

INVITATION TO BID

SPECIFICATIONS & INSTRUCTIONS FOR:

OAK FOREST PARK DISTRICT

2025 PARK AREAS TO BE MOWED

BID OPENING ON: Thursday, February 27, 2025

TIME: 2:00 p.m.

LOCATION OF BID OPENING:

OAK FOREST PARK DISTRICT

15601 S CENTRAL AVE

OAK FOREST, IL 60452

Any questions please call:

Kirstin Dahm

Director of Parks & Recreation

708-687-7270 ext. 132

**INVITATION TO BID
2025 PARK AREAS TO BE MOWED**

**Oak Forest Park District
15601 S Central Ave
Oak Forest, IL 60452**

Re: 2025 PARK AREAS TO BE MOWED

**Project Location: Various Park Areas of the Park District
Oak Forest, IL 60452**

Date: February 10, 2025

INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

The Oak Forest Park District and the Owner are one and the same. The Owner's representative, Kirstin Dahm can be contacted at by phone or email:(708) 687-7270 ext. 132 or kdahm@oakforestparks.org

The word "contractor" or "general contractor" shall mean the party entering the contract for the performance of the work.

2. EXAMINATION OF DOCUMENTS AND SITE

Each Bidder shall visit the site of the proposed work and fully acquaint himself/herself with conditions as they exist so that he/she may fully understand the facilities, difficulties and restrictions attending the execution under the contract. Bidder shall thoroughly examine and be familiar with the written specifications. The failure or omission of any Bidder to receive or examine any form, instrument, or to visit the site, and acquaint himself/herself with conditions there existing shall in no way relieve any Bidder from any obligations with respect to his/her bid. By submitting a bid, the bidder agrees and warrants that he/she has examined the site and written specification, and where the specifications require in any part of the work that a given result be produced, that the specifications are adequate and the required result can be produced under the specifications.

3. INTERPRETATIONS

All questions about the bid documents need to be submitted in writing to the Oak Forest Park District and shall be received on or before 9:00 a.m. on Monday, February 24, 2025. Submit questions via e-mail to Dave Beneventi, dbeneventi@oakforestparks.org or via mail at 15601 S Central Ave. Oak Forest, IL 60452.

Changes arising out of questions regarding interpretations, clarifications, or correction to the bid documents will be made by addendum. Bidders should not rely on any oral interpretation, clarification or correction made by the Owner, or authorized representative.

4. SUBMISSION OF BIDS

Bidder shall use the proposal form provided, which shall be filled out completely in ink, and in duplicate, and returned in a sealed envelope marked "SEALED BID: "2025 Park Areas to be Mowed", the name of the bidder, date and time of opening, and address it to the Oak Forest Park District, 15601 S Central Ave, Oak Forest, Illinois, 60452, Attention: Cindy Grannan. **Bids shall be received on or before 2:00 p.m., February 27, 2025** at which time the bids will be opened and publicly announced.

5. MODIFICATION OR WITHDRAWAL OF BIDS

No bid may be modified, withdrawn, or cancelled by the bidder during the stipulated time-period following the time and date for the receipt of bids, and the bidder so agrees to this by submitting a bid. Prior to the date designated for the receipt of bids, bids submitted early may be modified or withdrawn only by the notice to the Owner and must be done at the place designated for the receipt of bids, and must be completed by the time designated for the receipt of bids.

6. QUALIFICATION OF BIDDERS

The Contractor bidding this project shall be actively engaged in work of the nature of the project described. He/she must be able to show that he/she has adequate laborers and materials to do the work outlined in these specifications, and to perform the work within the specified time limit. Please provide any references of similar scope/size of work completed.

7. AWARD OF CONTRACT

The Board of Park Commissioners of the Oak Forest Park District will accept or reject bids thirty (30) days after bid opening, and reserves the right to accept or reject any or all bids, or to combine or separate any section of work if it be in the best public interest. The Board of Park Commissioners reserves the right to waive any technicalities and irregularities in the bids, and may reject all bids. Bids may not be withdrawn during this period.

GENERAL REQUIREMENTS

1. PROTECTION OF PROPERTY AND CLEAN-UP

All work, completed or otherwise, shall be properly protected at all times. Contractor shall follow all accepted methods of safety practice and provide all fences, barricades, etc. as may be needed to protect life and property and as may be required by authorities having jurisdiction over this work. He shall repair at his own cost any damages to the premises or adjacent work caused by his operation.

