

# CITY OF COUNTRY CLUB HILLS

## NOTICE TO BIDDER

The City of Country Club Hills is accepting bid proposals for landscape maintenance services for the following 2022-24 season, third year optional, (May 1, 2022 through April 30, 2024) for the following locations:

City Hall	4200 W. 183rd St.
Police Department/Maintenance Garage	3700 W. 175th Pl.
Fire Department	4350 W. 183rd St.
Fire Department/Storage	4520 W. 175th St.
Operations Center	18300 Marycrest Dr.
Arboretum/Pavilion/Theater	4150 W. 183rd St.
Stelter Historic Farm	4600 W. 183rd St.
Resource Center	19001 Cicero Ave.
Community Recreation Center	4709 W 179th St
Football Field Concession Stand	4400 175th St

Bid packets with specifications are available at City Hall. Bids will be accepted until 1:00 p.m. on Tuesday, April 19, 2022 at City Hall, 4200 West 183<sup>rd</sup> Street at which time they will be publicly opened and read. Bid proposals are to be sealed in an envelope, plainly marked as follows:

### **"BID PROPOSAL - CITY BUILDING LANDSCAPE MAINTENANCE"**

The City Council reserves the right to waive irregularities and accept the bid which appears to be in the best interest of the City. References required. Subcontracting is not permissible. Bids will not be accepted without the attached MBE/WBE participation section completed.

By Order of the City Clerk

  
Patricia D. Hutson

City Clerk

City of Country Club Hills

CITY OF COUNTRY CLUB HILLS SPECIFICATIONS FOR  
LANDSCAPE MAINTENANCE

SITES:

City Hall	4200 W. 183rd St.
Police Department/Maintenance Garage	3700 W. 175th Pl.
Fire Department	4350 W. 183rd St.
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Operations Center	18300 Marycrest Dr.
Arboretum/Pavilion/Theater	4150 W. 183rd St.
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Resource Center	19001 Cicero Ave.
Community Recreation Center	4709 W 179th St
Football Field Concession Stand	4400 175th St

## PERIOD OF COVERAGE

This proposal provides for maintenance services for the 2022-24 season (May 01, 2022 through April 30, 2024), third season optional

## TURF SERVICES

1. A complete spring clean-up will be done as soon as possible to remove all debris (paper, bottles, dead grass, leaves, fallen branches, etc) resulting from the fall and winter seasons. Debris will be removed from the premises. A complete inspection of all plant material and turf grass shall be conducted and a report given to the City.
2. Lawn areas will be mowed and trimmed, as needed, to keep a healthy manicured appearance. Turf shall be cut weekly at a height of 2-3" as conditions dictate. During the months of October and November the turf will be mowed once every two weeks.
3. Any chemically treated areas must be posted with flags with the company's name, phone, and emergency contact. Turf adjacent to curbs and walks shall be edged as needed to present a neat appearance.
4. Turf adjacent to buildings, fences and other landscaped obstacles shall be trimmed as needed to present a neat appearance.
5. Mowing equipment and patterns shall be employed to permit the recycling of clippings where possible and present a neat appearance. Excess clippings shall be removed.
6. Leaves will be removed from lawn areas as needed. Refueling and changing of oil will not be performed on the turf areas.
7. Damaging water irrigation sprinkler heads shall be replaced at contractor's expense.
8. Core aeration and overseeding when weather or soil compaction conditions deem necessary.

## TREES, SHRUBS AND EVERGREENS

1. Certified Arborist (bonded and licensed). All trees, shrubs and evergreens shall be trimmed twice per season to remove dead or damaged branches and develop the natural form of the plant and to create the effect intended by the landscape architect.
2. All trees will have sucker growth removed from bases and trunk.
3. A deep root application of fertilizer and other nutrients will be made to trees, shrubs and evergreens during early spring and fall.

