



**Mowing Contract  
Levee and Right of Way  
2023 - 2025**

**The City of Rock Island, IL**

Municipal Services Division

1309 Mill Street

Rock Island, IL 61201

309-732-2200

## **INVITATION FOR BIDS**

**The City of Rock Island is seeking proposals for mowing services for the city administered levee and municipal right-of-way. The areas to be mowed are distributed among 113 locations for a total of approximately 191 acres. This will be a three-year contract with the option to extend for one year.**

Sealed bids will be accepted by the City of Rock Island at the Office of the Municipal Services Superintendent until 10:00 a.m. on Friday, March 10, 2023 for the following project:

### **Mowing Contract: Levee and Right of Way 2023 - 2025**

A **Mandatory** pre-opening informational meeting will be held at 09:00 am on Tuesday February 21, 2023 in the Public Works Conference Room (1309 Mill Street, Rock Island, IL 61201). Submission of the bid will be construed as evidence of understanding of the issues and resolutions determined at the pre-opening informational meeting, and not later claims for labor or equipment required or for difficulties encountered will **NOT** be approved.

A digital copy of the specifications may be obtained downloaded from the City's website at: <https://rigov.org/bids.aspx>

The Contractor will be responsible for complying with all local, state, and federal regulations pertaining to this project.

The City of Rock Island is committed to preserving equal rights for all of its citizens during the construction of its public works projects and encourages minority contractors to submit bids for this work. The City also encourages bidders to consider hiring subcontractors and employees of all racial and ethnic backgrounds.

It is the intent of the City of Rock Island to award a contract to the lowest responsible bidder provided the bid has been submitted in accordance with the bidding requirements. The City reserves the right to reject any or all bids and to waive informalities or technicalities.



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Luke D. VanLandegen  
Municipal Services Superintendent

BIDS DUE: Friday, March 10, 2023  
10:00 a.m. Central Time  
Public Works Department  
1309 Mill Street  
Rock Island, IL 61201

PROJECT: Mowing Contract - Levee and Right-of-Way - 2023

OWNER: City of Rock Island  
1528 Third Avenue  
Rock Island, IL 61201

PREBID MEETING Monday, Feb 21, 2023  
9:00 a.m. Central Time  
Public Works Department  
1309 Mill Street  
Rock Island, IL 61201

Sealed bids will be received, opened at 10:01 a.m. on March 10, 2023 or at such later time and place as may then be fixed.

Bids may be hand carried or mailed and will be received at the City of Rock Island Public Works Facility, 1309 Mill Street, Rock Island, IL 61201 until 10:00 a.m. on March 10, 2023. Bid envelopes must be sealed and marked "ROCK ISLAND ROW MOWING CONTRACT".

Each Bidder shall accompany the Bid with a Bid security, in a separate envelope, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of the contract corporate surety bond or bonds, acceptable to the Owner, for the faithful performance of the contract, in an amount equivalent to one hundred percent of the amount of the contract. The bidder's security shall be in an amount equivalent to five percent (5%) of the bid amount, and shall be in the form of a cashier's or certified check drawn on a bank in Illinois or a bank chartered under the laws of the United States of America, or a certified bank share draft drawn on a credit union in Iowa or chartered under the laws of the United States of America or a bid bond with corporate surety satisfactory to the Owner.

# CITY OF ROCK ISLAND

Mayor

Mike Thoms

City Clerk

Samantha Gange

Alderman

	<u>Ward</u>
Moses Robinson Jr.	1
Randall Hurt	2
Judith Higgins Gilbert	3
Jenni Swanson	4
Dylan Parker	5
Mark Poulos	6
Bill Healy	7

City Manager

Todd Thompson

Public Works Director

Michael T. Bartels

City Engineer

Michael J. Kane, P.E.

## SCOPE OF WORK

A digital map of areas to be mowed is located at:

<https://rigov.maps.arcgis.com/apps/webappviewer/index.html?id=a5cc9378fdb449fa9124ac9d08bfb146>

Contractor shall perform at their own risk, the maintenance, furnish all labor, equipment, and supplies for the mowing, string trimming, and cleanup of City of Rock Island administered levee and right of way (see map) for the period commencing approximately April 29, 2019. Work shall continue through November 1 of each year, subject to conditions.

**Right-of-Way** (see map, yellow) – in town ROW (North of Rock River) areas shall be mowed once every two weeks. Areas to be mowed will be maintained at a height not to exceed six (6) inches throughout the growing season, unless otherwise directed by the City of Rock Island. Grass next to light poles, trees and any permanent objects etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. All grass clippings and debris, shall be removed from the sidewalks, parking lots, and streets etc. at the time the cutting takes place.

**Right-of-Way** (see map, yellow) – southwest ROW (South of Rock River) areas shall be rough cut mowing. Areas to be mowed will be maintained at a height not to exceed eight (8) inches throughout the growing season, unless otherwise directed by the City of Rock Island. Grass next to light poles, trees and any permanent objects etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. All grass clippings and debris, shall be removed from the sidewalks, parking lots, and streets etc. at the time the cutting takes place.

**Levee** (see map, orange) – all Levee mowing shall be rough cut mowing. Areas to be mowed will be maintained at a height not to exceed eight (8) inches throughout the growing season, unless otherwise directed by the City of Rock Island. Grass next to light poles, trees and any permanent objects etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. All grass clippings and debris, shall be removed from the sidewalks, parking lots, and streets etc. at the time the cutting takes place.

