 Prairie Avenue, Hebron, Illinois, by **2:00 pm on May 2<sup>nd</sup>, 2019**. Clearly mark the envelope in the lower left-hand corner "Grass Cutting Proposal."

Proposals will be evaluated by staff, with the final selection subject to approval of the Village Board. During the evaluation process, the Village Board reserves the right to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. At the discretion of the Village Board, Proposers may be requested to make oral presentations, as part of the evaluation process. If a Proposer is selected for an oral presentation, the representative that manages the work will be required to present to the Village Board.

Each Proposer may submit only one (1) bid. The submittals to be delivered with such bid shall be as follows:

1. A brief statement by the Proposer that it has reviewed this solicitation for proposals and understands the work to be done.
2. Commitment to perform the work within the specified time period.
3. Proof of insurance (subject to adding the Village as an additional insured party prior to the work commencing).
4. List the cost to mow per area listed within this document.
5. Rates for Additional Work -If the Village should require additional grass cutting services, such additional work shall be performed only if documented with an addendum to the contract between the Village and the Proposer. Any such additional work agreed to between the Village and the Proposer shall be performed at the same rates set forth in the schedule of fees and expenses included in the compensation proposal.

**REVIEWS:** Proposals that meet the criteria contained in this request for proposal are reviewed by the Village for completeness of response, references, qualifications of firm, qualifications of staff assigned to serve the Village, and scope of services and costs.

**RIGHT TO REJECT:** The Village reserves the right to reject any and all proposals or waive formalities.

**INQUIRIES**

Inquiries concerning this request for proposal should be directed to:

Dan Nelson: Superintendent of Public Works.

Main - 815-648-2352

Cell - 815-355-2190

Email - [publicworks@villageofhebron.org](mailto:publicworks@villageofhebron.org)