

CITY-WIDE GROUNDS MAINTENANCE

1.0 GENERAL SCOPE

- 1.1 The City of La Salle is seeking bids from qualified vendors to perform contract work, which consists of all labor, materials, equipment and supplies necessary to perform ground maintenance. The following specifications describe the work to be completed, what is required of the successful vendor, and any other information needed for a vendor to submit a responsible bid.
- 1.2 Examination of Site. Vendors shall carefully examine the site for the project to eliminate misconceptions, verify dimensions, elevation, working conditions, equipment needed, transportation and storage facilities. Vendors shall give due consideration to same in preparing their proposals as no exceptions will be considered after awarding the contract, nor will the vendor be entitled to any extra compensation for his/her failure to verify conditions at the site.

2.0 STANDARDS AND REGULATIONS

- 2.1 License. Vendors shall secure all permits and licenses that may be required by federal, state or local laws. All costs for any and all permits and licenses shall be included in the bid, as no additional cost to the City will be allowed for such items at a later date. All documentation shall be made available upon request by the City of La Salle prior to award of bid.
- 2.2 Standards, Laws and Regulations. Vendors shall comply with all applicable State, Federal and Local laws and regulations, including, but not limited to the Occupational Safety and Health Administration (OSHA), the United States and Illinois Environmental Protection Agency, the Illinois Department of Public Health, all State Statutes, City Ordinances and Regulations, including, but not limited to, The Davis-Bacon Act, all prevailing wage Laws and Ordinances, and other City of La Salle's Ordinances, including, but not limited to, Noise Pollution Ordinance Section 91.46 which, amongst other things, prohibits the operation of power landscape equipment between the hours of 8:00 p.m. through 7:30 a.m. Monday through Friday and between 7:00 p.m. though 9:00 a.m. on Saturdays, Sundays, and nationally recognized holidays.

3.0 GENERAL REQUIREMENTS

- 3.1 Vendor Qualifications. No contract shall be awarded except to responsible vendors capable of providing the class of product described.
 - 3.1.1 Before being considered for the award, vendors may be required to show evidence of the necessary experience, facilities, equipment, ability, and financial resources to perform the work in a satisfactory manner and within the time constraints stipulated. The City of La Salle shall make the final determination as to the vendor's ability to provide the desired services.
 - 3.1.2 Only vendors with a minimum of two (2) years past experience performing the scope of work as specified herein shall be considered for this project.

3.1.3 Only vendors with past experience with similar work as specified herein shall be considered for this project. All vendors who submit bids shall include documentation indicating past experience and references to receive full consideration for contract award (**see Attachment B**).

3.2 Vendor Performance. The vendor agrees to perform its obligations demonstrating quality workmanship and completion of all work in a timely manner.

3.2.1 The Designated City of La Salle representative will decide all questions that may arise as to the quality and acceptability of work performed under the contract. If, in the opinion of the Designated City of La Salle representative, performance is unsatisfactory, the City shall notify the vendor of the areas in which his or her performance is deficient. The vendor will have twenty-four (24) hours from the date of notification to correct any specific instances of unsatisfactory performance. The City Representative may allow additional time to correct due to inclement weather. Corrective measures required by the City of the vendor to meet performance standards should be completed at no additional charge to the City. The City shall retain the right to remove specific site(s) from said vendor should a pattern of poor performance continue.

3.2.2 It is understood that if, in the opinion of the Designated City of La Salle representative, it is apparent that the vendor is not able to meet the requirements of these specifications, then the Designated City of La Salle representative, in conjunction with the Mayor, may reduce or terminate the contract with a one (1) week written notice, whichever is in the best interest of the City of La Salle. Every effort will be made to assist the vendor making a good faith effort to meet the obligations of the contract. However, nothing in this section shall undermine the City's ability to take action on poor performance or default of contract as described above.

3.2.3 It is the responsibility of the vendor to immediately notify the respective City Representative of any mechanical failures or any other circumstance that may delay or prevent the vendor from completing the work as scheduled.

3.3 Contact. Questions regarding the terms of this bid specification shall be directed to John Duncan, Finance Director at j.duncan@lasalle-il.gov. **Questions shall be received in writing up until no later than February 16th at 4:00 p.m.; no questions may be submitted after this date.** Questions will be answered via addendum no later than February 18th, and all parties submitting a question should expect that both the question submitted and the response provided will also be provided to other potential bidders who have contacted the City and indicated an intention to potentially bid prior to the time of responding to the question. Any oral communications will be considered unofficial and non-binding.

3.4 Vendor Contact. The vendor agrees to provide the City with a phone number at which the vendor can be reached during work hours (Monday through Friday, 7:00 a.m. to 5:00 p.m.) and further agrees to return all calls and messages left by the City within two (2) hours. **Failure to return a call will result in a reassessment and/or possible cancellation of contract.**

3.5 Basis of Award. The City will award this contract to the lowest responsive and responsible vendor(s), as defined herein specifically, and also within the City of La Salle Responsible Bidder

Ordinance Number 3106, the terms and provisions of which are incorporated by reference herein. A "responsible bidder" for purposes of this bid shall also be able to provide a product or service that conforms in all material respects to the specifications detailed in this document. Additionally, a "responsible bidder" herein shall be a corporation, company, or person who has the ability in all respects to provide the product or service desired at the highest possible standards of quality. The City of La Salle may award the contract based on line item categories, or as a whole, whichever is deemed to be the best serves the interest of the City of La Salle in the exercise of appropriate discretion by the City Council of the City of LaSalle. Further, requirements within this document may be waived if deemed appropriate in the best interests of the City of LaSalle, the provisions within the Responsible Bidder Ordinance Number 3106 may be waived as provided within that Ordinance .

3.6 **Insurance Requirements.** Prior to the commencement of work under this Contract, Contractor agrees to carry and maintain insurance in the following types and amounts for the duration of this Contract, to furnish certificates of insurance, and make available copies of policy declaration pages and policy endorsements as evidence thereof:

- (a) Workers' Compensation and Employers' Liability coverage with minimum policy limits for employers' liability of \$500,000 bodily injury per accident, \$500,000 bodily injury disease policy limit and \$500,000 per disease, per employee. Workers' compensation insurance coverage must meet the Illinois statutory requirements.
- (b) Commercial General Liability with a combined single limit of not less than \$1 million per occurrence/\$2 million annual aggregate including products/completed operations and contractual liability coverage naming City of LaSalle as additional insured by endorsement.
- (c) Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of not less than \$1 million per occurrence naming City of LaSalle as additional insured by endorsement.

