

WEED ABATEMENT 2024
SCOPE OF WORK (MCT/CITY OF DECATUR OWNED LOTS)



THE CITY OF DECATUR, ILLINOIS
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD INSPECTIONS DIVISION

Sealed proposals will be received at:

Neighborhood Inspections Division
3rd Floor, Decatur Civic Center
#1 Gary K. Anderson Plaza
Decatur, IL

February 29, 2024

Until 4 p.m.

PRE-BID MEETING

February 7, 2024 at 4 p.m.

DECATUR CIVIC CENTER COUNCIL CHAMBERS

For furnishing the materials or services described herein.

NOTICE TO BIDDERS

REQUEST FOR PROPOSAL (RFP)

WEED ABATEMENT (MCT/CITY OF DECATUR)

The City of Decatur, Illinois is seeking bids for removal of grass and weeds from lots owned by Macon County Trustee and City of Decatur that have failed to comply with Chapter 48, Section 8 of the City Code of Decatur for the 2024 mowing season. The City will be divided into Districts. Each district contains approximately 60-120 lots. These Macon Country Trustee and City of Decatur lots will be bid on an individual basis. Each Bidder may bid on one or more Districts.

Bids must be submitted (in person or by mail) by February 29, 2024 at 4:00 p.m. in a sealed envelope to:

City of Decatur, Illinois

Weed Abatement Bid

Attn: Michael Snearly

At #1 Gary K. Anderson Plaza, (3rd floor of the Decatur Civic Center), Decatur IL, 62523.

Proposals will NOT be accepted by FAX, email, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by contacting Michael Snearly at 217-424-2783.

Bidders may withdraw their bids at any time prior to the RFP closing time by telephone or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to the closing time.

BID SPECIFICATIONS

1. SCOPE OF WORK

The Contractor shall provide all labor, tools and equipment to cut weeds and grass from Macon County Trustee and City of Decatur owned lots. (A lot is defined as having one Macon County tax identification number and specified in the official legal description, no other description is acceptable) in the City of Decatur.

The Contractor will accept the responsibility of mowing and trimming said lots with weeds and grass cut to a height of less than three (3) inches and bushes and trees less than one (1) inch in diameter cut and removed. Macon County Trustee and City of Decatur owned lots can be a vacant lot, or a vacant structure. The City of Decatur reserves the right to add or delete the number of lots to be mowed by 5% without negotiation. Neighborhood Inspections will communicate any adds or deletions to the contractor.

The City of Decatur will issue a work order for mowing and trimming on each Macon County Trustee and City of Decatur owned violation lot. Each work order on these violation lots will describe the work to be performed. Work orders will only be emailed to each awarded contractor. All work orders must be completed within ten (10) days after notification. If, after ten (10) days the work order has not been completed, the work order may be withdrawn and reissued to another contractor. Failure to complete a work order within ten (10) days may be considered a default. The contractor will be paid for each work order completed on an individual lot. The contractor shall not complete the work if it does not match the description on the work order. The completed work orders, along with before and after pictures of work completed, can only be submitted for payment by email to the Neighborhood Inspections Division weeds submission email: Grassmowing2020@decaturil.gov. Each completed work order along with before and after pictures must be submitted via email as a single email that is titled the work order number in the subject line.

Any debris created in the mowing of said lots shall be removed by the contractor. The contractor will be responsible for placing any large materials and/or debris in a central location OR curbside for clean up by the City of Decatur. The contractor

will be responsible for notifying the Neighborhood Inspections Division when necessary to have large materials and/or debris removed. Grass and weed clipping debris shall not be left on any neighboring property, street, or sidewalk.

The contract will be governed by the laws of the United States, the State of Illinois, and the City of Decatur, Illinois.

The mowing of said lots will be from a period of April 1 through October 31, 2024.

2. EQUIPMENT NEEDED

Contractor will be required to furnish, at a minimum, transportation, mower(s) capable of high volume mowing, weed trimmer(s) and all necessary hand tools to satisfactorily perform the work. The Contractor will provide the City of Decatur a telephone number which will be answered between 8:00 a.m. and 5:00 p.m. Monday through Friday by the Contractor. This number will be used by the City of Decatur Neighborhood Inspections Division to contact the Contractor.

3. WORKMANSHIP

Competent labor shall be employed to provide first class workmanship under competent supervision, and the work must be acceptable to the Neighborhood Inspections Manager or designee. Sweeping or blowing of sidewalks, streets and approaches affected by the cutting is required. Failure to perform required work as specified and requested in a timely manner may lead, after proper notice and warning, to revocation of this contract or a reduced payment from the original agreement.

4. AWARD OF BID

The City of Decatur will review and analyze each proposal, and reserves the right to select the Contractor who offers the best value. The City of Decatur shall select the Contract which, in the City's opinion, has made a proposal best suited to the needs and goals of the City of Decatur and deemed to be in compliance with the terms of this RFP.

5. INSURANCE AND INDEMINIFICATION

If awarded, the selected Contractor shall be required to furnish a "Certificate of Insurance" indicating that the Contractor has obtained for the benefit and

protection of himself/herself, and the City of Decatur, Illinois, an adequate liability insurance policy, along with a certification by an insurance company to the effect that the Contractor has obtained public liability and worker's compensation insurance in a minimum amount as stated below to protect himself/herself, and the City from any liability of damage resulting from injury to his/her employees or to others or to the property of others. The "Certificate of Insurance" shall also certify that the insurance will not be cancelled or allowed to lapse during the time of work without first giving notice in writing to the City of Decatur, Illinois. It shall be an affirmative obligation upon the Contractor to advise the Neighborhood Inspections Division in person or by mail to the City of Decatur, Neighborhood Inspections Division, #1 Gary K. Anderson Plaza, Decatur, IL 62523, within two days of the cancellation or substantive change of any insurance policy set out above, and failure to do so shall be construed to be a breach of the contract. Cancellation of insurance shall constitute an inability for the Contractor to work for the City of Decatur. In addition, the City of Decatur, Illinois shall be listed as an "additional insured" on Public Liability and Business Liability policies.

The following minimum insurance will be required:

WORKER'S COMPENSATION

Employers Liability

Each accident	\$500,000
Disease – policy limit	\$500,000
Disease – each employee	\$500,000

COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products – Completed Operations	\$2,000,000
Each Occurrence Limit	\$1,000,000

COMMERCIAL AUTOMOBILE LIABILITY

Bodily Injury & Property Damage

Combined Single Limit

\$1,000,000

The policy shall cover owned, non-owned and hired vehicles.

INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City of Decatur against any and all damages to property and injuries to, or death of, any person or persons, including property and employees or agents of the City of Decatur, and shall defend, indemnify and hold harmless the City of Decatur from any and all claims, demands, suit, actions or proceedings of any kind or nature, including worker's compensation claims by anyone resulting from, or arising out of, the operations in connection herewith, including operations of subcontractors and acts or omissions or employee or agents of the Contractor or his subcontractors.

SUBCONTRACTOR

If a subcontractor, or subcontractors, is used it is the responsibility of the Contractor to make sure that the subcontractor has insurance as specified above and that the subcontractor performs in accordance with the contract. The Contractor will notify the City of Decatur Neighborhood Inspections Divisions when a subcontractor will be used and who it is. The City of Decatur reserves the right to disapprove the subcontractor but will not unduly withhold approval.

