



**VILLAGE OF LONG GROVE
LONG GROVE, IL 60047**

**SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
LANDSCAPING MAINTENANCE
2012**

Contract period: May 1, 2012 through October 31, 2012, with options for 2013 and 2014

Bid deposit: \$1,000.00

Performance bond: Required

Bid opening – Date/time/location: April 18, 2012 at 10:00 a.m.

**Village of Long Grove
3110 Old McHenry Road
Long Grove, IL 60047**

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**NOTICE OF REQUEST FOR BIDS
VILLAGE OF LONG GROVE, ILLINOIS
LANDSCAPE MAINTENANCE FOR
VILLAGE OWNED PROPERTIES/PUBLIC ROADWAY RIGHT OF
WAYS/MUNICIPAL PARKING LOTS**

Notice is hereby given that the Village of Long Grove is seeking bids for Landscape Maintenance, in accordance with specifications currently on file and which may be picked up at Long Grove's Village Hall, located at 3110 Old McHenry Rd., Long Grove, Illinois 60047 between 8:00 a.m. and 5:00 p.m., local time, Monday through Friday. Bid specifications are also available at www.longgrove.net.

Completed bids are due at the Long Grove Village Hall no later than 10:00 a.m., local time, on **Wednesday, April 18, 2012**, at which time said bids will be opened and publicly read aloud. The Village of Long Grove reserves the right to reject any or all bids, to waive technicalities or to accept any bid which, in its judgment, will be in the best interest of the public. Bids may not be modified after submittal. Bids may be withdrawn by written request at any time before the hour set for the bid opening. No bids may be withdrawn after the bid opening. Only bids responsive to the specifications will be considered. Please direct all questions to Marc Small, Village Roads Commissioner, at (847) 634-9440 or msmall@longgrove.net.

INSTRUCTION TO BIDDERS

1. General information. The bidder must submit a proposal on the forms furnished by the Village of Long Grove. All blank spaces on the proposal form must be filled in if applicable. Authorized signatures are as follows:

- Individuals - the individual.
- Partnerships - a general partner or a duly authorized officer. In addition, the name of the partnership, the state of registration and the address of its principal place of business shall be included.
- Corporations - President or other authorized officer and attested to by the Secretary or Assistant Secretary of the corporation. In addition, the name of the corporation, the state of incorporation and the address of its principal place of business shall be included. A certified copy of a resolution of the Board of Directors evidencing the authority of the official signing the bid to sign the bid shall be included.

The proposal is contained in these documents and must remain attached hereto when submitted. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. The following documents shall be completed, executed and notarized at the time of submission of a bid:

- 1) Contractor's Certification – Bid Proposal – See page 14
- 2) Bid Form – See pages 15 - 21

ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER'S NAME, ADDRESS, DESIGNATED DATE AND HOUR OF BID OPENING, AND "LANDSCAPING MAINTENANCE BID".

Bids may not be modified after submittal. Bids may be withdrawn by written request at any time before the hour set for the bid opening. No bids may be withdrawn after the bid opening.

2. Bid deposit. A bid deposit of \$1,000.00 shall accompany the bid. Bid deposits shall be in the form of a certified check or cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Long Grove.

The bid deposit of all except the three (3) lowest bidders on each contract will be returned within ten (10) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted bidder, after the contract is awarded. The bid deposit of the accepted bidder will be returned after acceptance by the Village of Long Grove of a satisfactory performance bond.

3. Basis of award. The Village reserves the right to accept or reject any and all bids and to waive technicalities.

4. Acceptance of bid. The Village shall make its determination with respect to bids within thirty (30) days from the date of opening of bids. Should the Village fail to act within such time, all bids shall be rendered null and void.

5. Security for performance. The successful bidder shall, within ten (10) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the bidder fails to furnish the performance bond within ten (10) calendar days after acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the bidder that said sum is a fair estimation of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

6. Subletting or assignment of contract or contract funds. No contract awarded by the Village of Long Grove shall be assigned, in whole or in part, or any part or the same sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the bidder from his obligations or change the term of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined in paragraph 14 herein.

The bidder shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Manager having first been obtained.

7. Competency of bidder. No bid shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village of Long Grove upon any debt contract, or other obligation or who has failed to perform faithfully any previous contract with the Village.