3.7 **Equipment/Safety.** The vendor shall furnish all equipment and supplies needed to fulfill this contract. Vendor shall use only commercial grade mowing equipment. Homeowner grade equipment is not acceptable. The vendor shall remove equipment at the completion of the workday. The City of La Salle does not assume any responsibility, at any time, for the protection of or loss of equipment or supplies, either at the work site or elsewhere.

3.8 **Trial Period.** The City may require a trial period to determine if the vendor can perform in accordance with the requirements of the contract and to the City's satisfaction. Such a trial period can be from three (3) to four (4) mowing cycles and will be conducted under all terms, conditions, and specifications contained in this specification. A performance evaluation will be conducted prior to the end of the trial period and that evaluation will be the basis for the City's decision to continue with the vendor or select another.

3.9 **Term of Contract.** The term of this Contract shall include the Vendor providing grounds maintenance services from the date of award until December 31, 2026. All potential bidders are also provided notice that the City and the successful bidder may agree by additional negotiations without a further bidding process negotiate up to four annual extensions. Any additional extension, including any modifications to the existing contract in regard to any extended period, shall also be required to be in writing and approved by both the Contractor

and the LaSalle City Council. Additionally, in regard to performing the terms and provisions of the agreement, there may be some sights that require additional mowing past the regularly scheduled mowing season. This mowing shall be completed at the discretion and direction of the LaSalle City representative.

- 3.10 **Acquired Property.** The City reserves the right to add on additional properties as they are acquired during the term of the contract at a comparable cost to similar locations covered under this contract; which additional sites may be added on agreement as between the City of LaSalle, and the Vendor, with the City of LaSalle requiring the joint approval of the Mayor, Finance Director, and Superintendent of Public Works, and the Contractor shall also approve in writing.
- 3.11 **Price Adjustment.** Price adjustments for parts or labor will only be considered at contract renewal. Any requests for price increase must be submitted in writing to the Mayor sixty (60) days prior to contract expiration. Any increases beyond the consumer price index for the time period must be justified by submitting product literature for the specific parts that explain or justify the price increase. The City will evaluate all requests for increases prior to contract extension and will factor such requests into the decision to renew.

4.0 SPECIFIC REQUIREMENTS

- 4.1 **Seasonal Work.** The vendor shall remove all leaves and winter debris or trash from beds, turf and non-turf areas twice a year, once in the spring and once in the fall.
- 4.2 **On-site Preparation and Cleanup.** Prior to each mowing occurrence the vendor shall pick clean the entire site, removing all litter, trash, branches, glass, and debris. The first cycle of mowing will generally entail an increased amount of litter picking over subsequent cycles. The vendor will not be paid any additional amount over and above what is bid for each site, therefore should consider this in their overall bid submittal. The vendor shall notify the City Representative of excessive litter, illegal dumping or large tree limbs. If this condition exists, it will be addressed by the City upon inspection and approval of the City Representative. Paper, cups and other litter must not be mowed to maintain the sites' appearance. When mowing along roadways, the first two (2) swaths cuts along the curb or roadway edge shall be made in such a direction that all clippings discharged from mowers shall be away from the curb or roadway edge. If the vendor is determined by the City Representative to be in violation of the aforementioned standards, said vendor shall be subject to liquidated damages as outlined in Section 4.11 and any additional cost to the City for cleanup shall be deducted from subsequent invoices submitted by the vendor.
- 4.3 **Trimming.** Final trimming around permanent objects such as trees, posts, shrubs, fences, guardrails, signs, curbsides/roadway edges, shall be accomplished with suitable mechanical equipment at the same cutting height as the rest of the turf so as not to detract from the appearance of the site. Trimmings are to be cleaned from all hard surfaces (sidewalks, curbs, driveways, and streets). Trimming along and under taller vegetation as necessary or as directed by the City.
- 4.4 **Labor, Tools and Equipment.** The vendor agrees to furnish all necessary labor, tools and equipment in connection with the grounds maintenance of the specified locations.

4.5 **Equipment.** Mowing equipment can include riding mowers, walk behind mowers, nylon line trimmers and hand clippers, where necessary. Mowing equipment shall be kept in good, safe operating condition with sharp blades so that the grass is cut properly and in such a condition that oil and gasoline are not leaked. It is the vendor's responsibility to provide the means to operate the equipment i.e. fuel, generator for electrical powered equipment.

4.6 **Fueling and Oiling.** Spilled gasoline and oil kills grass; vendor is responsible for cleanup of any spills that occur. If equipment requires fuel or oil, it shall not be fueled and oiled in grassy areas, it should be moved to paved areas for these functions.

4.7 **Scheduling.** Generally, the work may be performed between the hours of 7:30 a.m. and 8:00 p.m. and on any day or days of the week in accordance with the City's noise ordinance (see Section 2.2). If special circumstances require different hours, the vendor shall seek approval for such a change from the City. The City reserves the right to add additional sites during the mowing season under the terms of this contract. Vendor quotes for any additional sites shall be consistent with other sites of similar size and difficulty currently included in this contract. The City also reserves the right to adjust the frequency of the mowing cycle based on need, or request site specific mowing on demand. The City may also determine that a scheduled mowing cycle is unnecessary due to dry weather conditions.

4.8 **Invoicing.** All invoices shall be submitted to the designated City representative within ten (10) days of completing a mowing cycle and must include a valid invoice number along with the specific dates and locations for which the invoice is presented. Invoices will not be paid until validated by respective City representative.

4.9 **Aerial Photographs.** Aerial photographs of each site (for reference) are located in Attachment A

4.10 **Bid Form.** The bid form can be located in Attachment C

4.11 **Additional Remedies.** Additional remedies in regard to non-compliance. The vendor is responsible for the timely and accurate completion of all work outlined under this contract. If the vendor fails to complete this work within the scheduled time and/or does not complete the work according to the specifications of this contract, said vendor shall have three (3) calendar days following written notice of any deficiency to correct any noted deficiency on their part. Failure to correct the same will provide to the City through the City representative, in addition to other potential remedies, as may be available at law and/or in equity, the remedy of being allowed to hire another vendor to complete the work and charging the original vendor for the services in regard to completion provided that the cost therefore shall not be in excess of 1.25 times the amount of what the vendor would have been paid for such service. The additional amount paid by the City may also be deducted by the City from the next payment due the vendor and provide additional possible basis in regard to potential termination of the contract by the City.