6. PAYMENT

Payment shall be based on a flat rate. The City of Decatur will not be responsible for any damages or repairs to equipment caused in the performance of the contract. The Contractor shall not do any damage to property or personal property at adjoining properties and will be responsible for repairs or replacement of any damage. If the Contractor knowingly does damage he shall report it to the Neighborhood Inspections Division immediately. No payment of work orders shall be made until the damage is corrected.

Completed work orders along with before and after pictures of work CAN ONLY be submitted via email to: Grassmowing2020@decaturil.gov. Each work order will be an individual email titled, in the subject line, with the work order number. Each email MUST contain the work order number in title, and three (3) attachments:

Completed work order, before picture, and after picture (Pictures must include address number if there is a structure on the lot). The Neighborhood Inspections Division will authorize the work orders to be processed for payment after a final inspection of work. Approved work orders of Macon County Trustee and City of Decatur owned lots will be processed for payment once a month starting in April 2024, and ending in October 2024.

7. DEFAULT AND CANCELLATION

A. In case of default by the Contractor, the City of Decatur will procure the articles or services from other sources and hold the Contractor responsible for any excess cost incurred.

B. The City of Decatur reserves the right to cancel the whole or any part of the contract, if the Contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to the Contractor's address on record. In the event the contract is canceled, the Contractor may be declared an irresponsible Contractor by the City of Decatur and as a result may be disqualified from doing business with the City of Decatur for a period of one year. The Contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City of Decatur, fires or floods.

8. FREEDOM OF INFORMATION ACT

Effective January 1, 2010, all documents and records in the possession of Contractors, subcontractors, and any other persons employed by the Contractor or subcontractor to perform a governmental function on the City of Decatur's behalf and directly related to the governmental function, are subject to the Illinois Freedom of Information Act. The Contractor or successful bidder shall agree to cooperate fully with the City of Decatur to ensure compliance with the Freedom of Information Act, and agrees to hold the City of Decatur harmless and indemnify it for any failure to so comply.

9. FAIR EMPLOYMENT PRACTICES

The Contractor and all subcontractors hereunder must comply with the provisions of the Illinois Human Rights Commission's Rules and Regulations for public contracts and the Equal Employment Opportunity Clause attached hereto.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal.

AWARD PROCESS

The contract will be awarded to the most responsible bidder determined to be in the best interest of the City of Decatur, who meets or exceeds the criteria and provisions requested. The City of Decatur reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interest of the City of Decatur. The City of Decatur also reserves the right to reject the RFP of a bidder who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation appears not to be in a position to perform the contract.

The City of Decatur reserves the right to remove or add lots of up to 5% within each district.

Proposals will be evaluated by the City of Decatur staff associated with this project. Review criteria and proposal scoring remains at the discretion of the City of Decatur staff.

REQUEST FOR PROPOSAL (RFP)
WEED ABATEMENT 2024 (MCT/CITY OF DECATUR)



THE CITY OF DECATUR, ILLINOIS
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD INSPECTIONS DIVISION

Sealed proposals will be received at:

Neighborhood Inspections Division

3rd Floor, Decatur Civic Center

#1 Gary K. Anderson Plaza

Decatur, IL

Until 4 p.m.

February 29, 2024

RETURN THIS ENTIRE BID PACKET

INSTRUCTIONS TO BIDDERS

This section serves as a checklist for the RFP. Any supporting documentation should be included in an attachment.

Please initial each section and provide the supporting documents. Failure to provide any of the following items may nullify your bid.

- _____ Each bid shall be typed or written in ink using the Pricing Worksheet form attached. Filled out as to make the bid complete and free from ambiguity as to its meaning. All erasures or corrections in the bid shall be initialed by the person signing the bid.
- _____ Each bid must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized to make contracts for the bidding party. The bidder's name must be fully stated. Where bids are signed by an agent of the bidder, evidence of his/her authority to act as the bidder's agent shall accompany the bid. The name of each person signing the bid shall be typed or printed below his/her signature.
- _____ A letter of introduction. Includes name, address of Bidder as well as the name, address and phone number of the person(s) to contact who will be authorized to present and bind the Proposer to all commitments made in the response.
- _____ Relevant work experience. Details of similar work with appropriate references.
- _____ Detailed relevant experience of similar work projects in the city of Decatur, or metropolitan area, with appropriate references. List time frame of project, budget and how the project was coordinated.
- _____ History of person/company/firm and proposed staffing levels. Include capabilities relating to specifications above.
- _____ Pricing – Complete the attached pricing worksheet.
- _____ MBE/WBE Participation. Describe your efforts to achieve a diverse workforce.

_____ Complete the RFP including appropriate signatures. Provide a copy of the RFP with signatures, certifying understanding and compliance with the total proposal package.

_____ Return the entire "Request for Proposal (RFP)" document – retain a copy for your records. This document must be returned in a sealed envelope marked "Proposal for Weed Abatement" by 4:00 p.m., February 29, 2024

PRICING WORKSHEET (page 1)

Bid for completing work orders, as provided for weed abatement of Macon County Trustee and City of Decatur owned lots as identified.

Rate is for the duration of the contract.

District #1 \$_____ per work order

District #2 \$_____ per work order

District #3 \$_____ per work order

District #4 \$_____ per work order

District #5 \$_____ per work order

District #6 \$_____ per work order

District #7 \$_____ per work order

District #8 \$_____ per work order

District #9 \$_____ per work order

District #10 \$_____ per work order

PRICING WORKSHEET (page 2)

Bid for completing work orders, as provided for weed abatement of Macon County Trustee and City of Decatur owned lots as identified.

Rate is for the duration of the contract.

District #11 \$_____ per work order

District #12 \$_____ per work order

CITY OF DECATUR

WEED ABATEMENT PROPOSAL

The execution of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

NAME DATE

COMPANY NAME (if applicable)