8. Compliance with OSHA standards, the Americans with Disabilities Act, Village ordinances and state and federal laws. The equipment used by the successful bidder must comply with all requirements and standards specified by the Occupational Safety and Health Act.

The successful bidder will strictly comply with all ordinances of the Village of Long Grove, the laws of the State of Illinois and the United States of America, including, without limitation, the Americans with Disabilities Act.

9. Material inspection and responsibility. The Village shall have the right to inspect any material to be used in carrying out the contract. The Village does not assume any responsibility for the availability of any materials and equipment required under the contract.

10. Toxic substances. The successful bidder shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with the contract, which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or complete work not complying therewith, may be rejected by the Village and shall be replaced by the successful bidder at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful bidder.

11. Price reductions. If at any time after a contract is awarded the successful bidder makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a “general price reduction” shall mean any horizontal reduction in the price of an article or service offered (1) to the successful bidder’s customers generally, or (2) in the successful bidder’s price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on the contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a “general price reduction” under this provision. The successful bidder shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the “price reduction” provision of the contract. The successful bidder, in addition, shall within ten (10) days of any general price reduction notify the Village Manager of such reduction by letter. Failure to do so may result in termination of the contract.

12. Termination of contract.

- A. The Village may, by written notice of default to the successful bidder, terminate the whole or part of the contract in any one of the following circumstances:
 - 1. If the successful bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful bidder);
 - 2. If the successful bidder fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Manager may direct in writing;
 - 3. If it is determined that the successful bidder knowingly falsified information provided to the Village;
 - 4. If it is determined that the successful bidder offered gifts or gratuities to a Village officer, employee, or agent, whether in their official capacity or not;

5. Any order is entered in any proceeding against the successful bidder decreeing the dissolution of the bidder and such order remains in effect for sixty (60) days; or,
 6. The successful bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful bidder, or commence any proceedings relating to the successful bidder under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful bidder, and the successful bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- B. In the event the Village terminates the contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Manager may deem appropriate, supplies or services similar to those so terminated, and the successful bidder shall be liable to the Village for any excess costs for such similar supplies or services, provided that the bidder shall continue the performance of the contract to the extent not terminated under the provisions of this clause.

13. Equal employment opportunity. In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.
- E. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- F. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- G. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- H. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

14. Insurance specifications. The successful bidder shall not commence work under the contract until he/she has obtained all insurance required herein and such insurance has been approved by the Village.

The successful bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>	
<u>COMMERCIAL GENERAL LIABILITY</u>		
1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY, PERSONAL INJURY, AND PROPERTY DAMAGE \$1,000,000	
2. Premises - Operations		
3. Explosion & Collapse Hazard		
4. Underground Hazard		
5. Products/Completed Operations Hazard		
6. Contractual Insurance - With an endorsement on the face of the certificate that it includes the "Indemnity" paragraph of the specifications		GENERAL AGGREGATE \$2,000,000
7. Broad Form Property Damage - construction projects only.		
8. Independent contractors		
9. Personal Injury		
<u>BUSINESS AUTOMOBILE LIABILITY OWNED, NON-OWNED, OR RENTED</u>	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000	
<u>WORKER'S COMPENSATION AND OCCUPATIONAL DISEASES</u>	AS REQUIRED BY APPLICABLE LAWS	
<u>EMPLOYER'S LIABILITY PER OCCURRENCE</u>	\$1,000,000	

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) with the Village named as additional insured; (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001 (Ed. 10/90 or newer), Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

In the event of accidents of any kind, the successful bidder shall notify the Village immediately and furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF LONG GROVE (the "Village")
3110 Old McHenry Road
Long Grove, Illinois 60047

A. POLICY INFORMATION.

1. Insurance Company
2. Policy Number
3. Policy Term (From) _____ (To) _____
4. Endorsement Effective Date
5. Named Insured
6. Address of Named Insured
7. Limit of Liability Any One Occurrence/
Aggregate \$ _____
8. Deductible or Self-Insured Retention (Nil unless
otherwise specified:) \$ _____

B. VERIFICATION OF COVERAGE.

The successful bidder shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements effecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The attached Additional Insured Endorsement (Exhibit C) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit C). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. INSURED.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful bidder, (b) products and completed operations of the successful bidder, (c) premises owned, leased or used by the successful bidder, and (d) automobiles owned, leased, hired or borrowed by the successful bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

2. CONTRIBUTION NOT REQUIRED.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

3. SEVERABILITY OF INTEREST.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Bidder's limit of liability.

4. SUBCONTRACTORS.
(ALL COVERAGES)

The successful bidder shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this Section.