5.0 DETAILED SPECIFICATIONS

5.1 *Public Works Division – Right of Ways, Properties and Vacant Lots*

- 5.1.1 Maintenance. Mow lawn as instructed by schedule provided by the City representative. Mowing should be done from the street curb inward, using cement property markers, utility poles, fences, bushes and tree lines, and farm fields to determine the right-of-way boundary width. When mowing along roadways, the first two (2) swath cuts shall be made in such a manner as to discharge all clippings away from the roadway edge or curb.
- 5.1.2 Height of Grass/Height of Cut. Grass should never exceed six (6) inches in height. Grass when cut should be two (2) to three (3) inches in height and no windrows of grass shall remain.
- 5.1.3 Weeds. Removal of weeds growing from along curb lines, roadway edges or sidewalks and drive approaches, so as not to detract from the appearance of the site, are the responsibility of the vendor. Weeds shall be defined as all grasses, annual plants, and vegetation overgrowth and underbrush other than trees or shrubs provided.
- 5.1.4 Inaccessible Areas. All areas too wet, too steep or otherwise inaccessible for use of standard mowers shall be line trimmed at the same frequency as the mowing schedule.
- 5.1.5 Locations. Locations are specified in Attachment A.
- 5.1.6 Bid Submission on Review. Attachments B and C will be completed and submitted in a sealed envelope to the City of LaSalle at 745 2nd Street, LaSalle, Illinois, no later than Friday, February 20th, at 10:00 a.m., at which times the bids will be publicly opened. Bids may be held and reviewed following the opening by the City of LaSalle for a period not to exceed sixty (60) days from the date of opening for the purpose of reviewing the bids and investigating further the qualifications of the bidders and also considering other lawful considerations prior to making a decision in reference to the awarding of any contract. Any potential successful bidder shall be required to enter into a formal written contract. The City of LaSalle also reserves the right to reject any and all bids and to waive any informality in the bidding in the best interests of the City of LaSalle and the public in general, and further in compliance with the law, and is also subject to the provisions regarding waiver in this document and including Section 3.5 herein, which process of the City of LaSalle shall also be subject to such other conditions and/or contingencies as may be lawful and appropriate in the circumstances, in the appropriate exercise of reasonable discretion of the City Council of the City of LaSalle.