Address

City State Zip

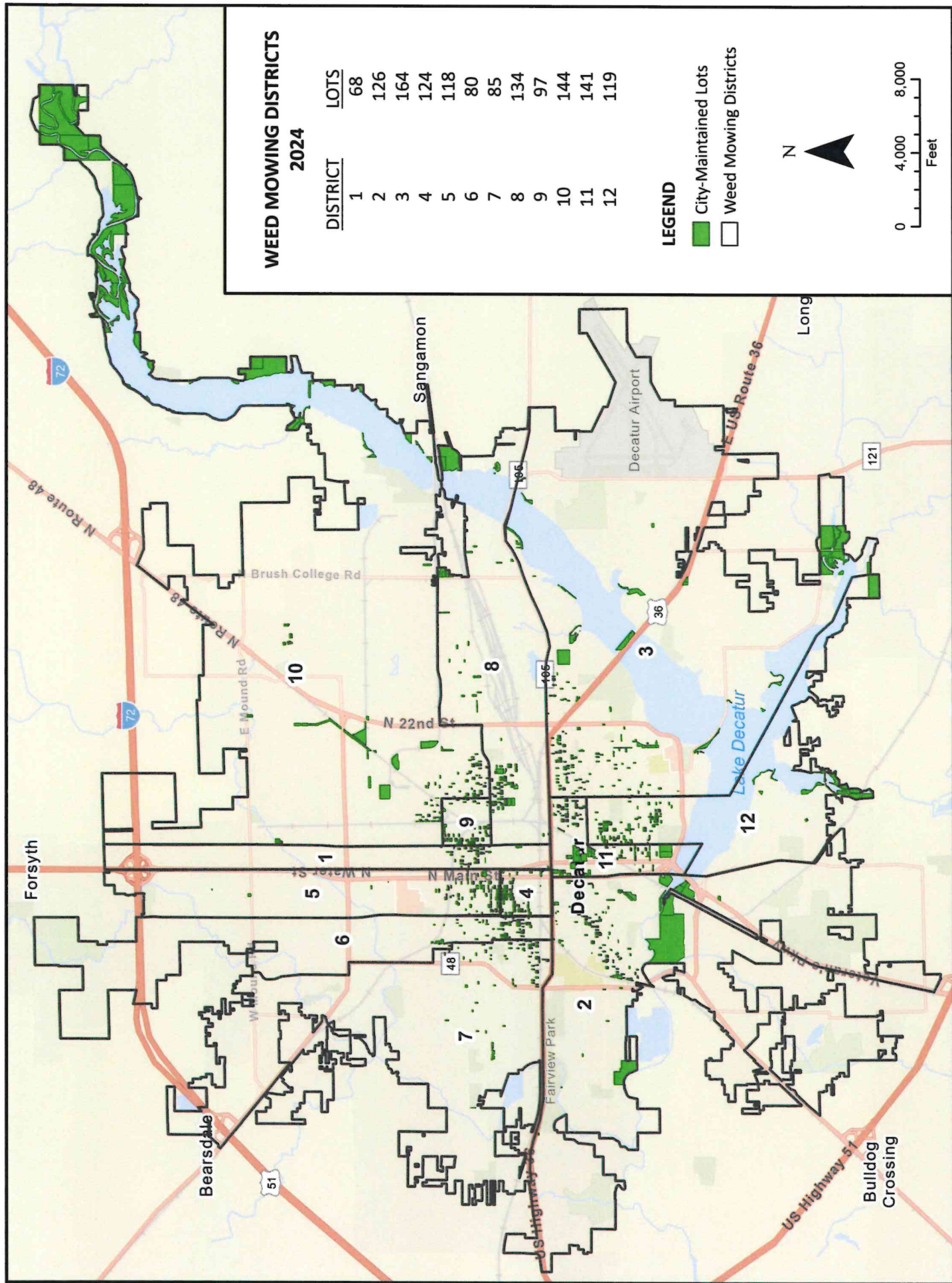
Phone Number email address

Name of Authorized Agent or Officer (please print) Title

Signature of Authorized Agent or Officer

By the signing of this document, bidder is certifying that the person/company/firm is not delinquent in the payment of any indebtedness, tax, fee, liens and fines owed or accruing to the City of Decatur or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

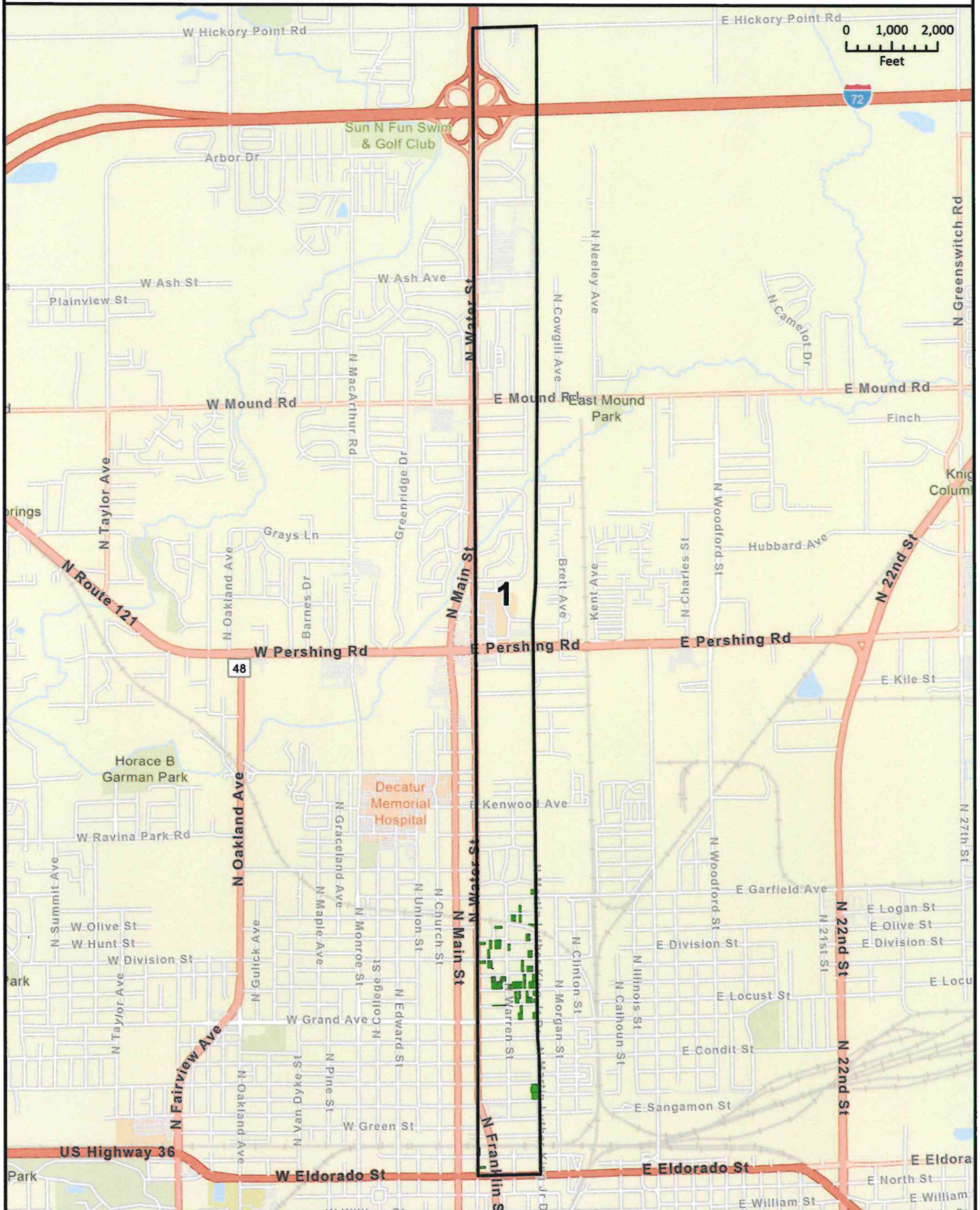
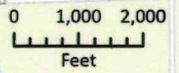
By the signing of this document, bidder is certifying they have not been barred from bidding by Federal, State, or Local Governments and has not been suspended or debarred from receiving federal funding.