5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

6. CANCELLATION NOTICE.
(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

7. INDEMNITY/HOLD HARMLESS PROVISIONS.
(ALL COVERAGES)

The insurance afforded by the policy shall include the "Indemnity/Hold Harmless" provisions set forth below.

8. SUBROGATION.
(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Bidder for the Village.

9. ACCEPTABILITY OF INSURERS.
(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-VII and licensed to do business in the State of Illinois.

10. ASSUMPTION OF LIABILITY.
(ALL COVERAGES)

The successful bidder assumes liability for all injury to or death of any person or persons including employees of the successful bidder, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, _____
(print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.

Signature of: _____
Authorized Representative (Original signature required on endorsement furnished to the Village).

ORGANIZATION:

ADDRESS:

TITLE:

TELEPHONE: (_____) _____

INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful bidder hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful bidder, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful bidder shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful bidder shall, at its own expense, satisfy and discharge same.

The successful bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful bidder further agrees that to the extent that money is due the successful bidder by virtue of the contract, an amount of said money, as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

15. Additional work.

The Village reserves the right to order additional work during the course of the contract. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Village has approved the charges.

16. Protection of existing facilities.

Existing facilities, including grounds, structures, landscaping and so forth, shall be protected by the bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the bidder when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work which becomes due.

17. Examination of site.

Bidders shall carefully examine the sites and become familiar with the conditions under which he will have to execute the work required under the contract. Failure to do so will in no way relieve the bidder of his responsibility under the contract.

**VILLAGE OF LONG GROVE
SPECIFICATIONS**

1. Village Public Right-of-Way Roadside and Shoulder Mowing
2. Village Office and Hall Landscape Maintenance
3. Village Municipal Parking Facilities & Old McHenry Road Median
4. Route 83 and Route 22 Median Landscape Maintenance
5. Dickson Deck and Trail Landscape Maintenance
6. Village attached Map with location of Landscape Maintenance



VILLAGE PUBLIC RIGHT-OF-WAY ROADSIDE AND SHOULDER MOWING

1. The designated areas for mowing of public right-of-way roadsides and shoulders are outlined on a Village map described as "Roadside and Shoulder Mowing."
2. The required equipment for performing roadside and shoulder mowing shall include mowers attached to the side of the motorized equipment and avoids any motorized equipment from traveling on the shoulders or in the ditches being mowed.
3. Mowing shall include a minimum of two passes for total of six feet wide cutting all vegetation to a height not to exceed six inches.
4. Intersections shall have all radii mowed three to four passes or until a satisfactory line of sight has been achieved as approved by the Village.
5. There should be a minimum of six mowings per season as designated by the Village Roads Commissioner or his representative.



**VILLAGE OFFICE AND HALL
LANDSCAPE MAINTENANCE
PROPOPSAL**

1. The area of maintenance includes in and around all of the buildings and facilities at the Village Office and Hall, 3110 Old McHenry Road, Long Grove, Illinois 60047. This area also includes the field around the Archer Schoolhouse. Also included is weeding of "Afternoon in the Park" statue area on Old McHenry Road across from the Village Tavern.
2. The area of maintenance shall include along the driveway from Old McHenry Road to the office and hall, as well as the path system on the property.
3. Edging around all buildings, flagpole, mulched landscaping and other such structures shall be part of the maintenance.
4. The grass areas are to be mowed to a normal height between two and three inches.
5. There shall be a minimum of twelve maintenance operations per season (one every two weeks starting May 1st and ending approximately October 31st).