2. LAWS AND CERTIFICATION

The Contractor shall at all times observe and comply with all Federal, State, and Local laws, regulations and ordinances which in any manner affect the conduct of the work, including, but not limited to the following: (a) the Drug Free Workplace Act (30 ILCS 580/1 et seq.); (b) the Illinois Human Rights Act (775 ILCS 5-101 et seq.), including APPENDIX A Equal Employment Opportunity Clause (44 Ill. Adm.Code 750. App.A) copy attached; and will have in place a no-harassment policy pursuant to said Act; (c) the Oak Forest Park District Ethics Ordinance #477.04; (d) the United States Equal Employment Opportunity Act. Any complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner liability and the Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims, or actions, including reasonable attorneys' fees and expenses of litigation. All work shall conform and comply with the requirements of the ordinances and rules and regulations of all departments and bureaus of the county, city and state having lawful jurisdiction.

The Contractor shall submit a certificate as required by the Illinois Criminal Code, 720 ILCS 5/33E, *et seq.* "SUBSTANCE ABUSE PREVENTION: the Contractor shall comply with the Substance Abuse Prevention on Public Works Act (820 ILCS 265, *et. Seq.*).

3. CHANGE ORDERS

Minor field changes to facilitate ease of performance in the best interest of the Owner may be made in the field by the Park District Representative, with the understanding of both parties that no change in contract price or time for performance are involved.

4. PAYMENT

The Contractor may present monthly requests for payment, pursuant to the terms of the contract, based on work performed. Payments will be made within approximately thirty (30) days after receipt by the Owner

5. INSURANCE REQUIREMENTS MOWING SERVICES

BIDDERS' ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT BIDDERS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF BID SUBMISSION, THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF AN APPARENT LOW BIDDER FAILS TO COMPLY STRICTLY WITH THE INSURANCE REQUIREMENTS, THAT BIDDER MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Contractor shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations,

independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 10 01, 01 30 09 97, 20 37 10 01 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner.

B. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of

losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

E. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

6. SUPERVISION

The Contractor is to provide necessary supervision and safety measures.

SCOPE OF WORK

BID

2025 PARK AREAS TO BE MOWED

IN THE EVENT OF ANY INCONSISTENCIES BETWEEN THE ABOVE SPECIFICATIONS AND THE REMAINDER OF THIS INVITATION TO BID, THE ABOVE SPECIFICATIONS SHALL CONTROL

NOTE: A LUMP SUM, PER WEEK PRICE MUST BE GIVEN IN BOTH WORDS AND NUMBERS

BASE BID

Weekly Mowing of **all** Park Areas for the year 2025

_____ \$ _____

ALTERNATE BID:

Weekly Mowing of **all** Park Areas for the years 2025, 2026, and 2027

Weekly Mowing of all Park Areas for the year 2025:

_____ \$ _____

Weekly Mowing of all Park Areas for the year 2026:

_____ \$ _____

Weekly Mowing of all Park Areas for the year 2027:

_____ \$ _____

**FORM OF PROPOSAL
Oak Forest Park District
2025 PARK AREAS TO BE MOWED**

Date: _____

To: Kirstin Dahm
Director of Parks & Recreation
Oak Forest Park District
15601 S Central Ave
Oak Forest, IL 60452

Re: **2025 Park Areas To Be Mowed**

Address: 15601 S Central Ave
Oak Forest, IL 60452

Owner: Oak Forest Park District

Dear Sir or Madam:

Having fully examined the Invitation to Bid and the Specifications for the above referenced project, the undersigned hereby submits the following proposal for providing all the labor and materials and doing all things necessary for the satisfactory of the work in accordance with said documents.