LEGEND

- City-Maintained Lots (68)
- Weed Mowing Districts

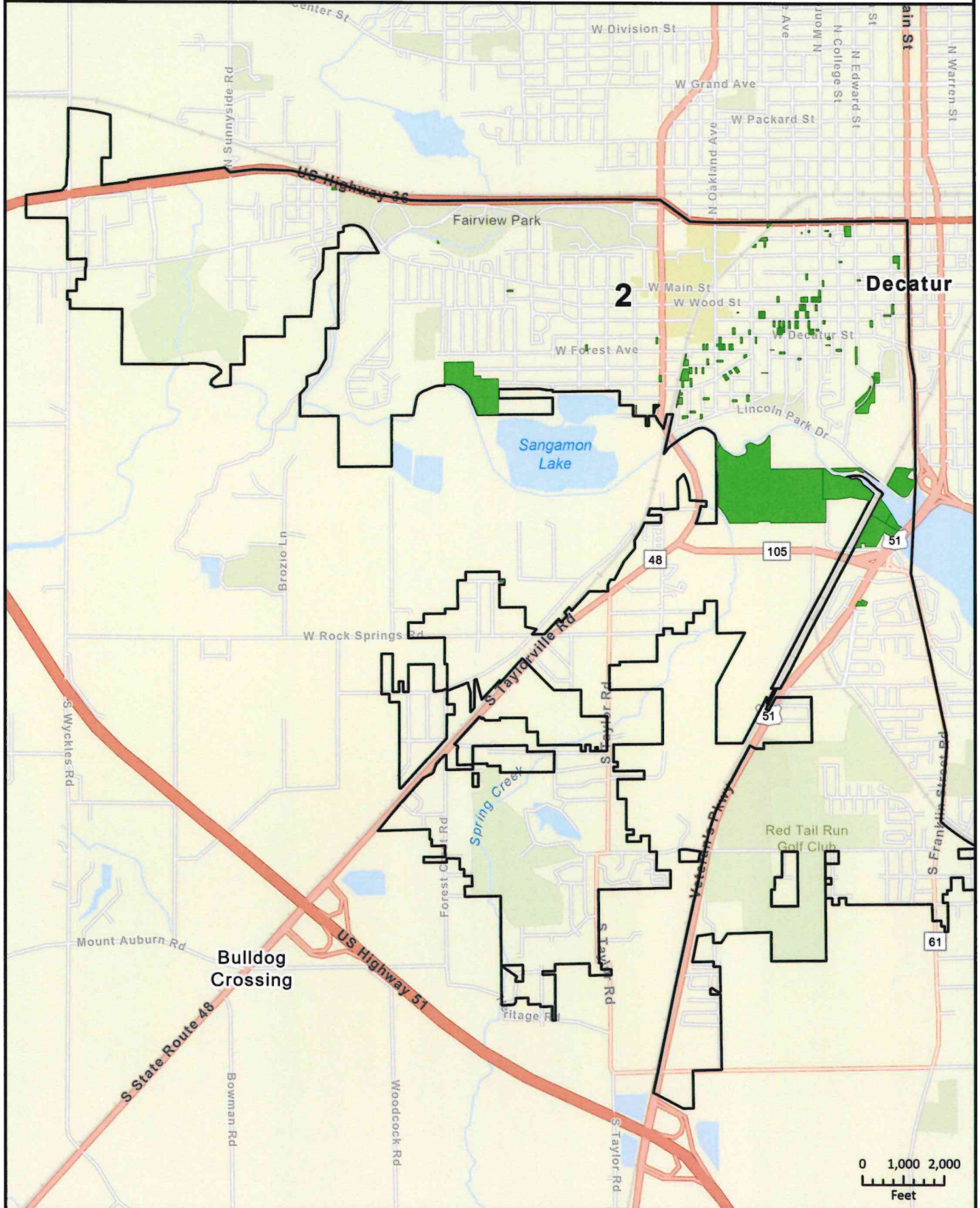
WEED MOWING DISTRICT 1



LEGEND

- City-Maintained Lots (126)
- Weed Mowing Districts

WEED MOWING DISTRICT 2

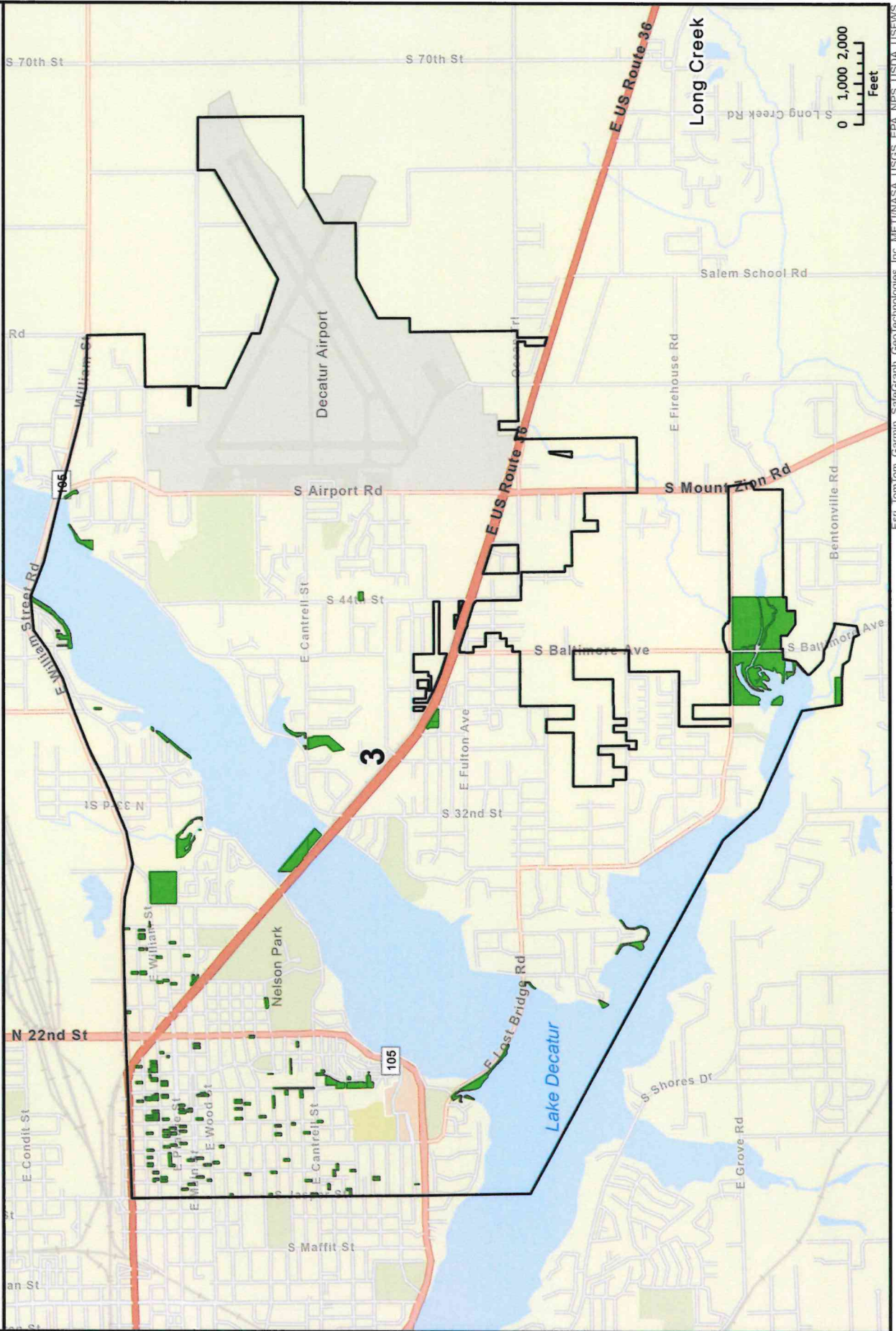


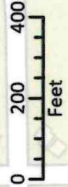


WEED MOWING DISTRICT 3

LEGEND

- Weed Mowing Districts
- City-Maintained Lots (164)