**VILLAGE MUNICIPAL PARKING FACILITIES
AND
OLD McHENRY ROAD MEDIAN
PROPOSAL**

1. The area of landscape maintenance includes the two municipal parking facilities in the Historic Business District called Archer and Stempel Municipal Parking Facilities, the median and walking path on Old McHenry Road from Route 53 to the northwest approximately 300 feet.
2. Edging around all planter areas and sidewalks.
3. Village outlots mowing.
4. Weeding/maintenance of parking lot medians.
5. The grass areas to be mowed to a normal height between two and three inches.
6. There shall be a minimum of twelve maintenance operations (one every two weeks starting May 1st and ending approximately October 31st).



**ROUTE 83, ROUTE 22, AND PORTION OF ROUTE 53, MEDIAN & RIGHT-OF-WAY
LANDSCAPE MAINTENANCE PROPOSAL**

1. The designated area for landscape maintenance is the Route 83 median and right-of-way (turf areas extending approximately 12' from curb on both sides of Route 83) from Route 53 to Osage Lane. The Route 22 median and right-of-way from Tall Oaks Drive to Stonehaven Drive. North side of Route 53 from Route 83 to Old McHenry Road.
2. Edging and mowing the grass areas of the median and right-of-way in and around the trees, bushes and beds of perennials. In the spring, the mowing and edging is to avoid cutting of the clusters of daffodil plants until approximately June 15th or upon direction of the Village Roads Commissioner.
3. Edging to include removal of the grass and weeds growing between the curb and concrete that occasionally appears at the intersections.
4. Mowing shall be at a height of four to six inches.
5. Occasional trimming of bushes and trees where dead material occurs or trunk suckers on trees begin to grow.
6. The mowing equipment may be a tractor with mower behind.
7. There shall be a minimum of twelve maintenance operations per season (one every two weeks starting May 1st and ending approximately October 31st).

CONTRACTOR'S CERTIFICATION – BID PROPOSAL

_____, as part of its bid on a contract for
(Name of Contractor)

Landscaping Maintenance to the Village of Long Grove, Illinois hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33-3 or 5/33 E-4.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

this _____ day of _____, 2012

My commission expires: _____

Notary Public

BID FORM – LANDSCAPING MAINTENANCE

BID TO: Village of Long Grove
3110 Old McHenry Road
Long Grove, IL 60047

DATE: _____, 2012

BID FROM: _____
Name

Address, Town, Zip Code

THE UNDERSIGNED

1. Acknowledges receipt of Addenda:

No. _____, dated _____

No. _____, dated _____

No. _____, dated _____

2. Agrees:

A. That this bid shall be good and may not be withdrawn after the scheduled closing time for receiving bids.

B. To accept the provision of the Instructions to Bidders regarding disposition of bid deposit.

C. To enter into and execute a contract with the Village of Long Grove if awarded on the basis of this bid, and in connection therewith to:

1. Furnish all Bonds and Insurance required by the Bidding Document.

2. Accomplish the work in accordance with the Contract.

3. Complete the work within the Contract Time herein specified.

3. Contract Time: The successful bidder shall complete all the work required by the contract during the period of time between May 1st and October 31st.

4. The Village of Long Grove reserves the right to reject any and all bids for any reason and to reject the bid of any person or firm who, in its opinion, have not had sufficient experience in the type of work on which they are bidding, or who is not provided with the necessary capital, materials, machinery and personnel, including supervisory personnel to execute the work to be contracted.

BASE BID – LANDSCAPING MAINTENANCE

LUMP SUM – Base Bid: Shall include all labor, materials and equipment required to perform all work outlined in the contract documents and specifications. Item description corresponds with the Location Map included in these contract documents.

ITEM DESCRIPTION	AMOUNT
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____

TOTAL BASE BID – 2012 LANDSCAPING MAINTENANCE

Bidder agrees to perform all construction, exclusive of Alternate Bids, as set forth in the bidding documents for:

The sum of _____ (\$ _____) Dollars.