4. All mulched areas, including tree rings, shall be weed free and receive a sufficient amount of additional mulch as needed at the contractor's expense.
5. All mulched areas shall be maintained weekly in a weed free manner and to present a neat appearance throughout the growing season.
6. Leaves shall be removed in the fall.

### **CONSULTATION**

1. A weekly inspection of the entire grounds will be conducted for insects, disease and stress conditions. If a problem is noted, the City will be notified and advised of recommended treatments.
2. Monthly inspection of the grounds will be conducted by the Maintenance Supervisor and discussed with the City as to the condition of the property.

### **STANDARD AGREEMENT PROVISIONS**

1. Contractor agrees to perform for the City the specific services as outlined above in a workmanlike and professional manner, in accordance with standard high quality horticulture procedures.
2. Contractor shall furnish all necessary supervision, labor, supplies, materials and equipment required to perform the above mentioned services on a timely basis. Any costs for supplies shall be included as part of the bid price.
3. Contractor shall make every reasonable effort to perform the said services so as to avoid inconvenience to the City. Weekly services will normally be performed on the same day(s) each week. In the event of holidays, rain or other factors, the Contractor may need to reschedule services to another day.
4. Contractor's maintenance personnel shall be properly trained, experienced and skilled in their respective duties. Maintenance personnel shall be uniformed in order to present a neat professional appearance.
5. Contractor shall use only chemicals which have been approved by the Environmental Protection Agency (EPA) and which are considered to be safe and effective. The City must be given at the time of application a completed Manufacturer's Standard Material Safety Data Sheet (OSHA Form#20) for all fertilizers, herbicides and pesticides that may be used for the landscape project.
6. Contractor shall determine the product, timing and rate of all chemical applications to meet the needs of the site grasses and plants in combination with horticultural conditions, weather, manufacturers' recommendations and governmental regulations. Contractor may use appropriate growth regulators to assist in maintaining a more manicured appearance.

7. Mowers shall be kept sharp and in good condition at all times during mowing. The grass blades shall be cut sharply and clearly. Turf shall be cut evenly to prevent ridges in the finished cut. The direction of mowing shall occasionally be alternated where possible to minimize ruts and matting. Appropriate mowing equipment and patterns will be employed to permit recycling of clippings where possible. Excess clippings will be removed from turf. Bagging will be done in areas where needed.
8. All landscape related debris which is accumulated due to work performed by the Contractor shall be removed by Contractor at his own expense unless otherwise agreed. Contractor will not use the City's disposal containers unless otherwise agreed.

#### **INSURANCE COVERAGE**

1. Contractor shall, at its sole expense and for the period of this Agreement, carry and maintain, in full force and effect, comprehensive General Liability Insurance. Comprehensive Automobile Liability Insurance for Bodily Injury and Property Damage and Statutory Workmen's Compensation Insurance.
2. The Mayor and City Council reserve the right to waive irregularities and accept the bid, which appears to serve the best interest of the City of Country Club Hill

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	2022	2023	2024
City Hall 4200 W. 183rd St.	\$ _____	\$ _____	\$ _____
Police Department/Maintenance Garage 3700 W. 175th Pl.	\$ _____	\$ _____	\$ _____
Fire Department 4350 W. 183rd St.	\$ _____	\$ _____	\$ _____
Fire Department/Storage 4520 W. 175th St.	\$ _____	\$ _____	\$ _____
Operations Center 18300 Marycrest Dr.	\$ _____	\$ _____	\$ _____
Arboretum/Pavilion/Theater 4150 W. 183rd St.	\$ _____	\$ _____	\$ _____
Stelter Historic Farm 4600 W. 183rd St.	\$ _____	\$ _____	\$ _____
Resource Center 19001 Cicero Ave.	\$ _____	\$ _____	\$ _____
Community Rec. Center 4709 W 179th St	\$ _____	\$ _____	\$ _____
Football Field Concessions 4400 175th St	\$ _____	\$ _____	\$ _____
Annual Totals	_____	_____	_____

