

**INVITATION TO BID  
FOR  
MOWING SERVICES**

**CITY OF FARMER CITY  
105 SOUTH MAIN STREET  
PO BOX 49  
FARMER CITY ILLINOIS 61842**

**MARCH/APRIL 2018**

# INSTRUCTIONS TO BIDDERS

## BID NAME:

Sealed bids must be received on or before 2 p.m (local time), March 29, 2018 at the office of the City Clerk, 105 S. Main Street Farmer City, Illinois. Normal city business hours are 8 a.m. to 4 p.m. Monday through Friday, except holidays. All bids will be publicly opened and read at 2 p.m. March 29, 2018 in the City Council Chambers at the above address. It is anticipated that the bid will be awarded at the regularly scheduled meeting of the Farmer City Council on March 29, 2018.

Bids received after the designated time or incomplete bids will not be considered. Bids may be delivered in person or by mail. All Bids must be sealed and addressed as indicated. On the face of the envelope containing the Bid shall be written in large letters the words:

## **BID FOR: MOWING SERVICES TO BE OPENED MARCH 29, 2018**

A bidder may withdraw his bid at any time prior to that fixed opening bids without prejudice to himself.

Bidders are invited to be present at the opening. Bids received after the time set for the opening will be returned to bidder unopened. It is the sole responsibility of the Bidder to make sure that his or her bid reaches the City Clerk on or before the closing date and time. Bids submitted by telephone, telegram or facsimile shall not be accepted. If Bid is sent by overnight courier, (e.g., Federal Express, UPS, etc.) Bid form must be enclosed in envelope marked as instructed above.

The City reserves the right to reject any or all bids, in whole or in part, with or without cause to waive any informalities or technicalities, and to make awards either as individual items or as a total combined bid whichever it considers to be in the best interest of the City of Farmer City.

The Bidder will be required to use the Bid blanks attached hereto, which form a part of the Specifications and shall remain intact.

No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening thereof.

Bids received on separate sheets and not attached to the complete specifications will be considered informal and may be rejected as such. All prices must be clearly stated in figures with ink on the line provided. Any variations from these specifications must be clearly stated by the Bidder on the bid blank.

Bids must be signed in ink by the bidder, with the signature in full. When a firm is a bidder, the agent who signs the firm name to the bid shall state in addition, the names and addresses of the individuals composing the firm. When a corporation is a bidder, the person signing shall state under the laws of what state the corporation was chartered, and the name and title of the officer having authority under the by-laws to sign contracts. Anyone signing the bid as agent must file with it legal evidence of its authority to do so. Post office address, County and State must be given after the signature.

Bidders are cautioned to fill in all information as requested on the bid form to serve as a basis for making awards.

All State and Federal Tax exemptions applicable to municipal corporations will apply and appropriate certification shall be furnished. The city of Farmer City requires a copy of your Tax ID number or Social Security number.

A Bidder is expected to fully inform himself as to the requirements of the Specifications; failure to do so will be at his own risk. A Bidder shall not expect to seek relief on the plea of error.

Any deviation from the Specifications must be explained in detail on a separate sheet attached to the Bid Form.

Any questions regarding the Bid Specifications and process should be directed to:

City of Farmer City  
105 S. Main Street  
PO Box 49  
Farmer City Illinois 61842  
Attn: Sandy Shaw, City Clerk

# **GENERAL TERMS AND CONDITIONS**

## **GENERAL INFORMATION**

These documents constitute the complete set of specification requirements and bid forms. IT IS THE RESPONSIBILITY OF THE BIDDER TO INSURE THAT ALL PAGES ARE INCLUDED. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package shall be immediately directed to CITY MANAGER AT (309) 928-2842. ALL BIDS MUST BE SUBMITTED ON THE PROVIDED "BID FORM". BIDS ON VENDOR LETTERHEAD/QUOTATION BID FORMS WILL NOT BE ACCEPTED.

All bids must be typewritten or handwritten in ink and must be signed by an officer or employee having authority to bind the company or firm. Signatures are required where indicated. Failure to do so may be cause for rejection of Bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment only.

Each Bid must be delivered to the City Clerk on or before the specified opening date and time.

The bid time must be and shall be strictly observed. Under no circumstances shall a Bid delivered after the time specified be considered. Such bids shall be returned to the vendor unopened. It is the sole responsibility of the bidder to ensure that his or her bid reaches the City Clerk on or before the closing date and time. The City shall in no way be responsible for delays cause by any occurrence. Offers by telephone, telegram or facsimile shall not be accepted. If the bid is sent by overnight courier (e.g. Federal Express, UPS, etc), the bid form must be enclosed in an envelope marked as in the "Instructions to Bidders"

## **BOND AND INSURANCE REQUIREMENTS**

Bond and Insurance requirements, if any, are detailed in the Specifications.

## **CONSIDERATION OF BIDS AND AWARD CONTRACT**

The City anticipates awarding the Bid at the April 2, 2018 regular meeting of the City Council.

The City reserves the right to reject any or all bids, in whole or in part, with or without cause, to waive any informalities or technicalities, and to make awards either as individual items or as a total combined bid, whichever it considers to be in the best interest of the City of Farmer City.

## **CONFLICT OF INTEREST**

The award hereunder is subject to the provision of State Statutes and City Ordinances. All Bidders must disclose in his or her bid the name of any officer, director or agent who is also an employee of the City. Further, all bidders must disclose the name of any City employee who owns, directly or indirectly, interest of five percent (5%) or more of the bidders firm or any of its subsidiaries.

# SPECIFICATIONS

## 1. DESCRIPTION OF SERVICE

- A. Mowing, edging, trimming and general lawn maintenance of City owned properties once per week throughout the growing season, which is estimated as April 3, 2018 to November 1, 2018. The awarded contract may be extended until November 30, 2018 at the discretion of the City.

## II. SERVICE AREA

1. City Cemetery
2. Cemetery Lift Station & Hillside
3. Weedman Park
4. South Park including BMX track perimeter
5. Richardson Street Right of Way
6. Prairie Ridge subdivision detention basin
7. City wastewater treatment plant

## III. Levels of Performance

- A. City Property shall be maintained so that grass height averages 2 to 2 1/2 inches. Mowing shall not commence before 9 a.m. Monday through Saturday and before 10 a.m. Sunday, in areas adjacent to residences. In all instances care must be given to public use of the area.

## IV. Insurance Requirements

- A. Public liability and property damage insurance with the following coverage: Liability and death \$1,000,000.00. Property damage \$100,000.00 - \$300,000.00. Such insurance should be carried by a company approved by the owner and contractor and should be made available to the City prior to the commencement of work.
- B. Workers Compensation Insurance in compliance with the laws of the State of Illinois.

# APPENDIX A

## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Illinois Statues hereby certifies that

\_\_\_\_\_ (Name of Business)

Does/does not (circle appropriate response)

1. Publish a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling.

# **APPENDIX B EQUIPMENT LIST**

Equipment List - please list all equipment to be used in the provision of landscape and mowing services to the City.

# APPENDIX C

## Reference List

Please list: Name of Company, address, phone, and contact person.

1.

2.

3.

4.

5.