ALTERNATE BIDS – LANDSCAPING MAINTENANCE

In the event that work shown or specified under any of the various Alternatives is accepted and incorporated into the contract, add to the Base Bid the sum of:

<u>ITEM</u>	<u>AMOUNT</u>
A. Landscaping Maintenance Bid for the 2013 Season (To be exercised at the option of the Village of Long Grove)	\$ _____
B. Landscaping Maintenance Bid for the 2014 Season (To be exercised at the option of the Village of Long Grove)	\$ _____
D. Turf Fertilization	
Village Office & Hall	\$ _____
Route 83 Medians	\$ _____
TOTAL	\$ _____
E. Turf Aeration :	
Village Office & Hall:	\$ _____
TOTAL	\$ _____
F. Watering of Trees:	
Route 83 & Route 22 Medians	\$ _____
Archer Parking Lot Medians	\$ _____
TOTAL	\$ _____
G. Mulching around trees (all planting beds and tree bases shall be mulched to a depth of 3"):	
Village Hall Office and Hall	\$ _____
Archer & Stemple Parking Lots	\$ _____
Route 83 & Route 22	

Medians	\$ _____
TOTAL	\$ _____

H. Removal/trimming of Trees/Brush along Village Roads (In particular, Indian Creek Road, North Krueger Road, Cuba Road, Old Hicks Road, Checker Road). Removal of all small trees/brush and trimming of all branches located within 10 feet of edge of pavement:

Indian Creek Road	\$ _____
North Krueger Road	\$ _____
Old Hicks Road	\$ _____
Checker Road	\$ _____
TOTAL	\$ _____

I. Removal and herbicide of non-native plants (Buckthorn and Teasel – Refer To Exhibit A):

Dickson Deck & Trail	\$ _____
Route 83 & Route 22 ROW	\$ _____
Old McHenry Road ROW	\$ _____
TOTAL	\$ _____

The Village reserves the right to accept any and all alternates in combination. Each bidder will be evaluated equally, based on the combination selected to determine the lowest bidder.

UNIT COST BID

During the course of the season it may become necessary to perform extra work. Unit cost labor, material and equipment shall be applied when extra work is performed.

	<u>ITEM</u>	<u>UNIT COST</u>
a.	Laborer	\$ _____/hr
b.	Foreman	\$ _____/hr
c.	Pick-up Truck	\$ _____/hr
d.	One Ton Dump Truck	\$ _____/hr
e.	Front-end Loader	\$ _____/hr
f.	Back-hoe	\$ _____/hr
g.	Crawler loader	\$ _____/hr
h.	Crawler dozer	\$ _____/hr
i.	#2 Torpedo sand	\$ _____/cu. yd.
j.	Limestone screenings	\$ _____/cu. yd.
k.	CA-6 Granular stone	\$ _____/cu. yd.
l.	Seeding	\$ _____/cu. yd.
m.	Overseeding	\$ _____/cu. yd.
n.	Shredded wood bark mulch	\$ _____/cu. yd.
o.	Top soil pulverized	\$ _____/cu. yd.
p.	Excelsior blanket	\$ _____/sq. yd.
q.	Aeration per acre	\$ _____
r.	Slit seeding per acre	\$ _____
s.	Soil analysis	\$ _____

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within ten (10) days.

RESPECTFULLY SUBMITTED, signed and sealed this _____ day of _____, 2012.

Name of Bidder: _____

Address: _____

Telephone No. _____

State of registration or incorporation (if applicable): _____

Signature: _____

Title: _____

Corporations must attach a certified copy of a resolution evidencing the authority of the person signing this bid to do so.

SUBSCRIBED AND SWORN BEFORE ME
this _____ day of _____, 2012

-OR-

(IF A CORPORATION):

(SEAL)

Notary Public

MY COMMISSION EXPIRES:

ATTEST:

Secretary

CONTRACT

1. This agreement, made and entered into this ____ day of _____, 2012 between the Village of Long Grove, acting by and through its President and Village Clerk and _____.

2. That for and in consideration of the payments and agreements mentioned in the Village of Long Grove Specifications and Contract Documents for Landscaping Maintenance attached hereto, _____ agrees with the Village of Long Grove and his/their own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms as such Village of Long Grove Specifications and Contract Document for Landscaping Maintenance attached hereto, for the year 2012.

3. It is understood and agreed that the Village of Long Grove Specifications and Contract Document for Landscaping Maintenance for the year ended October 31, 2012, hereto attached, prepared by the Village of Long Grove, are essential documents of this contract and are a part hereof.