SUBMITTED BY: \_\_\_\_\_; ACCEPTANCE OF AGREEMENT

CITY OF COUNTRY CLUB HILLS

Contractor: \_\_\_\_\_

Name: \_\_\_\_\_

By:

MBE/WBE encouraged to apply

Address: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**MBE/WBE encouraged to apply**

**References required.**

# Country Club Hills Contract Requirements Policy for Minority/Female Business Participation

## MBE/FBE BUSINESS ENTERPRISE REQUIREMENTS

**Purpose:** The City of Country Club Hills is committed to the success of minority and women-owned businesses. Therefore, the Contractor should structure its procedures for the performance of the work required under the contract to attempt to achieve the minority and women business enterprise (M/WBE) goal stated in the Invitation for Bids or Request for Proposals. MBE performance must be in accordance with this Exhibit. Contractor agrees to exercise all good faith efforts to carry out the requirements set forth in this Exhibit.

**Policy & Goals:** The (MBE) Minority Business Enterprise and (FBE) Female Business Enterprise goals for this general contract are: 25 percent of the total dollar amount of the contract awarded by the City of Country Club Hills shall be to a Minority Business Enterprise and 5 percent of the total dollar amount of this contract awarded by the City of Country Club Hills shall be to a Female Business Enterprise. By submitting a response to this solicitation, the bidder agrees that this dollar amount of the contract will be performed by certified minority business enterprises.

The contractor/vendor should hire subcontractors, to meet the MBE/FBE requirements, if necessary. The Contract Compliance Committee may, at its discretion, accept a waiver from the Bidders and/or have the right to change the requirements based on the size of the contract and any other factors deemed pertinent by the City/Contract Compliance Committee. For purposes of meeting MBE/FBE requirements, the City of Country Club Hills will accept the MBE/FBE certifications from the following organizations/entities:

- SBA 8(a)
- City of Chicago
- Cook County
- Illinois Department of Transportation
- Chicago Transit Authority
- Metra
- Pace
- Central Management Services
- The Chicago Minority Supplier Development Council (CMSDC)
- Women's Business Development Center
- National Minority Supplier Development Council

**Instructions:** A bidder must include with its bid:

- 1) A completed Certified MBE Affidavit (Attachment A) whereby the bidder acknowledges the certified MBE participation goal or requests a waiver, commits to make a good faith effort to achieve the goal, and affirms that MBE subcontractors were treated fairly in the solicitation process.
- 2) A completed MBE Participation Schedule (Attachment B) whereby the bidder responds to the expected degree of Minority Business Enterprise participation as stated in the solicitation, by identifying the specific commitment of certified MBEs at the time of submission. The bidder shall specify the price and/or the percentage of contract value associated with each MBE subcontractor identified on the MBE Participation Schedule.



**If a bidder fails to submit Attachment A and Attachment B with the bid as required, the City Clerk shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.**

Within 10 working days from notification that it is the apparent awardee or from the date of the actual award, whichever is earlier, the apparent awardee must provide the following documentation to the Contract Compliance Committee:

- 1) Outreach Efforts Compliance Statement (Attachment C);
- 2) Subcontractor Project Participation Statement (Attachment D);
- 3) If the apparent awardee believes a waiver (in whole or in part) of the overall MBE goal or of any sub goal is necessary, it must submit a fully documented waiver request; and
- 4) Any other documentation required by the Contract Compliance Committee to ascertain bidder responsibility in connection with the certified MBE participation goal.