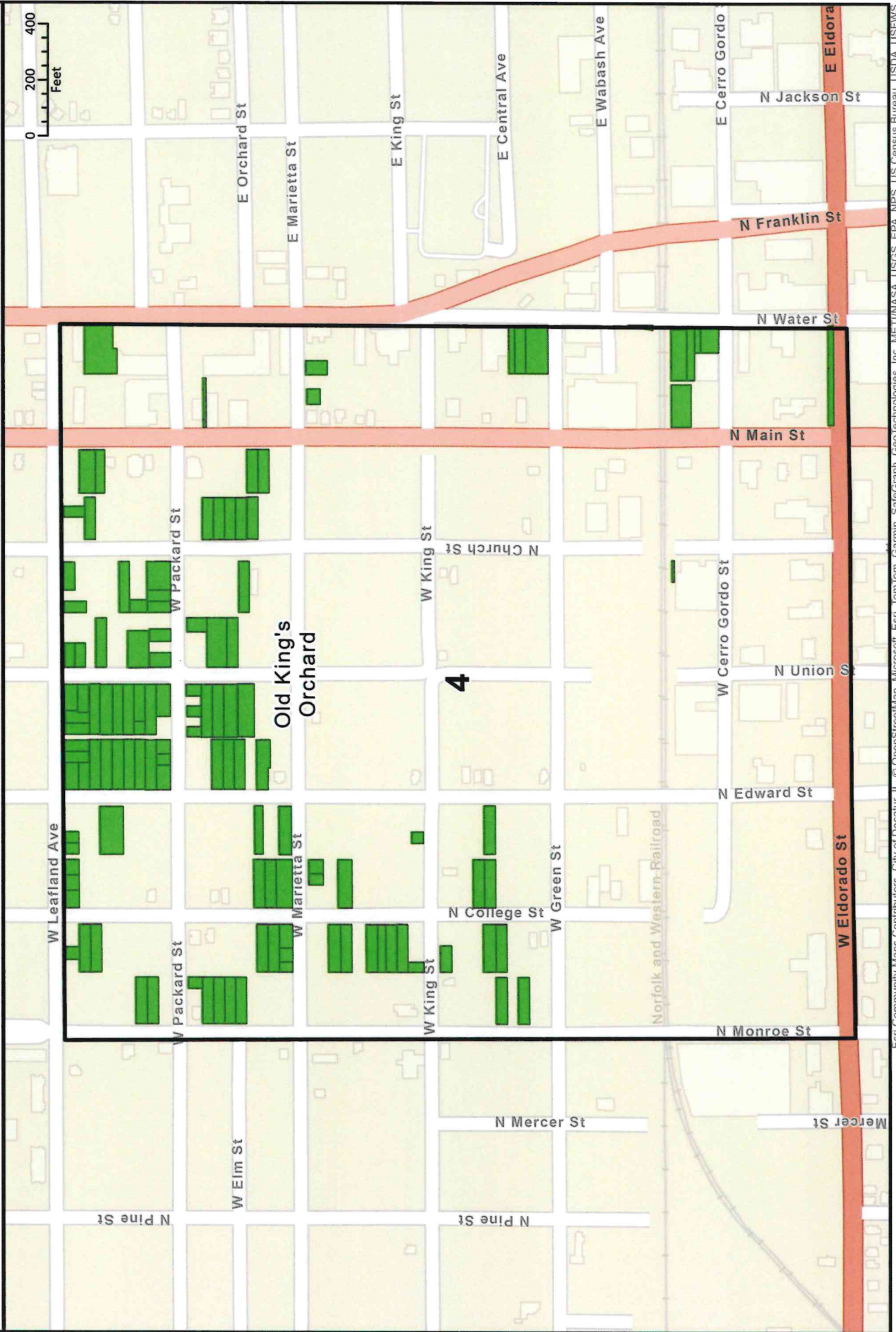


WEED MOWING DISTRICT 4

LEGEND

City-Maintained Lots (124)

Weed Mowing Districts



LEGEND

- City-Maintained Lots (118)
- Weed Mowing Districts

WEED MOWING DISTRICT 5



LEGEND

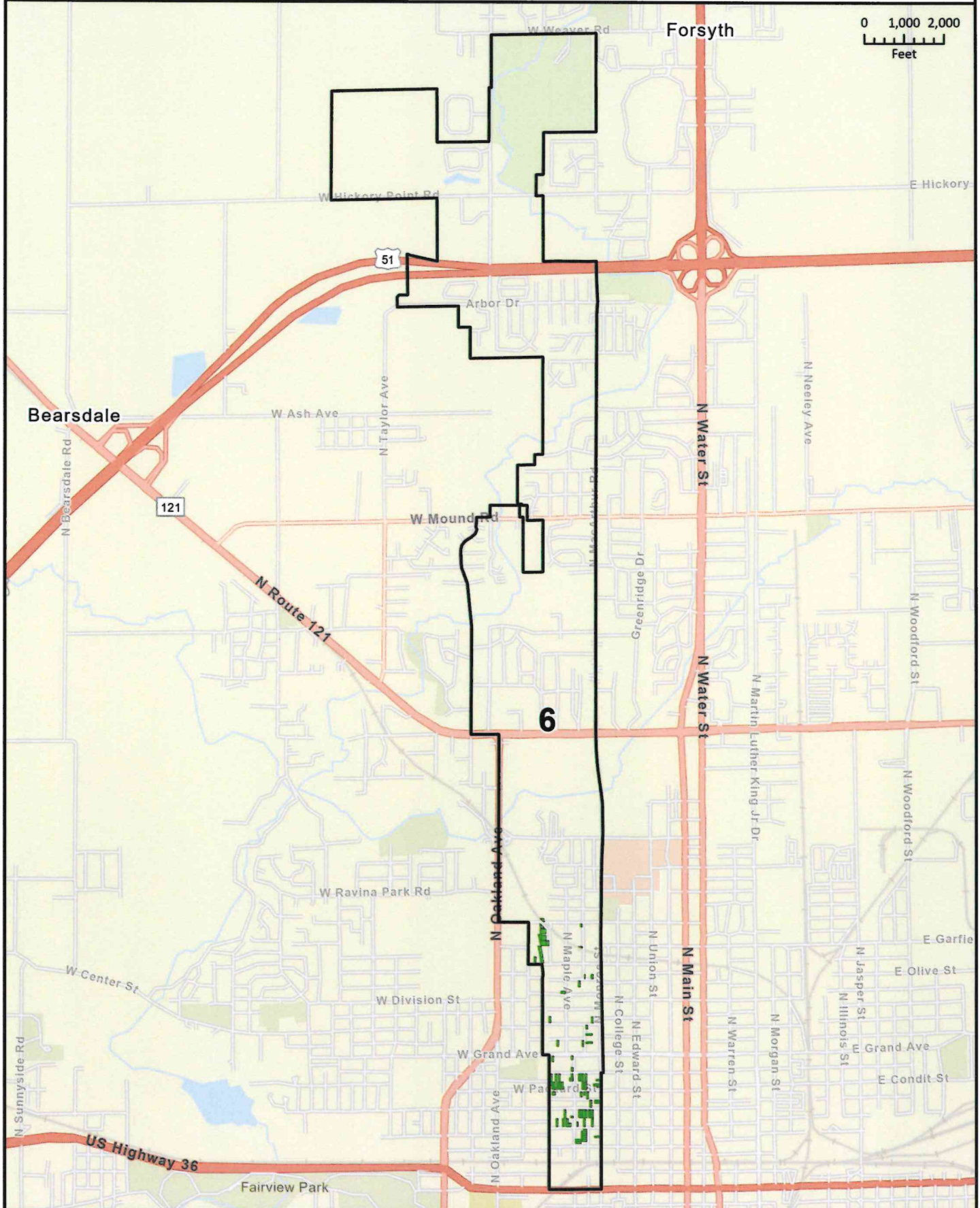
 City-Maintained Lots (80)

