WEED ABATEMENT 2024 SCOPE OF WORK (PRIVATELY 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 (PRIVATELY OWNED LOTS)

The City of Decatur, Illinois is seeking bids for removal of grass and weeds from privately owned lots in the 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 by District. 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 privately owned lots that have come into violation height or more (10+ inches). (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 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. Privately owned violation lots can be a vacant lot, a vacant structure, or an occupied 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 contract period for violation lots will be until December 31, 2024.

The City of Decatur will issue a work order on each privately 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 Neighborhood the Inspections Division weeds submission 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 mowing of said lots will be for a period of April through December 31, 2024.

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

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 <u>required</u>. 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 privately owned lots will be processed for payment twice monthly starting April 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 (PRIVATELY OWNED LOTS)



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February 29, 2024

Until 4 p.m.

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

	Complete the RFP including appropriate signatures. Provide a copy of RFP with signatures, certifying understanding and compliance with the to proposal package.			
	Return the entire "	Request for Proposal (RFP)" docun	nent – retain a copy	
1	for your records.	This document must be returned	l in a sealed envelope	
The state of	marked "Proposal i	for Weed Abatement" by 4:00 p.m	., February 29, 2024	

PRICING WORKSHEET (page 1)

Bid for mowing violation lots as provided as needed by work order.

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 mowing vi	olation lots as provided as neede	d by work order.			
Rate is for the duration of the contract.					
District #11	\$	per work order			
District #12	\$	per work order			

CITY OF DECATUR

WEED ABATEMENT PROPOSAL

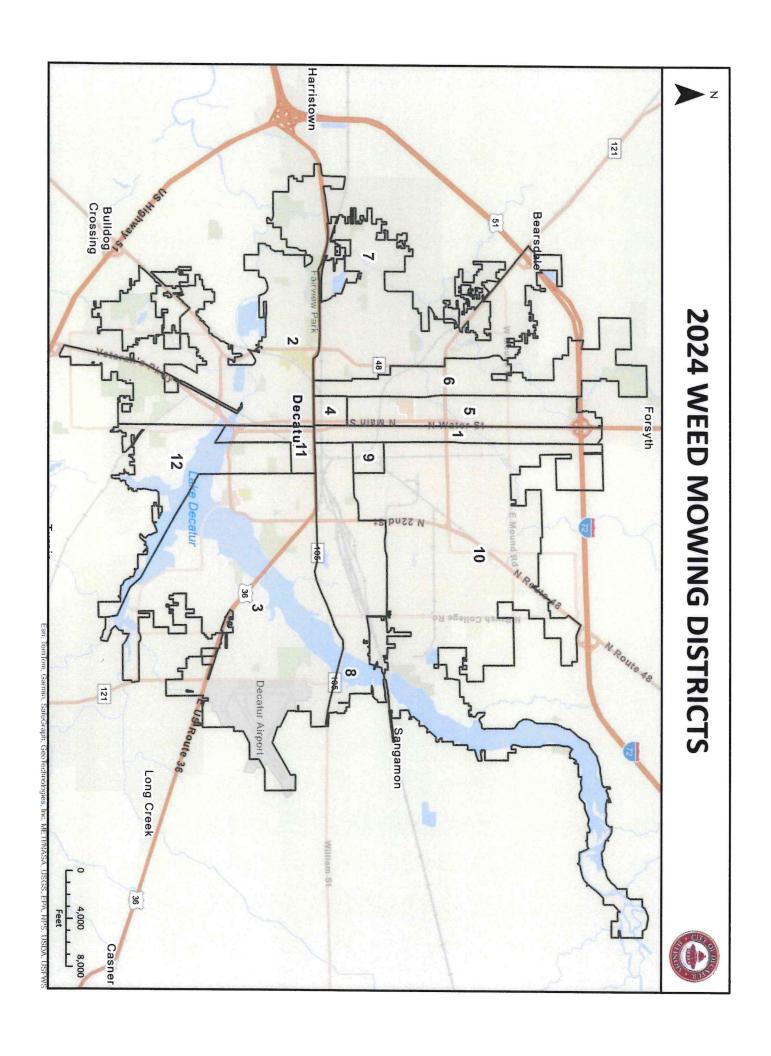
The execution of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:			
NAME	DATE		
COMPANY NAME (if applicable)			
Address			
City	State	Zip	
Phone Number	er	email address	
Name of Authorized Agent or Offic	er (please print)	Title	

