

**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 May 1, 2022 through April 30, 2024, third year optional for the following locations:

Nob Hill Park	169 th & Glen Oaks Dr.
Water Tower Park	Sunset Ridge & Glen Oaks Dr.
Apple Tree Park	171st & Orchard Lane
Community Park	175 th & Mple
Independence Park	3800 W. 175 th
Max Atkins Park	179 th & Maple
Kiwanis Park	1801h & Patrick
Wulf Park	18630 S. Baker
Marycrest Park	184th & Marycrest Dr
Cypress Park	194th & Cypress Dr
Premier Estates Park	186th & Willow Ave
Marylakes Park	190th & Marylakes Dr
Sunset Ridge Park	179th & Vista Dr
Athletic Field	186 th & Baker

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'd 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 - PARK LANDSCAPE/ MOWING 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/FBE participation section completed.

By Order of the City Clerk



Patricia D. Hutson

City Clerk

City of Country Club Hills

SPECIFICATIONS FOR PARK LANDSCAPE/ MOWING MAINTENANCE

Park	Site	Acerage
Nob Hill Park	169 th & Glen Oaks Dr.	2.01
Water Tower Park	Sunset Ridge & Glen Oaks Dr.	2.84
Apple Tree Park	171st & Orchard Lane	0.89
Community Park	175 th & Mple	55.46
Independence Park	3800 W. 175 th	6.00
Max Atkins Park	179 th & Maple	9.18
Kiwanis Park	1801h & Patrick	0.76
Wulf Park	18630 S. Baker	6.76
Marycrest Park	184th & Marycrest Dr	3.40
Cypress Park	194th & Cypress Dr	5.53
Premier Estates Park	186th & Willow Ave	0.60
Marylakes Park	190th & Markylakes Dr	2.10
Sunset Ridge Park	179th & Vista Dr	1.56
Athletic Field	186 th & Baker	1.45

PERIOD OF COVERAGE

This proposal provides for maintenance services for the 2022-24 season May 1, 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 as often as necessary at a height of two (2) to three (3) inches as conditions dictate. During the months of October and November the turf will be mowed every two (2) weeks. Each additional cut not included in the contract will be an additional cost as directed in writing by the City's Authorized Representative.
3. Turf adjacent to buildings, fences and other landscaped obstacles shall be trimmed as needed to present a neat appearance.
4. 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.

5. Leaves will be removed from lawn areas as needed.
6. 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.

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.

Community Park Football Stadium

1. All building entry ways

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.

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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.
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 plants in combination with horticulture conditions, weather, manufacturer's 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 the 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 landscaping related debris which is accumulated due to work performed by the contractor, shall be removed by the contractor at his own expense unless otherwise agreed. Contractor will not use City's disposal container unless otherwise agreed.

INSURANCE COVERAGE

See attached information.

ADDITIONAL INFORMATION

1. The City Council reserves the right to waive irregularities and accept the bid which appears to serve the best interest of the City of Country Club Hills.
2. MBE/FBE encouraged to apply.
3. Three (3) business references required.

CITY PARK LANDSCAPE MAINTENANCE BID

Park	2022	2023	2024
Nob Hill Park	\$ _____	\$ _____	\$ _____
Water Tower Park	\$ _____	\$ _____	\$ _____
Apple Tree Park	\$ _____	\$ _____	\$ _____
Community Park	\$ _____	\$ _____	\$ _____
Independence Park	\$ _____	\$ _____	\$ _____
Max Atkins Park	\$ _____	\$ _____	\$ _____
Kiwanis Park	\$ _____	\$ _____	\$ _____
Wulf Park	\$ _____	\$ _____	\$ _____
Marycrest Park	\$ _____	\$ _____	\$ _____
Cypress Park	\$ _____	\$ _____	\$ _____
Premier Estates Park	\$ _____	\$ _____	\$ _____
Marylakes Park	\$ _____	\$ _____	\$ _____
Sunset Ridge Park	\$ _____	\$ _____	\$ _____
Athletic Field	\$ _____	\$ _____	\$ _____
Annual Totals	\$ _____	\$ _____	\$ _____

SUBMITTED BY: _____ ACCEPTANCE OF AGREEMENT

CITY OF COUNTRY CLUB HILLS

Contractor:

Name: _____

By: _____

Address: _____

Title: _____

City: _____

Date: _____

Phone: _____

Fax: _____

Authorized Signature: _____

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	_____	_____
TOTAL	Minority Participation	_____	_____

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 for 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

Date

Subcontractor Signature

By: _____
Name, Title

Date