 Weed Mowing Districts

WEED MOWING DISTRICT 6

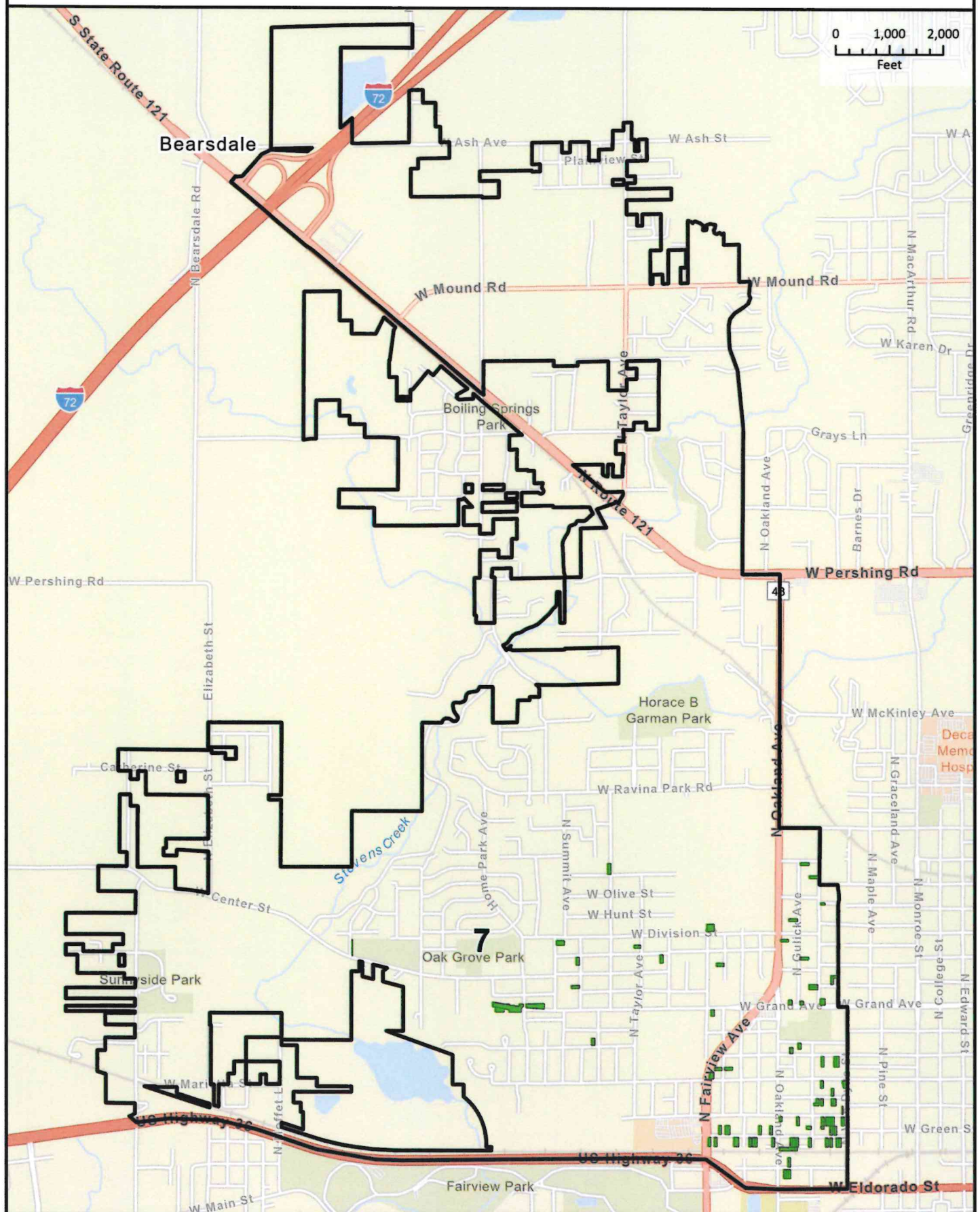
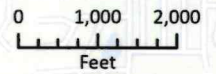