ATTACHMENT A – LOCATIONS

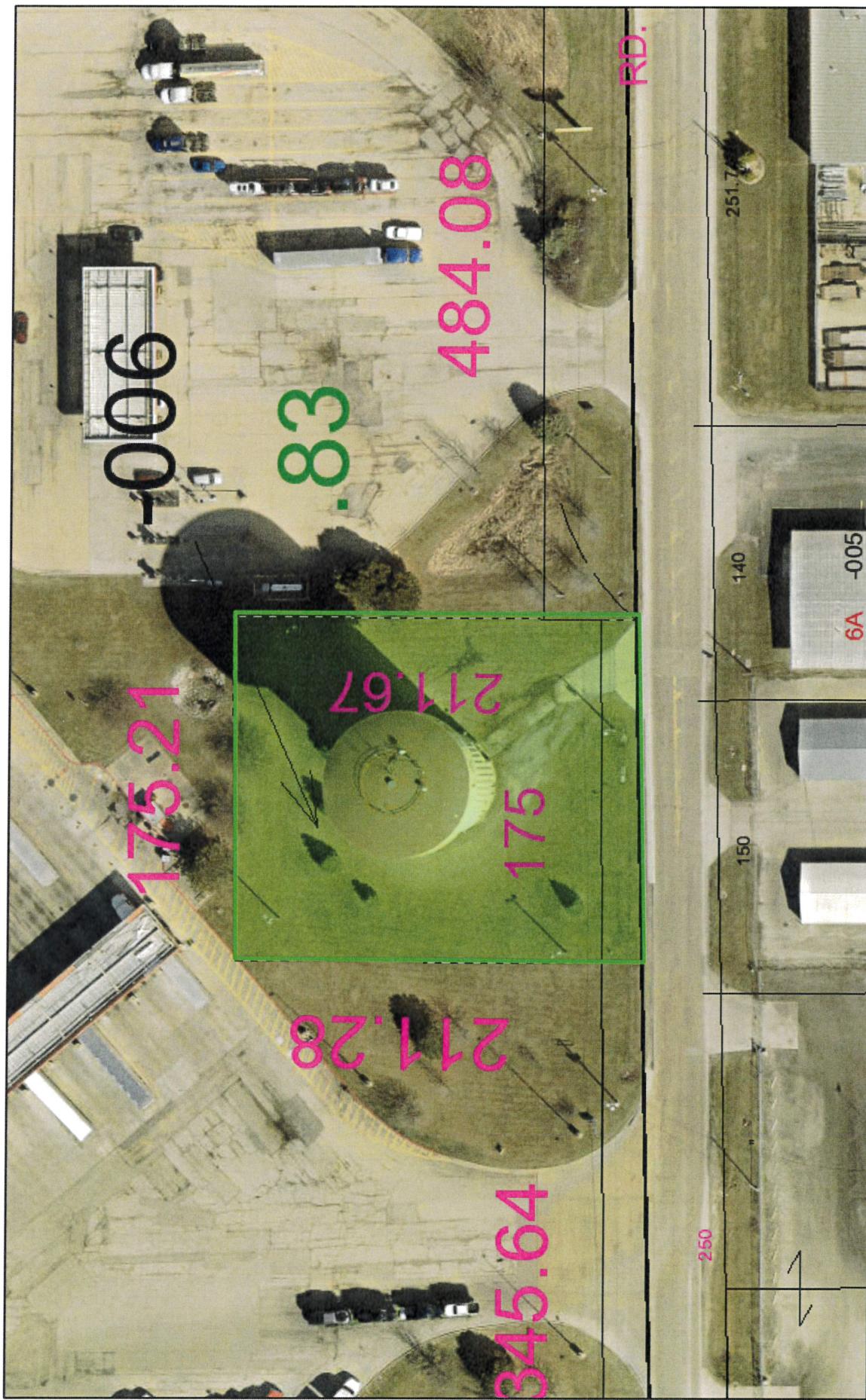


3/22/2023

1:2,257

0 75 150 300 ft
0 20 40 80 m

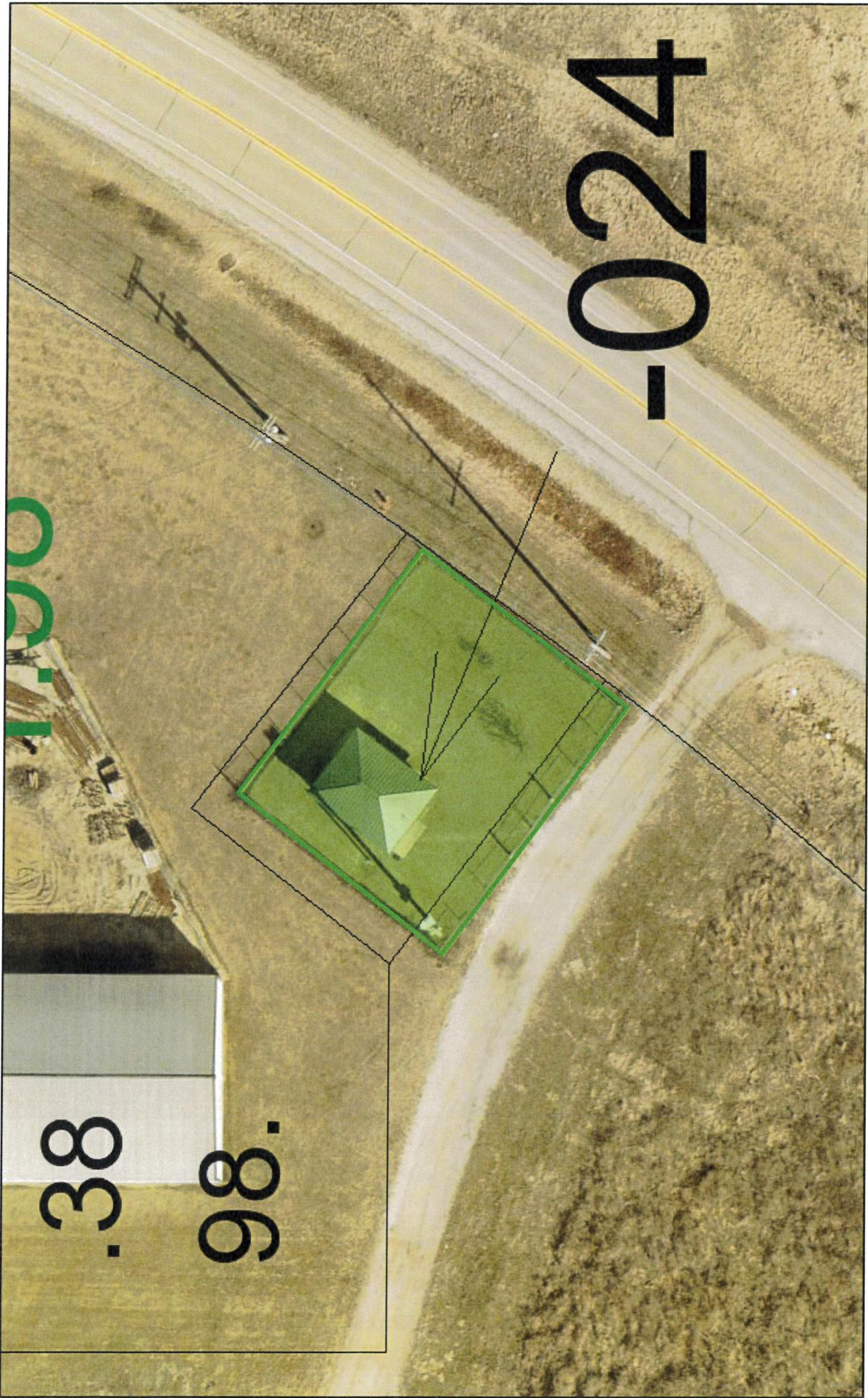
#1 - Water Treatment Plant
234 Union Street