Signature of Authorized Agent or Officer

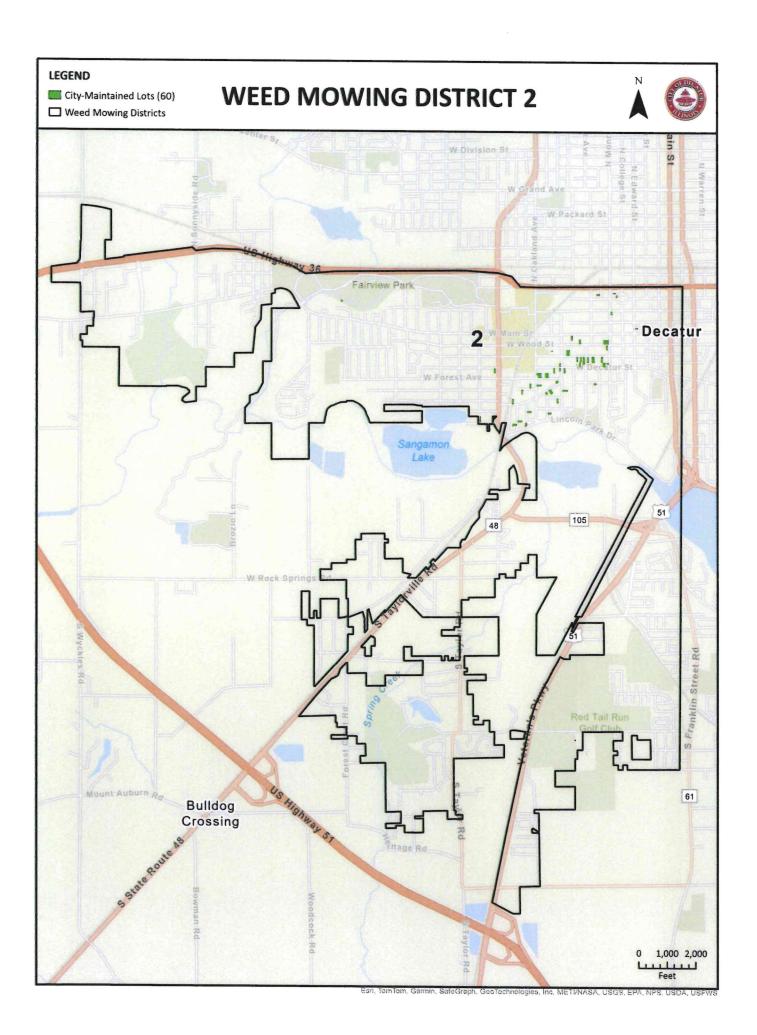
By the signing of this document, bidder is certifying that the person/company/firm is not delinquent in the payment of any indebtedness, tax, fee, liens and fines owed or accruing to the City of Decatur or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance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

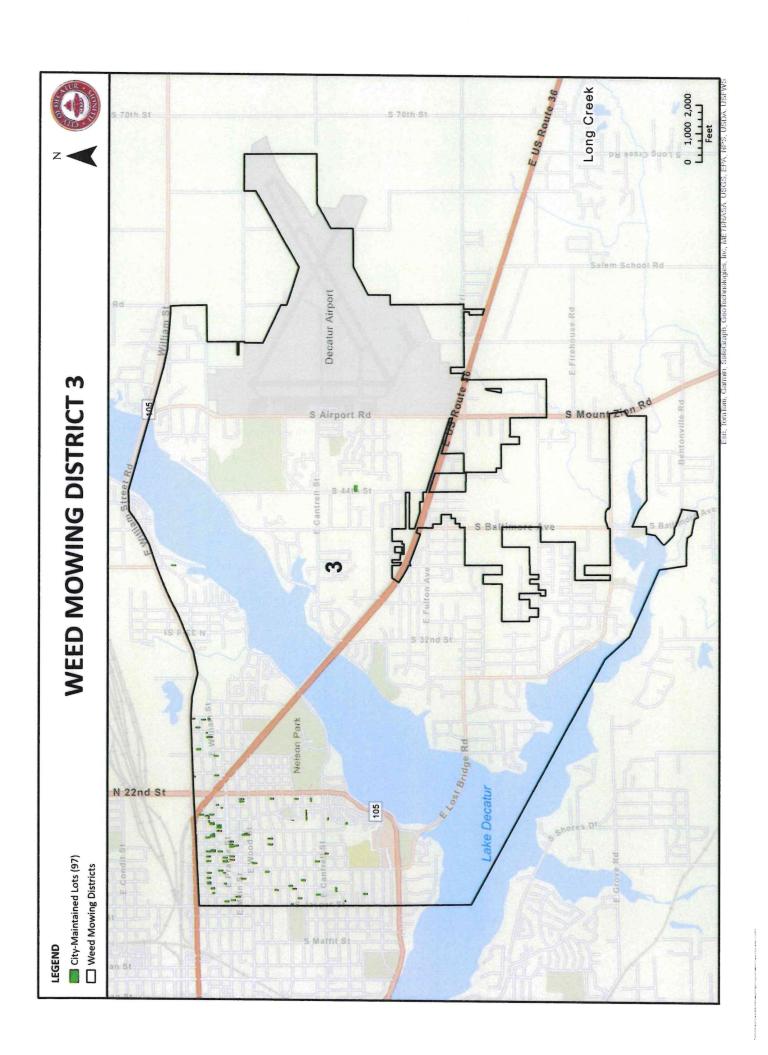
By the signing of this document, bidder is certifying they have not been barred from bidding by Federal, State, or Local Governments and has not been suspended or debarred from receiving federal funding.