**If the apparent awardee fails to return each completed document within the required time, the Contract Compliance Committee may determine that the apparent awardee is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.**

#### **CONTRACT ADMINISTRATION REQUIREMENTS**

Contractor shall:

- 1) Submit monthly to the City a report listing any unpaid invoices, over 30 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made.
- 2) Include in its agreements with its certified MBE subcontractors a requirement that those subcontractors submit monthly to the City a report that identifies the prime contract and lists all payments received from Contractor in the preceding 30 days, as well as any outstanding invoices, and the amount of those invoices.
- 3) Maintain such records as are necessary to confirm compliance with its MBE participation obligations. These records must indicate the identity of certified minority and non-minority subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work performed. Subcontract agreements documenting the work performed by all MBE participants must be retained by the Contractor and furnished to the Contract Compliance Committee on request.
- 4) At the option of the Contract Compliance Committee, upon completion of the contract and before final payment and/or release of retainage, submit a final report in affidavit form and under penalty of perjury, of all payments made to, or withheld from MBE subcontractors.

**ATTACHMENTS**

- (1) Certified MBE Utilization and Fair Solicitation Affidavit (must be submitted with the technical proposal)
- (2) MBE Participation Schedule (must be submitted with the price proposal)
- (3) Outreach Efforts Compliance Statement (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier)
- (4) Subcontractor Project Participation Statement (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier)

Proposal Submitted By: \_\_\_\_\_  
**(Contractor/Company Name)**

I, \_\_\_\_\_ **(Contractor/Company Name)**, hereby  
acknowledge that I have read, understand and agree to be bound by the above stated Country Club Hills  
Contract Requirements Policy for Minority/Female Business Participation

**(Signature)**

**(Printed Name)**

**(Title)**

**(Date)**

**ATTACHMENT A  
CITY OF COUNTRY CLUB HILLS  
CERTIFIED M/WBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

***This affidavit must be included with the bid/proposal. If the bidder fails to accurately complete and submit this affidavit, as required, the bid shall be deemed non-responsive or the proposal ineligible of being selected for award.***

In connection with the bid submitted in response to Request for Proposal (RFP) No. \_\_\_\_\_, I affirm the following:

**1. M/WBE Participation (PLEASE CHECK ONLY ONE)**

I have met the overall certified Minority Business Enterprise (M/WBE) Participation goal of

Percent (            %) and the following sub-goals, if applicable:

Percent (            %) for African American-owned MBE firms

Percent (            %) for Hispanic American-owned MBE firms

Percent (            %) for Asian American-owned MBE firms

Percent (            %) for Women-owned WBE firms

I agree that these percentages of the total dollar amount of the Contract, for the M/WBE goal and sub-goals (if any), will be performed by certified M/WBE firms as set forth in the M/WBE Participation Schedule.

**OR**

I conclude that I am unable to achieve the M/WBE participation goal and/or sub-goals. I hereby request a waiver, in whole or in part, of the overall goal and/or sub-goals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the City of Country Club Hills, I will submit a written waiver request and all requested documentation. For a partial waiver request, I agree that certified M/WBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the M/WBE goal and sub-goals (if any), as set forth in the M/WBE Participation Schedule.

**2. Additional M/WBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the City of Country Club Hills, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement;
- (b) Subcontractor Project Participation Statement;
- (c) M/WBE Waiver Request documentation (if waiver was requested); and

(d) Any other documentation required by the City of Country Club Hills to ascertain bidder's responsibility of being selected for award in connection with the certified M/WBE participation goal and sub-goals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d) within the required time, the City of Country Club Hills may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

**3. Information Provided to M/WBE firms**

In the solicitation of subcontract quotations or offers, M/WBE firms were provided not less than the same information and amount of time to respond as were non-M/WBE firms.