3/22/2023

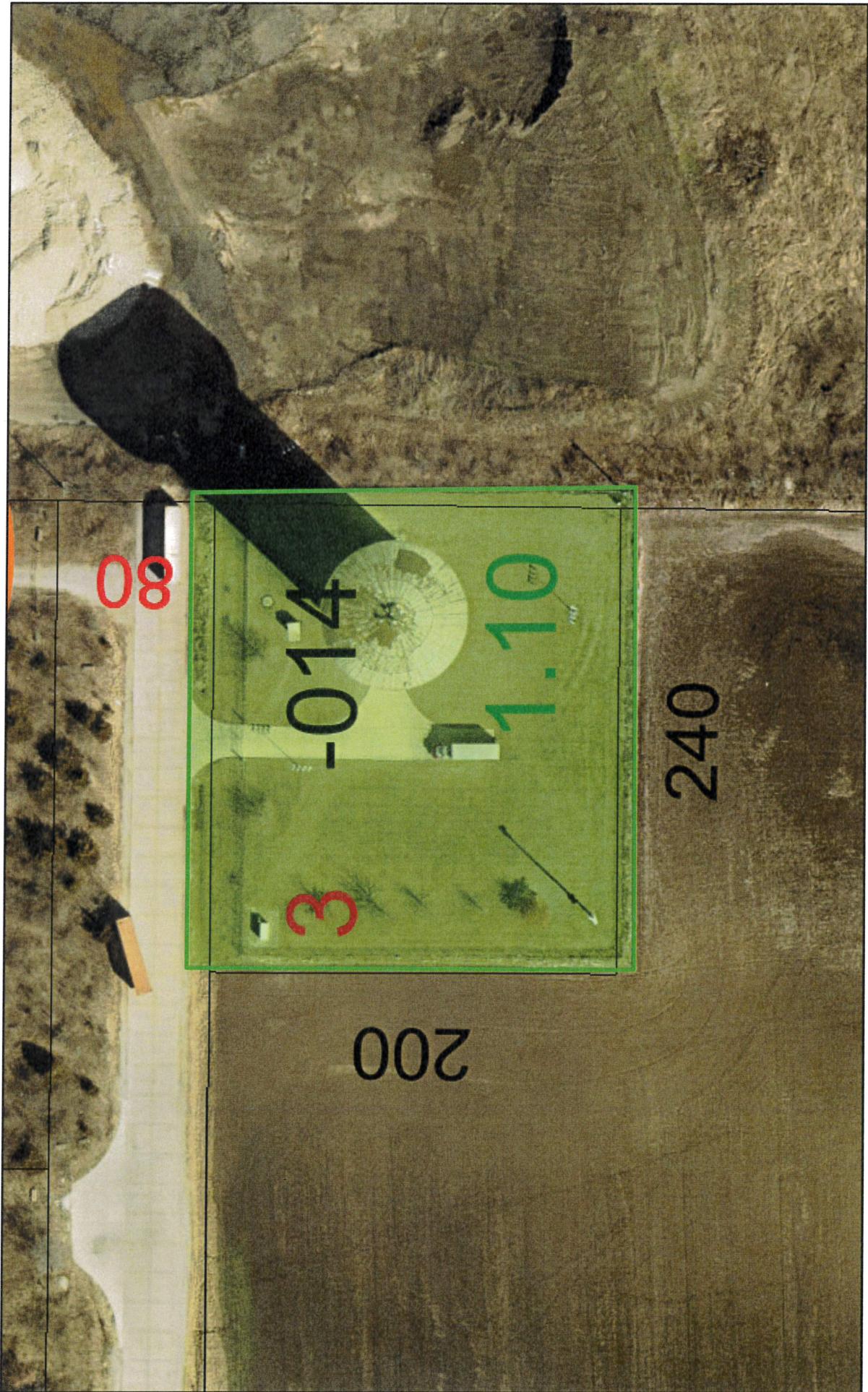
#2 - Civic Rd Water Tower

341 Civic Road



3/22/2023

#3 - East End Booster Station
East Route 6



3/22/2023

#4 - Cannon Water Tower
780 Progress Parkway

1:1,128
150 ft
40 m
0
20
37.5
75
100
150 ft
40 m



3/22/2023

1:9,028

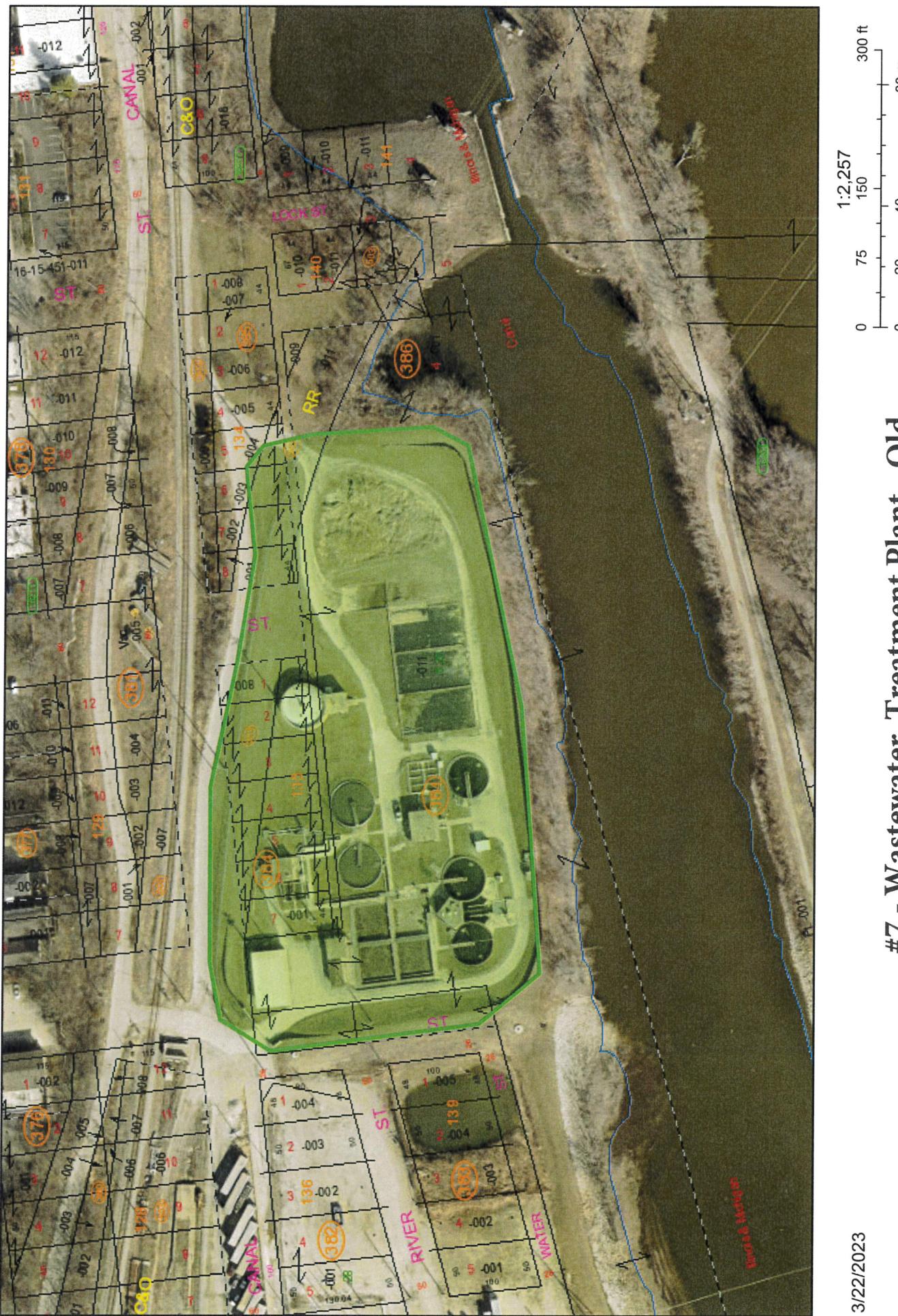
0 310 620 1,240 ft
0 95 190 380 m

#5 - Wastewater Treatment Plant - New
2839 Eagle Drive

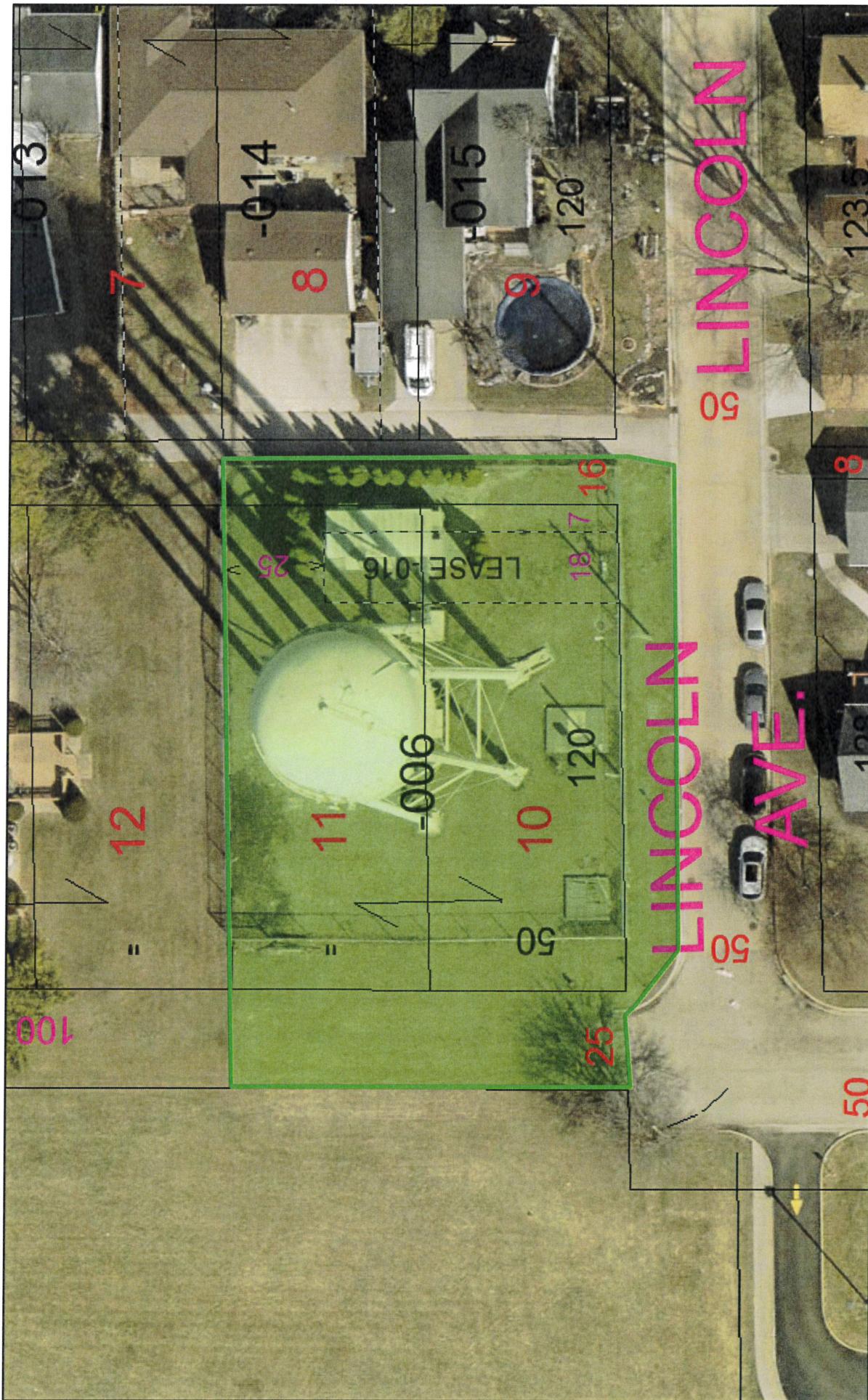


#6 - Wastewater Overflow Lagoons

3/22/2023

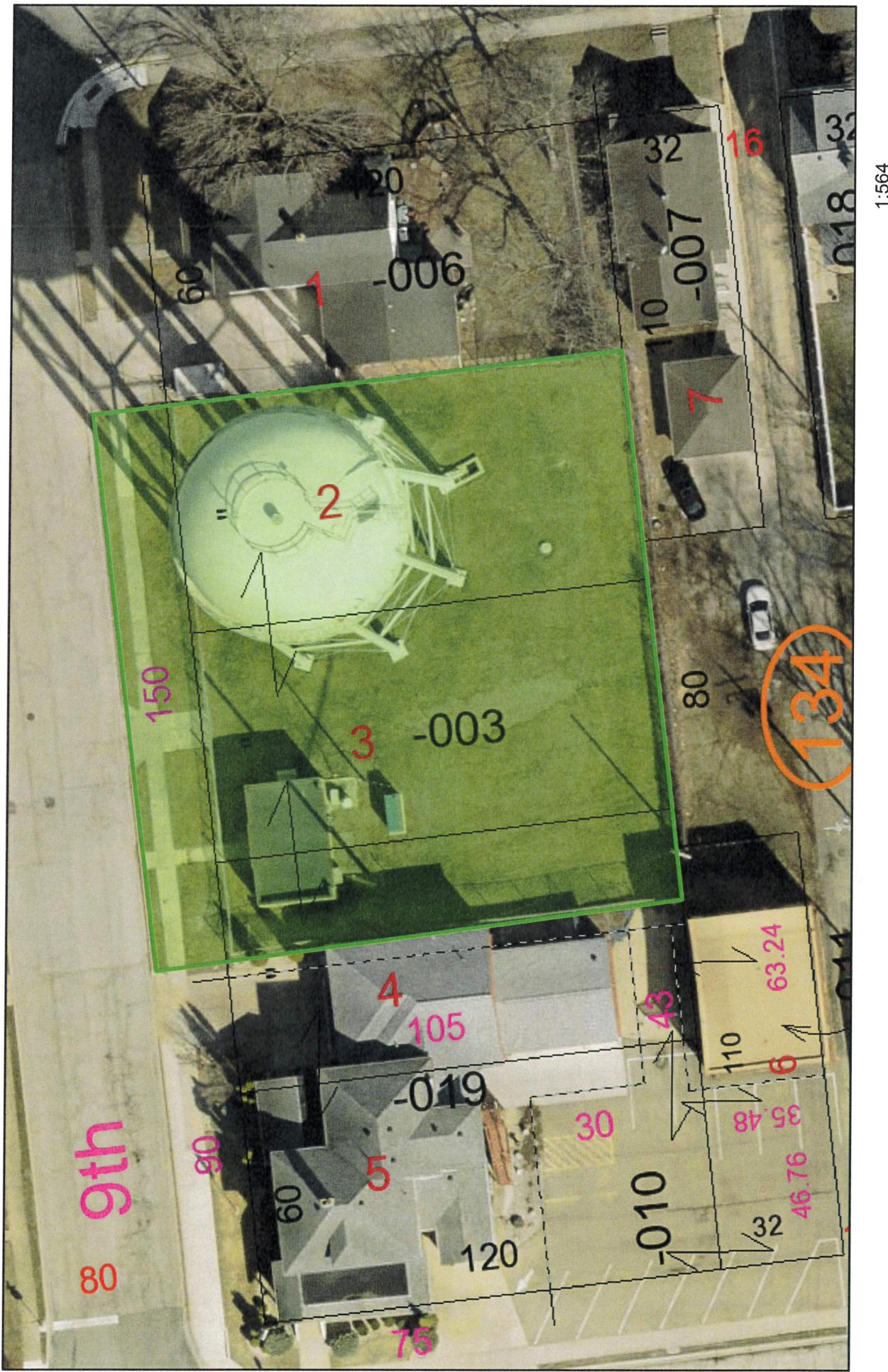


#7 - Wastewater Treatment Plant - Old



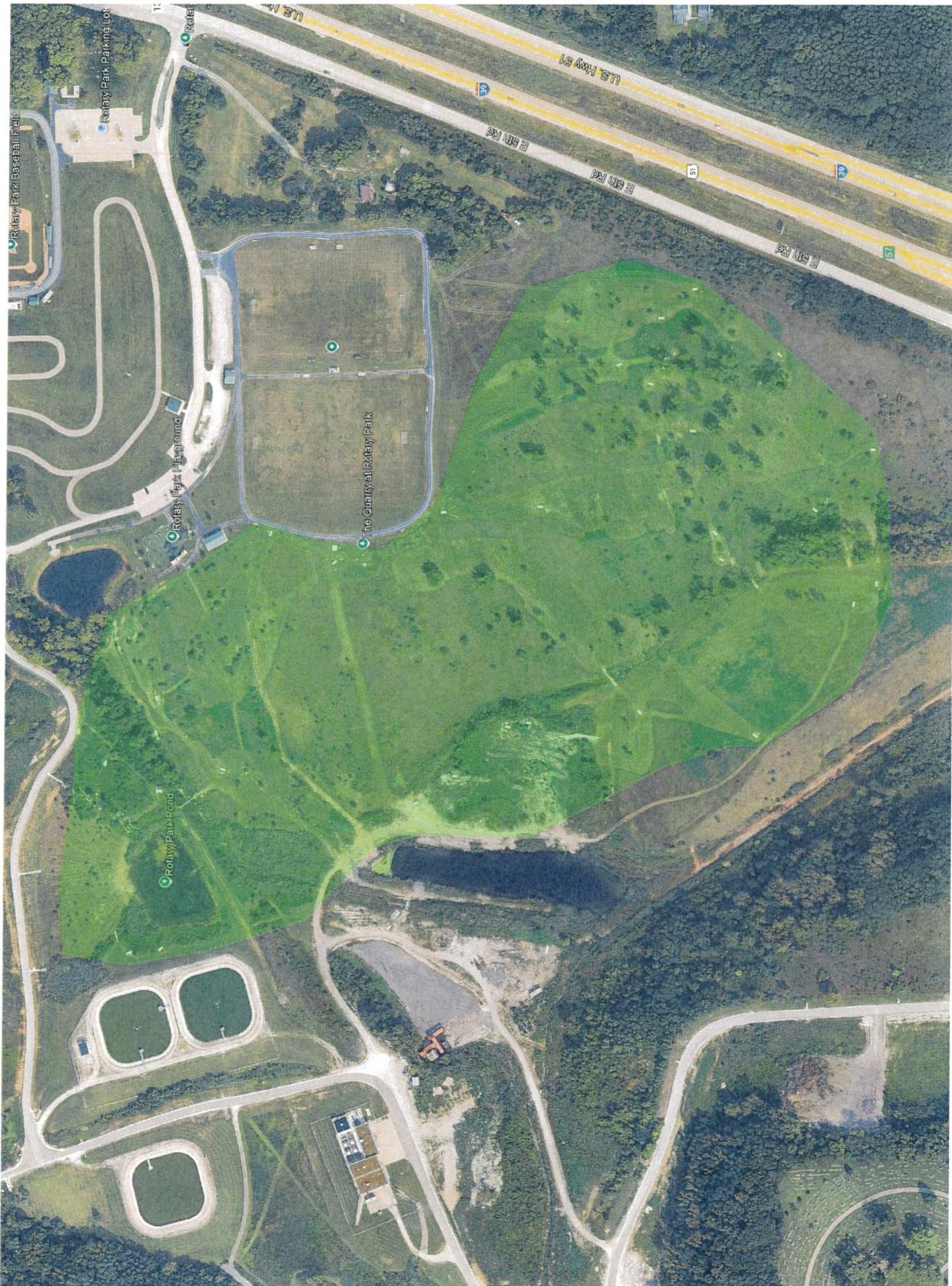
3/22/2023

#8 - Garfield Water Tower
401 Lincoln Ave.

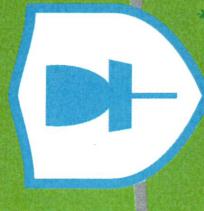


#9 - 9th Street Tower
422 9th Street

3/22/2023



#10 - Disc Golf Course
(Fairway & Path only)
Rotary Park



The Quarry at Rotary Park



Course Description

The main course consists of 18 holes for intermediate and advanced disc golfers. Recommended group size is 5-10 to ensure speed of play. It takes about 2 hours to play through the course. On or over any road is one of bounds.

Notes: This course is in a reclaimed limestone quarry. There are numerous pits and craters present. Please be aware while playing the course.

Disc Golf & Safety

The objective of disc golf is similar to the objective of golf. Instead of clubs and balls as in regular golf, the playing equipment of disc golf features a wide variety of plastic discs - more commonly known as Frisbees. A disc golfer's target corresponds with a golf's hole. The player who completes the course with the least amount of throws, important safety is the top priority. Leave plenty of margin for error. Always wait until the hole is clear of all pedestrians. Even after all the discs have been thrown, the player further from the target should come to rest. Players will be thrown from where the disc came to rest. Players will know how many times as is needed to get the disc to rest inside the target.

When the disc has been released, the player may follow through from within ten meters (approx. 33') to the target.

Each hole is finished when the disc comes to rest inside the target. The player who has completed all holes with the lowest total score is the winner.

Please be polite to other users of the area and leave the course the way it was found. Please do not litter. You are responsible for every throw you make - better than sorry.