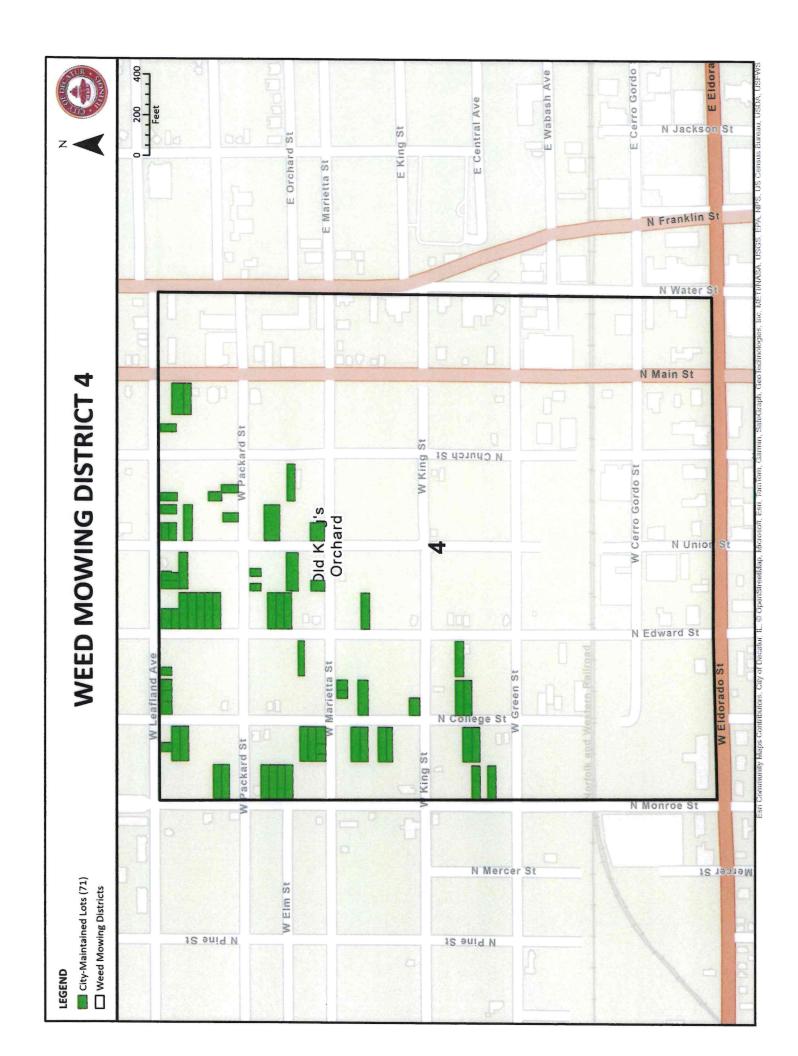


LEGEND **WEED MOWING DISTRICT 1** City-Maintained Lots (62) ■ Weed Mowing Districts E Hickory Point Re W. Hickory Point Rd 1,000 2,000 لسبان Feet Greenswitch Rd W Ash St W Ash Ave Plainview St E Mound Rd W Mound Rd E Mound Relast Mound Park Finch. ngs Hubbard Ase E Pershing Rd Pershing Rd W Pershing Rd 48 E Kile St Horace B Garman Park W Ravina Park Rd E Garfield Ave E Logan St N Main St W Olive St E Olive St W Hunt St E Division St E Division St W Division St E Locust St E Condit St W Green St. US Highway 36 E Eldora E Eldorado St W Eldorado St

E North St







LEGEND **WEED MOWING DISTRICT 5** City-Maintained Lots (66) ☐ Weed Mowing Districts W Hickory Point Rd 1,000 2,000 Feet Arbor Or W Ash Ave W Ash St. Plainview St E Mound ReEast Mound W Mound Rd Rd Park WK N Taylor Ave Springs Grays Ln Hubbard Ave E Pershing Rd E Pershing Rd W Pershing R 48 Horace B W. McKinh Garman Park Oakland Ave W Ravina Park Rd E Garfield Ave W Olive St W Hunt St E-Division St W Division St e Park E Locust St W Grand At E Condit St

LEGEND **WEED MOWING DISTRICT 6** City-Maintained Lots (49) ■ Weed Mowing Districts 0 1,000 2,000 Forsyth Feet Bearsdale 121 W Mound Water S 6 W Ravina Park Rd E Gartie W Center St E Olive St W Division St E Condit St US Highway 36

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

Fairview Park

LEGEND **WEED MOWING DISTRICT 7** City-Maintained Lots (59) ■ Weed Mowing Districts S State Route 121 1,000 2,000 Feet Bearsdale V Mound Rd N Mound Rd W Karen Or W Pershing Rd W Pershing Rd Horace B W McKinley Ave Garman Park W Ravina Park Rd W Olive St W Hunt St W Division St Oak Grove Park side Park W Green

Fairview Park

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

Idorado St