4. In witness whereof, the said parties have executed these presents on the date above mentioned.

VILLAGE OF LONG GROVE

By: _____
Village President

ATTEST:

By: _____
Village Clerk

**IF A CORPORATION:
CORPORATE NAME:**

By: _____
Its _____

IF AN INDIVIDUAL:

SUBSCRIBED AND SWORN BEFORE ME
this _____ day of _____, 2012

Notary Public
MY COMMISSION EXPIRES: _____

IF A PARTNERSHIP:

PARTNERS DOING BUSINESS UNDER THE
NAME OF: _____

By: _____
Its _____

SUBSCRIBED AND SWORN BEFORE ME
this _____ day of _____, 2012

Notary Public
MY COMMISSION EXPIRES: _____

SPECIFICATIONS

BASE BID

- All landscape beds to be weeded and all litter and debris removed.
- Clippings shall remain at all locations, as long as there are no clumps or piles left on the turf area. Clippings shall not be deposited onto IL 83, IL 22, Old McHenry Road or Municipal Lots.
- Trimming around all structures, trees, shrubs, and flowerbeds is to be completed during every visit to the site and shall be at the same height as adjacent mower cut.
- When trimming, extreme care must be taken to avoid hitting trees or shrubs with mowers and trimmers.
- When cutting mounds or uneven areas, exercise caution to avoid scalping of turf.
- Any grass clippings, which fall onto paved surfaces, shall be removed the same day. All paved surfaces shall be swept to remove dirt, litter and debris. All dead plant material shall be removed from the site.
- All debris such as paper, cans, bottles, twigs, and limbs plus any foreign material that would interfere with mowing shall be removed by the contractor prior to any work starting on each visit to the site.
- All mowing equipment should be kept in good condition, with blades and cutting edges kept sharp, in order to prevent tears to grass blades. The mower decks (top and bottom) shall be cleaned to remove all seeds (Teasel) prior to and after mowing the IL State 83 and IL Route 22 right of ways.
- All equipment shall be operated in a proper manner and bear safety markings as required by law.
- All equipment and operators are to be properly licensed as required by law.
- All planting beds not mulched shall be cultivated to a depth of not less than 3" and all grasses and weeds removed. All beds containing mulch shall be weeded weekly.
- There is a possibility that in some of the contract areas, small sections of sod or seed will be replaced during the course of the contract. In these cases, the Village Roads Commissioner will inform the contractor of such areas in advance of mowing. It shall then be the contractor's responsibility to avoid mowing the new sod or seed until directed to do so by the Village Roads Commissioner.
- Village Contractor work hours: **Monday through Friday 7:00 a.m. to 6:00 p.m. Saturday 8:00 a.m. – 4:30 p.m. NO SUNDAYS OR HOLIDAYS**
- Payment to the contractor will be divided into six (6) equal monthly payments. Payments will be issued following Village Board approval at monthly meetings. Invoices must be received by the Village by the last day of the month for consideration at the subsequent month's board meeting. The first payment (for the month of May) will be issued in June. The contractor shall submit each month, along with request of payment, an itemized listing of "work performed" during the period covered for payment.
- The annual landscape contractor is required to be a licensed applicator for fertilizers. Weed killer and fertilizers are typically scheduled two and four times per season, respectively. Contractor specifications incorporate low impact products. The use of pesticides and fertilizers shall be managed in a way that minimizes the volume of storm water runoff and pollutants. The selected firm shall be required to supply a written note stating that they have completed these requirements.



GENERAL FIRM INFORMATION

- A. Name, phone number and fax number of firm presenting proposal.
- B. List twenty-four hour phone number of the person to be responsible for the fulfillment of the contract.
- C. List the general financial assets to support the ability of the firm to complete the work proposed.
- D. Provide the number of years that the firm has been in operation.
- E. Indicate whether the firm is an Illinois Corporation in good standing with the State of Illinois.
- F. List the principals of the firm.
- G. List the number of employees properly trained and available to perform the work proposed.
- H. List the type and amount of equipment that will be used to perform the work proposed; be specific.
- I. List five references where similar work has been performed, giving the name of the person or firm where work was performed, the contact person and phone number.

