

CITY OF COUNTRY CLUB HILLS

NOTICE TO BIDDER

The City of Country Club Hills is accepting bid proposals for mowing maintenance services for the coming 2024-2025 season May 1, 2024 through April 30, 2026, with a third season optional.

Bid packets with specifications and locations are available at City Hall. Bids will be accepted until 11:00 a.m. on Tuesday, April 2, 2024 at City Hall, 4200 West 183rd 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 - RIGHTS-OF-WAY 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. MBE/FBE encouraged to apply. References required. Subcontracting is not permissible. Locations are subject to change. Bids will not be accepted without the attached MBE/FBE participation section completed.

By Order of the City Clerk

A handwritten signature in black ink, appearing to read "Patricia D. Hutson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Patricia D.Hutson, City Clerk, RMC,CMC
City of Country Club Hills
4200 W. 183rd St.
Country Club Hills, IL 60478

CITY OF COUNTRY CLUB HILLS

2024-2025 SPECIFICATIONS FOR RIGHTS-OF-WAY MOWING MAINTENANCE

PERIOD OF COVERAGE

This proposal provides for services for the 2024-2025 seasons (May 1, 2024 through April 30, 2026).
The third season is optional.

AREAS OF COVERAGE

BID AMOUNTS

SITE	ACRES		2024	2025	2026
Wilshire Blvd near I-80	0.22	Right-of-way	\$	\$	\$
Environmental Trail ROW	0.68	East side of Welch Way, south side of 187th & West side of Marycrest Dr	\$	\$	\$
Hollywood Ave	1	Two (2) lots	\$	\$	\$
167th Street	1.1	Right-of-way (South side) Kilbourn to Butterfield	\$	\$	\$
Sunset Ave near I-57	1.44	Utility easement, Detention Pond	\$	\$	\$
175th Street	0.27	Right-of-way (North side) Edge of Park to Crawford Ave	\$	\$	\$
Fawn Ridge 179 & Cicero	1.08	Retention Pond/ROW	\$	\$	\$
175th Street	2.61	Right-of-way (South side) Cicero Ave to Central Park	\$	\$	\$
179th & Cicero	0.05	Lift Station	\$	\$	\$
Flossmoor Rd	4.22	Right-of-way (North side) Crawford to I-57 Bridge	\$	\$	\$
Lavergne-180th to 182nd	0.73	Right-of-way (West side)	\$	\$	\$
Crawford Ave	3.48	Right-of-way (East side) 167th to 171st (including I-80 Bridge), 175th to 178th Pl	\$	\$	\$
Patrick-MaryAnn to 182nd Pl	0.74	Right-of-way	\$	\$	\$
Crawford Ave	8.98	Right-of-way (West side) 167th to 172nd, 175th to Flossmoor Rd	\$	\$	\$
Kostner-182nd Pl to 179th	0.41	Right-of-way (not pipeline)	\$	\$	\$
Cicero Ave	9.87	Right-of-way East & West sides complete from 175th Street to Flossmoor- Rd	\$	\$	\$
176th near Pulaski	5.27	Detention Ponds (South of shopping plaza)	\$	\$	\$
181st & Cicero Ave	1.3	Retention Pond and entire sidewalk area	\$	\$	\$
181st-Cicero to Laverge	0.75	Right-of-way (South side)	\$	\$	\$
177th near Pulaski	1.43	Detention Pond	\$	\$	\$
Drainage Ditch	10.31	West side of Central Park to Cicero Ave.	\$	\$	\$
178th Pih & Cambridge	0.34	Retention Pond/ROW	\$	\$	\$
179th & Lakeview	0.66	(Hampton Courts)-Retention Pond/Vacant lot/shore area	\$	\$	\$
186111Pl & Maple Ave	0.09	Right-of-way	\$	\$	\$
Drainage swale	0.42	South side of 183rd Street, west of St. John's Church	\$	\$	\$
195th St cul-de-sac	4.83	South Water Tower, detention pond	\$	\$	\$
183rd St, Pulaski to Cicero	4.11	Right-of-way (North & South)	\$	\$	\$
East of Fire Station on 183rd	0.22	Vacant lot	\$	\$	\$
187th & Nightingale	0.08	Lift Station	\$	\$	\$
190th Pl & MaryCrest	0.058	Retention Pond	\$	\$	\$
Walking path-Arboretum	1.18	Right-of-way	\$	\$	\$
Glen Oaks & Sunset Ridge	0.15	North Water Tower	\$	\$	\$
184th & Marycrest Dr	1.07	Water Department	\$	\$	\$
187th - Marycrest Dr to Cicero	0.4	Right-of-way (South)	\$	\$	\$
Marycrest Dr 183rd to 187th	1.66	Right-of-way (East)	\$	\$	\$

4400 W. 189th St	0.43	Vacant lot	\$	\$	\$
185th & Crawford	4.79	Retention Pond/Ditch	\$	\$	\$
Drainage Ditch	1.35	Willow Ave to Maple Ave	\$	\$	\$
Maple-185th Pl to 186th St	0.42	Right-of-way (North side)	\$	\$	\$
185th & Willow Ave	0.1	Right-of-way (East side) adjacent to park	\$	\$	\$
186th Pl- Maple to Willow	0.84	Right-of-way (North side)	\$	\$	\$
186th St-Maple to Willow	1.07	Right-of-way (South side), retention area and sidewalk on east side of Willow Ave	\$	\$	\$
Corner of Welch Way & 187th St		18710 Welch Way North to 187th St- Cicero to 4520 W 175th St	\$	\$	\$
North side of 181st St between Cicero and 4810 181st St			\$	\$	\$
Crawford Ave-Flossmoor Rd to FPDC			\$	\$	\$
Cambridge Retention Pond Between Pulaski & 179th			\$	\$	\$
Loras Ct. Cul-de-Sac		Pond behind Loras Ct. homes	\$	\$	\$
North side of 175th St- Cicero to 4520 W 175th St			\$	\$	\$

TURF SERVICES

1. A complete spring clean-up will be done as soon as possible to remove all debris (papers, bottles, rocks, dead grass, leaves, fallen branches, etc.) resulting from the fall and winter seasons. Debris will be removed from the premises. Debris will not be run over by mowers and must be removed in advance to cutting.
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 once every two (2) weeks. Each additional cut not included in the contract will be an additional cost of \$ _____ as directed in writing by the City's Authorized Representative.
3. Turf adjacent to buildings, fences, utility poles, fire hydrants 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 the lawn as needed.
6. Refueling and changing of oil will not be performed on the turf areas.

CONSULTATION

1. Weekly inspection of the right-of-ways will be conducted by the Contractor's Crew Supervisor and discussed with the City Authorized Representative as to the condition of the Rights-of-Ways..

STANDARD AGREEMENT PROVISIONS

1. Contractor agrees to perform for the City the specific services 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 cost of the 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. A schedule will be provided to the City Authorized Representative. 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. Personnel contact information will be provided to
5. 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.
6. 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. 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. Any deviation from the provisions of this contract are a means for the City of Country Club Hills to terminate the contract.
3. MBE/FBE encouraged to apply. See attached information.
4. Three (3) business references required.

**RATIFICATION OF AGREEMENT
BETWEEN CONTRACTOR AND CITY OF COUNTRY CLUB HILLS**

Submitted by:

Name:

Address:

City:

Phone:

Email:

Acceptance of Agreement by The City of Country Club Hills

By:

Title:

Date:

Phone:

Email:

City of 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 contact personally 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.

Contractor Name

By: _____

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