Name of Firm:

Address:

(Telephone)_____ (Fax)_____

Contact Person_____

Email: _____

Dated this _____ day of _____, 20_____

Signature_____

SPECIFICATIONS FOR ALL PARK AREAS TO BE MOWED

PARK AREAS TO BE MOWED

- All Park areas are located in Oak Forest, Illinois
- Mowing should include trash pick up before mowing, weed whacking of the areas mowed and blowing off sidewalks after mowing
- Mowing will start on April 9, 2025, weather conditions permitting
- Mowing will be done every Thursday, during the contract period
- Mowing will end in mid November at the direction of the Park District
- Mowing can be cancelled any week during drought or slow growth conditions, by the Park District notifying the successful bidder by 5:00 p.m. on Tuesday of the week of a scheduled mowing
- During the months of July and August mowing may be done every other week, as determined by the Park District.

Locations:

• Arbor Park School	173 rd & Central
• Avenues Park	Fieldcrest & Willowick
• Central Park – Main Park	15601 S. Central
• Central Park Shooters Field	15601 S. Central
• Central Park – Oak Fest Grounds	15601 S. Central
• Central Park – Behind Post Office	15601 S. Central
• Central Park – Path along Shooters	15601 S. Central
• Christopher Park	Lockwood & Christopher
• Community Garden	151 st & Long Ave.
• Convent Park & up to School Lot	148 th & Menard
• Convent Park Soccer Field	148 th & Menard
• Don & Loretta Gorman Park (Fieldcrest)	4412 Henry Street
• Don Burns Park (Gingerwood)	169 th & Forest
• El Morro Park	155 th & Arroyo
• Friendly Oaks Park	163 rd & Long
• Gene Leonard Park	149 th & Laramie
• Harriet Park	160 th & Forest
• Heritage Park	149 th & Long
• Jesk Park	155 th & Ridgeland
• Lagoon Park	Debra & Leslie Ln.
• Malecky Park	172 nd & Arrowhead Trace
• Scarlet Oaks School	Albert Drive
• Terry Steczo Park	Daniels Ln.
• Tot Lot	153 rd & Kilpatrick
• Tower Park	Rob Roy & David Ln
• Vergne Way Park	153 rd & Lavergne
• Waverly Creekside Park	155 th & Waverly

Enclosed with this bid packet are maps of each Park site with the boundary marked for the area to be cut.

NOTE:

All park areas and specified park areas must be mowed with the following limitations:

- Scarlet Oaks and the south one half of Don Burns Park are school district property. The school district requests that all lawn care maintenance be done when students are not present. These sites would have to be cut after 3 pm during the school year, which ends approximately the first week in June and starts up again after Labor Day.
- All sites that have sports activities must have the mowing completed by 5:00 p.m.

Mowing is to be completed with Riding Mowers/Zero Turn Mowers, no tractors

CERTIFICATION BY CONTRACTOR
PURSUANT TO ARTICLE 33E PUBLIC CONTRACTS
OF THE ILLINOIS "CRIMINAL CODE OF 1961", AS AMENDED

RE: OAK FOREST PARK DISTRICT
2025 PARK AREAS TO BE MOWED

_____, the undersigned Contractor hereby certifies that said Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E PUBLIC CONTRACTS of the Illinois "Criminal Code of 1961", (720 ILCS 5/33E-1 *et seq.*), as amended.

Witness _____ Hand(s) and Seal _____ this _____ day of _____, 20____.

If an individual, sign and give address.

Signature

Address: _____

If a partnership, sign all individual names and give address of each partner.

Partnership Name: _____

Address: _____

Names and Addresses of Individual Partners:

If a corporation, officer(s) duly authorized should sign, attach corporate seal.

Corporate Name

Address

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

ATTEST:

CORPORATE SEAL

TITLE 44: GOVERNMENT CONTRACTS, PROCUREMENT AND PROPERTY
MANAGEMENT
SUBTITLE B: SUPPLEMENTAL PROCUREMENT RULES
CHAPTER X: DEPARTMENT OF HUMAN RIGHTS
PART 750 PROCEDURES APPLICABLE TO ALL AGENCIES
SECTION 750.APPENDIX A EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Section 750.APPENDIX A Equal Employment Opportunity Clause

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause or the Act, 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 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:

- 1) That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with this Part) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.
- 4) That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the

contractor's obligations under the Act and this Part. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and this Part, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

- 5) That he or she will submit reports as required by this Part, 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 Act and this Part.
- 6) That he or she 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 Act and the Department's Rules and Regulations.
- 7) That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the 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 subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. 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.

(Source: Amended at 35 Ill. Reg. 3695, effective February 18, 2011)