EXHIBIT A
All Village Roads and Municipal Parking Lots

Street Name	From	To	Class	Length	Width
Antietam Drive	Schaeffer Rd.	Cul-de-sac	Local	1700	23
Arlington Heights Road	Thompson Dr.	Cul-de-sac	Local	1900	20
Arrowhead Court	Creekside Dr.	Cul-de-sac	Local	610	21
Brittany Court	Brittany Ln	Cul-de-sac	Local	700	24
Brittany Lane	Arlington Hts Rd.	Picardy Ct.	Local	1050	24
Cavalry Court	Lincoln Ave.	Cul-de-sac	Local	400	21
Checker Road	200'W of Buffalo Cr.	Brookside Ln.	Collector	3000	21
Checker Road	Bordeaux Ln.	Arlington Hts Rd.	Collector	1300	22
Checker Road	Schaeffer Rd.	1390'East	Collector	1390	21
Checker Road	Old Hicks Rd.	Lincoln Ave.	Collector	1720	21
Checker Road	Schaeffer Rd.	Lincoln Ave.	Collector	4675	22
Chickamauga	Sumter Ct.	Sumter Ct.	Local	3380	24
Coach Road	Old Hicks Rd.	Old Hicks Rd.	Local	1750	22
Country Club Drive	Checker Rd.	Tanager Way	Local	1700	23
Creekside Drive	Indian Creek Rd.	Cul-de-sac	Local	2050	21
Crestview Drive	Cuba Rd	Cul-de-sac	Local	1490	19
Cuba Road	S. Krueger Road	1320 feet East of S. Krueger Rd	Collector	1320	23
Cuba Road	Old McHenry Road	1320 feet East of S. Krueger Rd	Collector	9130	23
Cumberland Circle	Lexington Dr.	Lexington Dr.	Local	2175	22
Dawn Court	Schaeffer Rd.	Cul-de-sac	Local	350	22
E. Marden Drive	Marden Dr.	Monitor Dr.	Local	1800	20
E. Marden Drive	W. Marden Dr.	Monitor Ln.	Local	1780	21
East Parking Lot - Stempel	Municipal Parking Lot		Local	325	200
Estate Lane	Indian Creek Rd.	Cul-de-sac	Local	1430	21
Federal Court	Lexington Dr.	Cul-de-sac	Local	400	21
Golf Lane	Hilltop Rd.	Sunshine Ln.	Local	940	22
Grant Court	Grant Pl.	Cul-de-sac	Local	160	20
Grant Place	Schaeffer Rd.	Grant Ct.	Local	380	20
Hampton Drive	Port Clinton	IL Rte 22	Local	2600	23
Hilltop Road	IL Rte. 83	Cul-de-sac	Local	2300	20
Holly Court	Schaeffer Rd.	Cul-de-sac	Local	520	21
Holly Court	Tanager Way	Schaeffer Rd.	Local	700	23
Indian Creek Road	Diamond Lake Rd.	W. Village Limits	Collector	4150	22
Knoll Court	Knoll Dr.	Cul-de-sac	Local	500	21
Knoll Drive	Knoll Court	Cul-de-sac	Local	1360	21
Knoll Drive	Long Grove Rd.	Knoll Ct.	Local	750	21
Lakeridge Court	Lakeridge Dr.	Cul-de-sac	Local	490	21
Lakeridge Drive	Indian Creek Rd.	Cul-de-sac	Local	1830	21
Lexington Drive	Lincoln Ave.	Coach Rd	Local	2700	22
Lincoln Avenue	Checker Rd	Shenandoah Ln	Local	2150	21
Lincoln Avenue	Lexington Dr.	Cul-de-sac	Local	4450	22
Long Grove Road	W. Village Limits	Il Rte 53	Collector	4000	24
Manassas Lane	Schaeffer Rd.	Cul-de-sac	Local	1120	20
Marden Woods	IL Rte 53	Marden Dr.	Local	300	22
Mayflower Lane	Middlesax Dr.	Cul-de-sac	Local	400	21
Meadow Lane	Willow Spring Rd.	IL Rte. 83	Local	1900	21
Merrimac Lane	Middlesax Dr.	Cul-de-sac	Local	500	21
Middlesax Drive	IL Rte. 53	Monitor Dr.	Local	1800	22
Monitor Lane	Middlesax Dr.	Hidden Valley	Local	1920	21
Monticello Lane	Middlesax Dr.	Cul-de-sac	Local	500	21
N. Krueger Road	Glimer Rd.	3200'S of Gilmer Rd.	Collector	3200	22
N. Krueger Road	IL Rte. 22	2640 feet North	Collector	2640	22
Oak Grove Circle	CEC ROW	Ill. Rte. 22	Local	4700	24
Oak Grove Drive	IL Rte. 83	CEC ROW	Local	3825	24