Basic Rules

① The purpose of the game is to get a disc from the tee to the target with the least amount of throws possible. You may use a selection of discs.

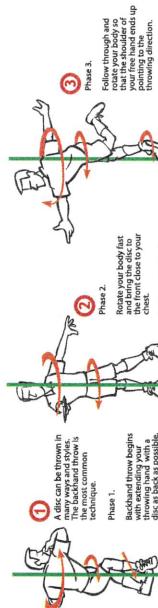
② After the initial throw, the player further from the target should come to rest. Players will be thrown from where the disc came to rest. Players will know how many times as is needed to get the disc to rest inside the target.

③ When the disc has been released, the player may follow through from within ten meters (approx. 33') to the target.

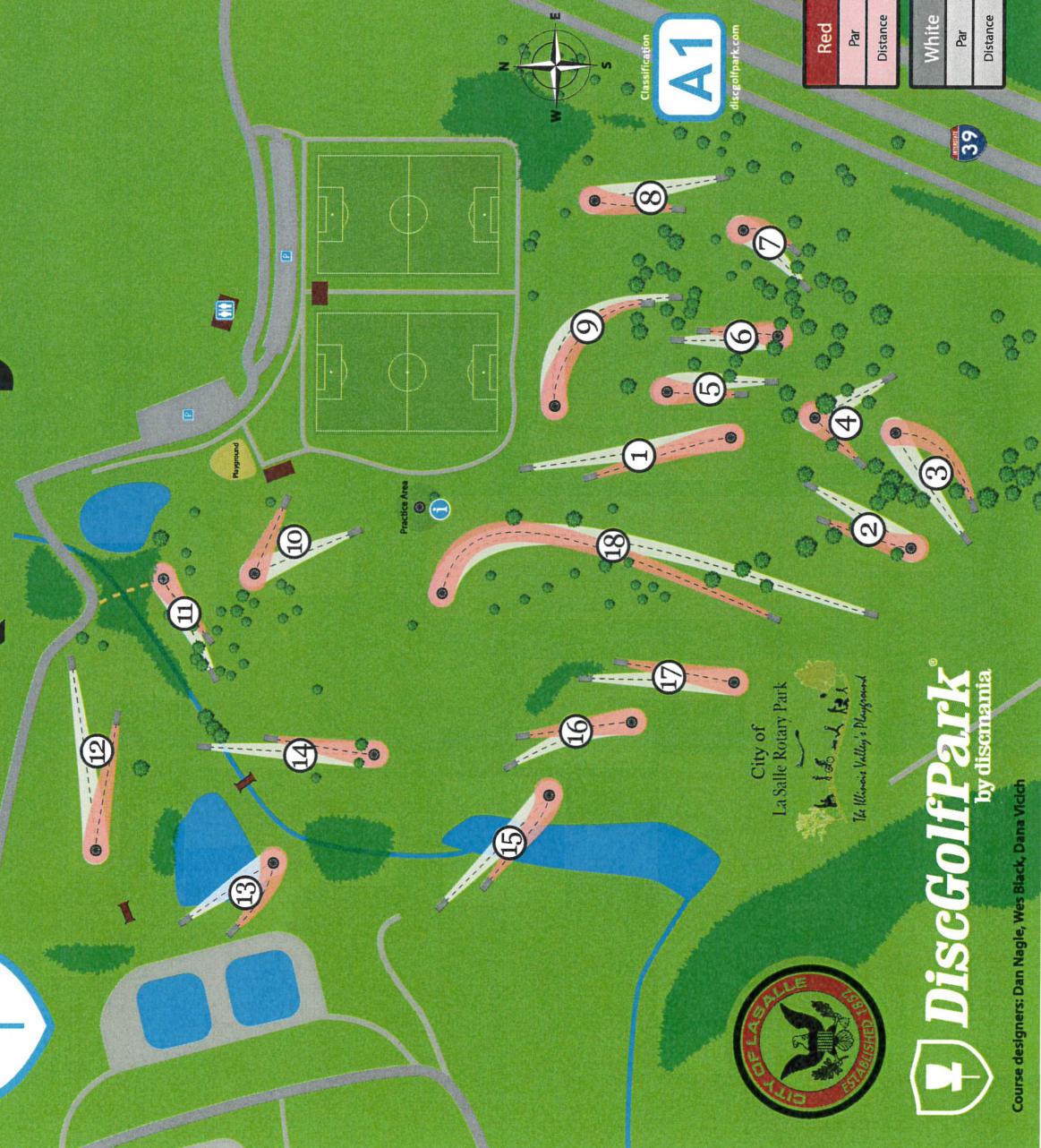
④ Each hole is finished when the disc comes to rest inside the target. The player who has completed all holes with the lowest total score is the winner.

⑤ Please be polite to other users of the area and leave the course the way it was found. Please do not litter. You are responsible for every throw you make - better than sorry.

Technique Tips



For completed disc golf rules of play, please visit www.PDGAG.com.



	Red	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total
Par		3	3	3	3	3	3	3	3	4	28	3	3	3	3	3	3	3	3	3	5	29
Distance		360	245	207	223	210	231	161	206	419	2262	297	170	325	183	210	205	200	227	612	2429	4691
White		1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total
Par		4	3	3	3	3	3	3	3	4	29	3	3	3	3	3	3	3	3	3	5	29
Distance		575	295	252	319	278	265	207	291	521	3003	340	253	397	250	347	245	300	272	857	32261	6264

DiscGolfPark established in 2023

Course designers: Dan Nagle, Wes Black, Dana Vodick



#11 - Walking Path
(15'-20' both sides)
Rotary Park

ATTACHMENT B – ADDITIONAL INFORMATION

PAST EXPERIENCE – Similar work performed in the last two (2) years:

REFERENCES – Per Section 3.1.3, list three (3) professional references or testimonials from previous customers as satisfactorily performing similar work in a safe and professional manner:

ATTACHMENT C – BID FORM

NAME: _____

	LOCATION	PRICE PER UNIT
1	Water Treatment Plant	
2	Civic Rd. Water Tower	
3	East End Booster Station	
4	Cannon Water Tower	
5	Wastewater Treatment Plant - New	
6	Water Lagoons	
7	Wastewater Treatment Plant - Old	
8	Garfield Water Tower	
9	9th St Water Tower	
10	Rotary Park Disc Golf - Fairways	
11	Rotary Park Walking Path	
TOTAL OF ALL UNITS		

Signature _____

Title: _____