**4. Products and Services Provided by M/WBE firms**

I hereby affirm that the M/WBEs are only providing those products and services for which they are M/WBE certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

**Company Name**

**Signature of Representative**

**Address**

**Printed Name and Title**

**Company Name**

**Signature of Representative**

**ATTACHMENT B  
CITY OF COUNTRY CLUB HILLS  
PROPOSED SCHEDULE OF MBE/WBE  
PARTICIPATION**

Name of Contractor:

RFP Title:			RFP No.:		
Date:			Alternate Bid Amount:		
MBE CODE (SEE BELOW)	MBE Firm Name	Phone#	Scope of Work to be Subcontracted (indicate if the Contract will include Labor and Material)	Dollar Value	Certifying Agency (Attach proof of certification)

MBE Code	Code Description	Total Dollar Value (\$)	Percentage of Alternate Bid (%)
AA	African American Participation	_____	_____
HANA	Hispanic, Asian, Native American Participation	_____	_____
WBE	Women Owned Participation	_____	_____
<b>TOTAL</b>	<b>Minority Participation</b>	_____	_____

The undersigned will enter into a formal Agreement with the MBE firms (Subcontractors/Proposers) identified herein for work listed in this schedule, conditioned upon execution of a contract with the City of Country Club Hills.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT B  
CONTRACT COMPLIANCE REQUIREMENTS & DAMAGES**

Without limitation, the following constitute material breaches of the contract and shall entitle the City to declare a default, terminate the contract and exercise those remedies provided for in the contract and at law or in equity:

- 1) Failure to satisfy the MBE goal and/or the WBE goal required by the contract;
- 2) Failure to demonstrate Good Faith Efforts or
- 3) The disqualification of the MBE or WBE when such status was a factor in the contract award and was misrepresented by the submitter.

If the City's Contract Compliance Committee determines that an awardee is in default or that an awardee or a MBE or WBE has made fraudulent misrepresentations to the City regarding the utilization of MBEs or WBEs, or has colluded with another making such fraudulent misrepresentations,

1. Payments due to the contractor may be withheld until corrective action is taken;
2. An administrative penalty of not less than \$50.00 and not more than \$500.00 shall be imposed, pursuant to City Code \_\_\_\_\_. The contractor shall have the right to request an administrative hearing regarding the final determination of non-compliance and the imposition of any penalty within fifteen (15) days of the final determination by the Contract Compliance Committee.
3. Remedies or sanctions may include disqualification from contracting or subcontracting on additional City contracts for up to five years;
4. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject. The City Attorney shall inform the appropriate law enforcement officers of instances of fraudulent misrepresentation and collusion.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions, and the facts, as revealed to the City of Country Club Hills herein, are true to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT C  
CITY OF COUNTRY CLUB HILLS  
M/WBE OUTREACH EFFORTS COMPLIANCE STATEMENT**

In conjunction with the bid or offer submitted in response to Request for Proposal (RFP) No. \_\_\_\_\_, I state the following:

1. Contractor identified opportunities to subcontract in these specific work categories:
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
2. Attached to this form are copies of written solicitations (with instructions) used to solicit certified M/WBEs for these subcontract opportunities.
3. Contractor made the following attempts to personally contact the solicited M/WBEs.
4. Contractor assisted M/WBEs to fulfill or to seek waiver of bonding requirements.  
(DESCRIBE EFFORTS)

This project does not involve bonding requirements.

By: \_\_\_\_\_

**Contractor Name**

**Address**

**Name and Title**

**Date**

**Date**



**ATTACHMENT D  
CITY OF COUNTRY CLUB HILLS  
M/WBE SUBCONTRACTOR PROJECT PARTICIPATION STATEMENT**

SUBMIT ONE FORM FOR EACH CERTIFIED MBE LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that \_\_\_\_\_ is awarded the contract in conjunction  
**Main Contractor Name**

With Request for Proposal (RFP) No. \_\_\_\_\_, it and \_\_\_\_\_, a  
**Subcontractor Name**

Minority/Woman owned business enterprise, certified by \_\_\_\_\_,  
**Certifying Agency Name**

Intend to enter into a contract by which Subcontractor shall:

**(Describe Work)** \_\_\_\_\_

No bonds are required of Subcontractor

The following amount and type of bonds are required of Subcontractor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Main Contractor Signature**

**By:** \_\_\_\_\_  
Name, Title

**Subcontractor Signature**

**By:** \_\_\_\_\_  
Name, Title

**Date**

**Date**