Oakwood Circle	Oakwood Road	Oakwood Road	Local	1600	22
Oakwood Road	500'E of IL 83	Teal Ln.	Local	4200	20
Old Hicks Road	Checker Rd	S. Coach Rd.	Collector	2050	21
Old Hicks Road	N. Coach Rd.	Bayberry Ln	Collector	2100	22
Old Hicks Road	IL Rte 53	N. Coach Rd.	Collector	1455	21
Old Hicks Road	Checker Rd.	Bayberry Ln	Collector	900	21
Osage Lane	Willow Spring Rd.	Meadow Ln.	Local	1900	21
Picardy Court	Picardy Ln	Cul-de-sac	Local	1000	24
Picardy Lane	Picardy Ct.	Brittany Ct.	Local	800	24
Port Clinton Road	IL Rte. 83	E. Village Limits	Local	3100	20
Pottawatomie Court	Antietam Dr.	Cul-de-sac	Local	780	23
Roanoke Court	Schaeffer Rd.	Cul-de-sac	Local	350	22
Robert Parker Coffin Road	Schaeffer Rd.	IL Rte. 83	Collector	1000	30
Robert Parker Coffin Road	Schaeffer Rd.	IL Rte. 53	Collector	1700	24
Rolling Glen Road	Crestview Dr.	Cul-de-sac	Local	720	15
Schaeffer Road	Holly Court	Grant Place	Collector	3360	20
Schaeffer Road	Checker Rd.	Lake Cook Rd	Collector	2570	21
Schaeffer Road	Checker Rd	Roanoke Ln	Collector	1250	22
Schaeffer Road	IL Rte. 53	Grant Place	Collector	400	23
Schaeffer Road	IL Rte. 53	RP Coffin Road	local - Gravel	700	12
Shenandoah Lane	Checker Rd	Lincoln Ave.	Local	1850	23
Sheridan Court	Shiloh Dr.	Cul-de-sac	Local	870	21
Shiloh Drive	Old Hicks Rd.	IL Rte. 83	Local	2670	22
Sumter Court	Sumter Drive	Cul-de-sac	Local	560	21
Sumter Drive	Sumter Ct.	Cul-de-sac	Local	560	21
Sumter Drive	Schaeffer Rd.	Sumter Ct.	Local	2350	24
Sunshine Lane	Golf Ln	Cul-de-sac	Local	350	16
Tall Oaks Drive	IL Rte.22	Port Clinton Rd.	Local	4000	20
Tanager Way	Country Club	Holly Ct.	Local	1050	23
Three Lakes Court	Three Lakes Dr	Cul-de-sac	Local	800	21
Three Lakes Drive	RP Coffin Rd	Cul-de-sac	Local	2240	21
Tribal Court	Creekside Dr.	Cul-de-sac	Local	520	21
Union Court	Lincoln Ave.	Cul-de-sac	Local	400	21
Village Hall	Roadway		Local	950	180
Village Hall	Parking Lot		Local	165	70
W. Marden Drive	Marden Dr.	Monitor Dr.	Local	1800	20
W. Marden Drive	IL Rte 53	Monitor Ln.	Local	2120	21
West Parking Lot - Archer	Municipal Parking Lot		Local	430	300
Wildlife Way	Gilmer Rd.	Cul-de-sac	Local	1440	21
Willow Spring Road	N. Village Limits	Cul-de-sac	Local	1900	21
Total Footage				159270	
Total Miles				30.16	

It is strongly suggested that each Contractor personally review the Village Roads, Village Hall Drive and Parking Lot & Municipal Parking Lots prior to submitting the proposal. The Village will furnish the street maps to the Contractor for use in performing the work under this proposal.

EXHIBIT C

ADDITIONAL INSURED ENDORSEMENT

Name of Insurer:
Name of Insured:
Policy Number:
Policy Period:
Endorsement Effective Date:

This endorsement modifies coverage provided under the following:

Commercial General Liability

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy/coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractor's work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.