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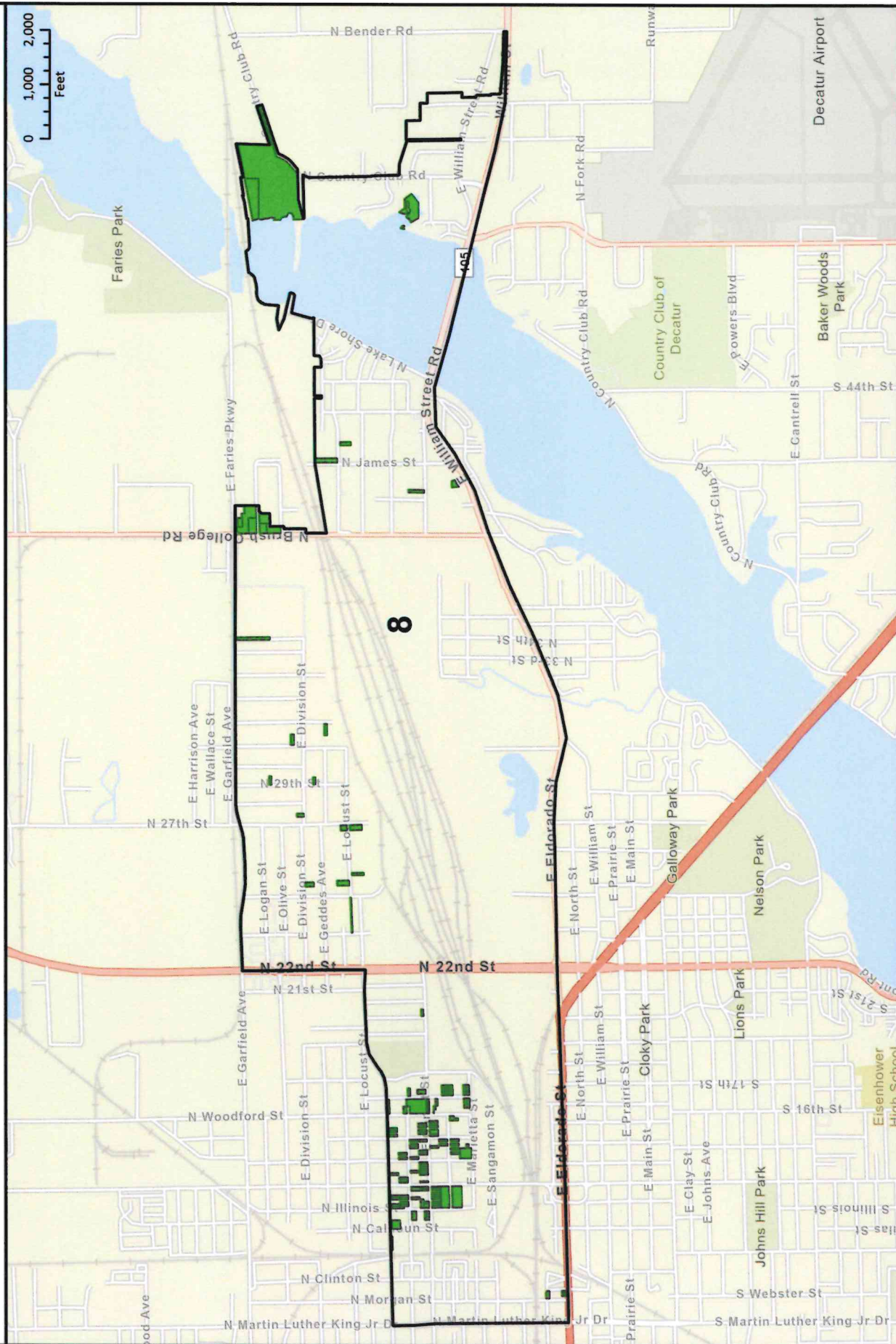
 City-Maintained Lots (85)
 Weed Mowing Districts

N





WEED MOWING DISTRICT 8



Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

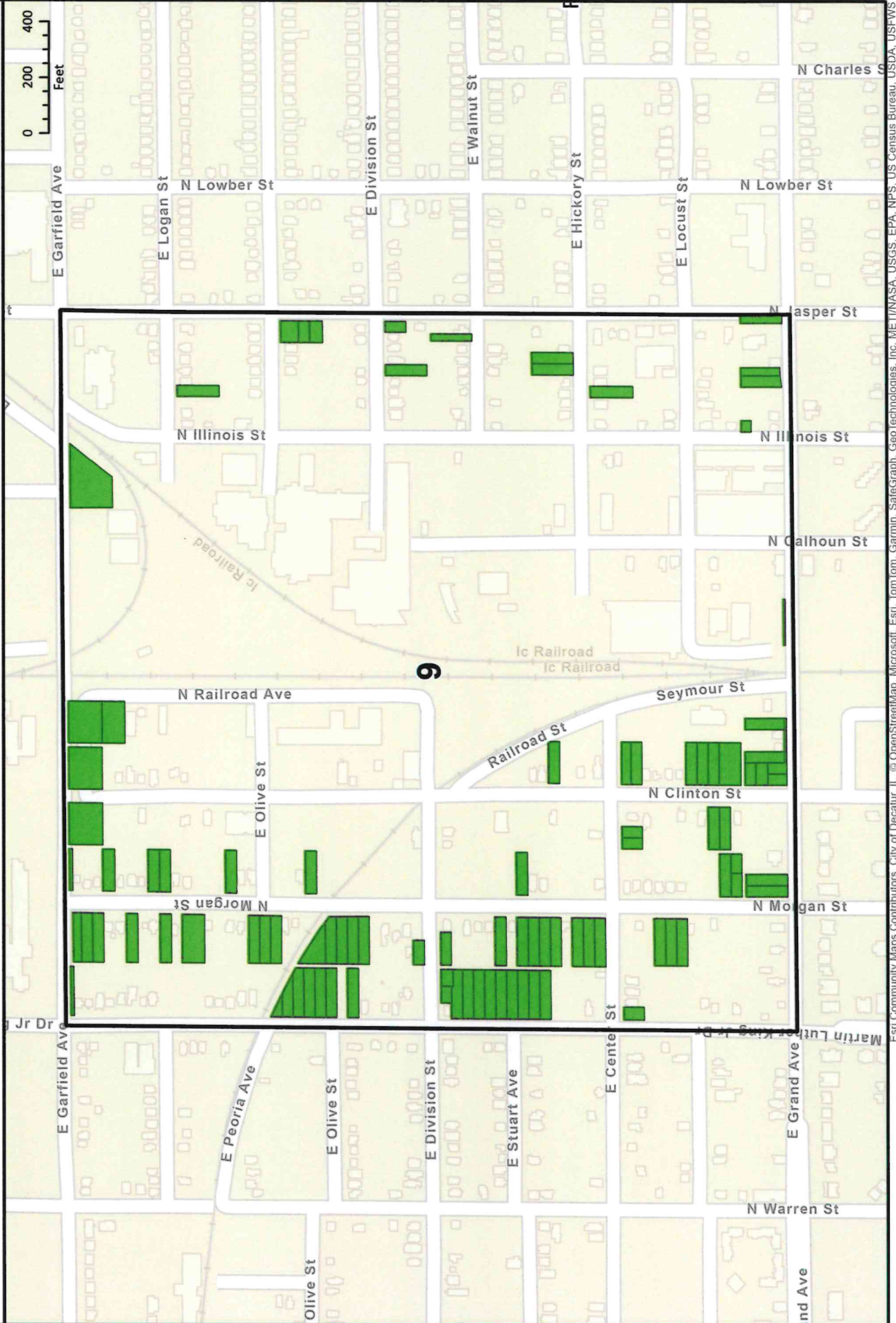


WEED MOWING DISTRICT 9

LEGEND

 City-Maintained Lots (97)

 Weed Mowing Districts

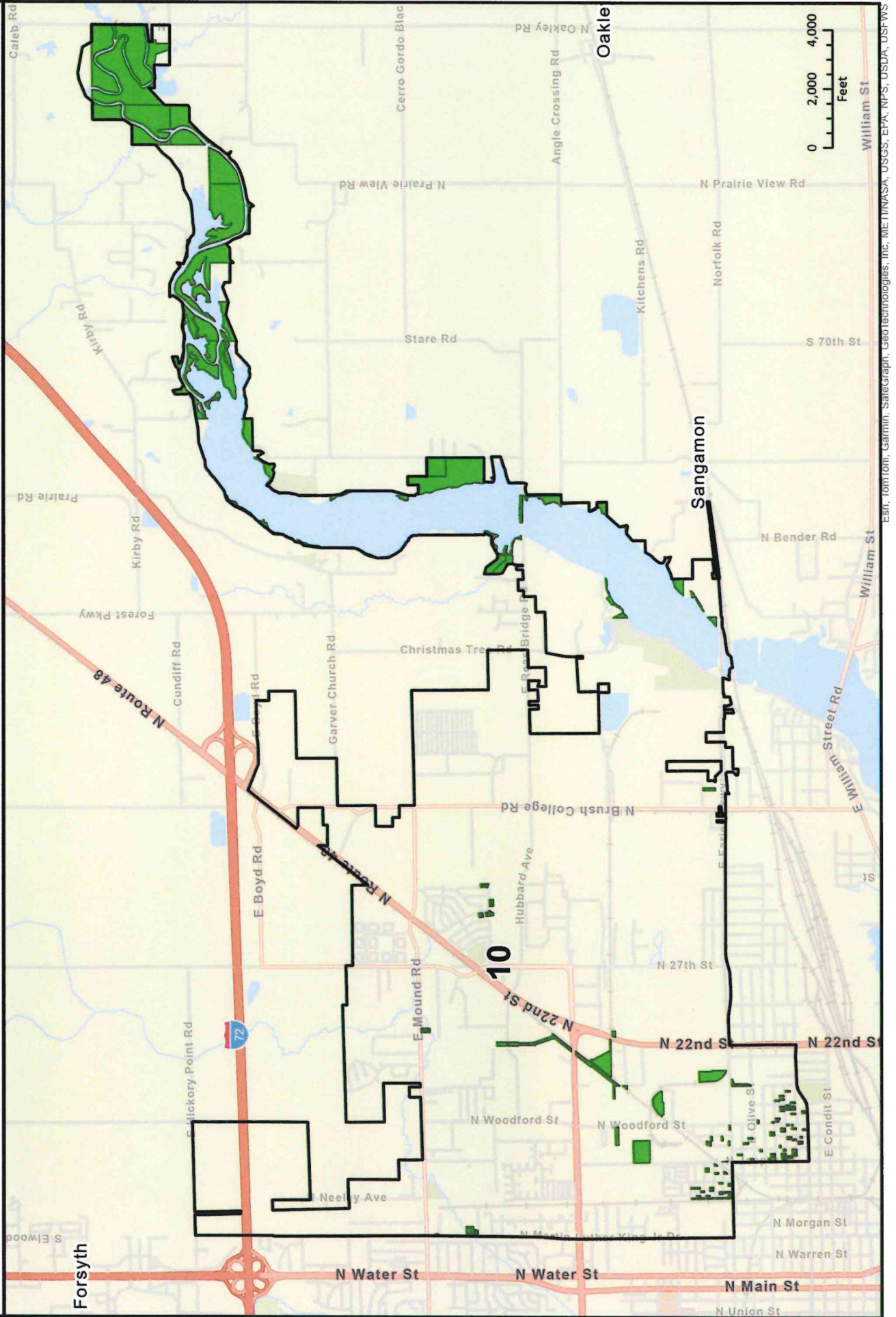




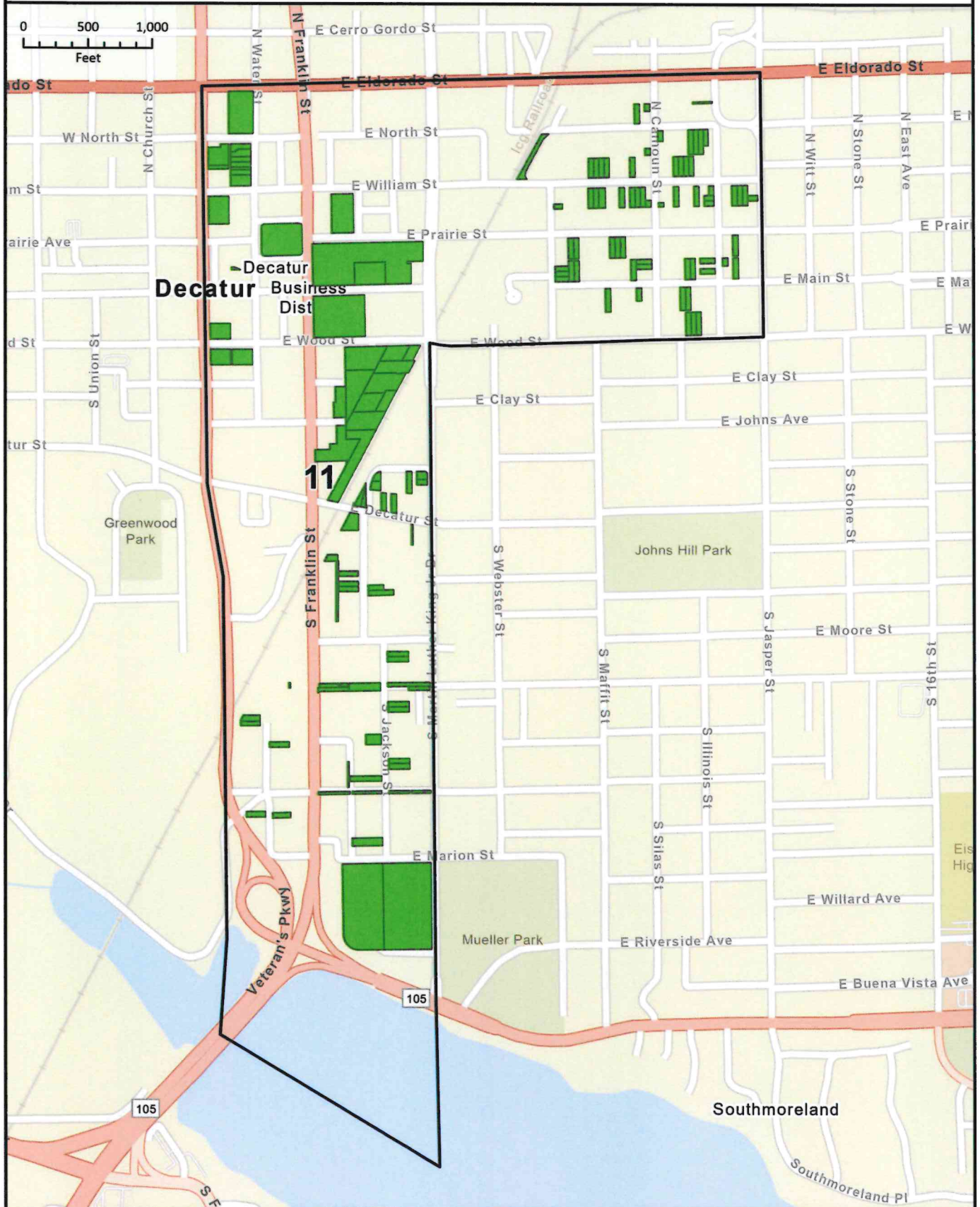
WEED MOWING DISTRICT 10

LEGEND

- ☒ City-Maintained Lots (144)
☐ Weed Mowing Districts



WEED MOWING DISTRICT 11





WEED MOWING DISTRICT 12

LEGEND

-  City-Maintained Lots (119)
-  Weed Mowing Districts