Contractor is expected to be familiar with all areas and locations of the work and if they are not, shall have those questions answered before commencing work on this contract.

Contractor must be able to receive requests via email, phone and text messages.

All Levee and Right-of-Way in the area of the downtown (see map) shall be freshly mowed no earlier than 48 hours prior to Memorial Day, Independence Day and Labor Day unless otherwise directed by the City.

The Municipal Services Superintendent or designee(s) shall be the sole judge as to whether the Contractor's work conforms to the specifications.

**The City may extend the current contract for one year by mutual agreement in writing. Price increase shall be based on the Consumer Price Index.**

## SPECIFICATIONS

### GENERAL –

1. Change Orders: Any work to be added or deducted from contract amounts, as may be required from time to time, will be completed through a written change order issued by the City of Rock Island.
2. Payment:
  - i. Successful contractor will be entitled to six (6) equal monthly payments, with the first invoice submitted no earlier than May 1<sup>st</sup> of each contract year. Continue to submit bills for the previous month's work no earlier than the first of each month.
  - ii. Billings are to be submitted to the City of Rock Island – Public Works Facility, 1309 Mill Street, Rock Island, IL 61201.
3. Inspection of Work: City staff will make periodic inspections of all work sites. The contractor may be requested to accompany staff. Inspections may include a walk through, as well as a riding visit.
4. Hours of Work: Work may not commence earlier than 7:00 AM and shall cease at dusk, Monday through Saturday. Sunday work may be permitted, but must be authorized by the City of Rock Island.
5. Contractor Equipment: All bidders will submit a list of prime equipment to be used. In addition, this list will include back-up equipment available to complete the work. **This information is to be submitted with the sealed bid.** The City of Rock Island reserves the right to consider this factor, along with price and quality of work performed for other customers, in making the final selection of the successful bidder.
6. Protection of City Property: Contractors will exercise the utmost care in preventing damage or destruction of trees, walks, buildings, benches, tree grates, turf, or any other improvements at the various work sites. If a contractor, workman of a contractor, or any other representative of the contractor causes damage to City property, it is the contractor's responsibility to immediately notify the appropriate staff contact person of such damage. **Repair, restoration or replacement of damaged property is the responsibility of the contractor.**
7. Penalties: Contractors notified by the City of performance not within the specifications of this contract will have 48 hours to rectify the issue. Failure to do so will result in a \$100 dollar a day penalty until the issue is resolved.

## Ground Maintenance Contractors -

- a) Windrowing of grass clippings is not permitted. Any grass clippings discharged upon roadways, streets or sidewalks must be removed.
- b) Contractors will minimize "rutting" in turf areas. If such occurs, the contractor will repair same within two weeks, weather permitting.
- c) Prior to each mowing, the contractor will pick up all loose litter found on the site. **Mowing through loose litter is not permitted.**
- d) Written daily reports shall be kept of all maintenance completed and shall be made available to the city upon request.
- e) The Contractor shall have and maintain a zero-tolerance drug policy. The Contractor shall have all workers submit to a drug test at the Contractor's expense at the start of each season. Proof that drug testing has been completed shall be provided to the City.
- f) The Contractor shall have background checks completed on all workers at the Contractor's expense. The background checks shall include a federal criminal check, county of residence criminal check, and sex offender registry check. Proof that background checks have been completed shall be provided to the City.
- g) The Contractor is responsible for any and all damage to any improvement, public or private, which is a result of Contractor's actions and/or inaction. Contractor shall notify the City within 24 hours of any damage to any City or private amenities/improvements or property caused by Contractor. Contractor shall repair or replace any damaged improvement to the Street Maintenance Supervisor's satisfaction at no cost to the City.
- h) The Contractor shall be solely responsible for the safety and welfare of all Contractors' personnel performing work under this contract. Contractor is solely responsible for advising and educating all personnel to the health hazards associated with this work prior to personnel commencing work under this contract. All work shall be performed with the utmost concern for safety of both the workers and the public.
- i) The Contractor and the Contractor's personnel shall present a neat appearance. Contractor and Contractors employee(s) shall wear a uniform which clearly identifies the Contractor's company. Personnel not so attired shall not be permitted to work under this contract until properly uniformed. The uniform shall be consistent for all workers and shall be worn at all times while performing maintenance under this contract. Uniforms shall be kept in a neat, clean and orderly manner.
- j) All Contractor's maintenance vehicles, or vehicles of those persons representing the Contractor, shall be in proper working order and in a good state of repair.

- k) The Contractor shall obtain City approval before subcontracting any part of this work.

### **INSTRUCTIONS TO BIDDERS**

The City of Rock Island requests that contractors interested submit a cost schedule for the mowing of areas mentioned in this document (see maps).

All bidders must provide a list of equipment they will use to complete the project.

#### **Proposal Items to be Signed and/or filled in:**

1. Proposal Form
2. Proposal Guaranty (Bid Bond, Bank Draft, Bank Cashier's Check, Certified Check or Local Agency Proposal Bid Bond)
3. Equipment List

#### **Performance, Labor, Material and Maintenance Bond**

The successful bidder shall be required to provide a Performance, Labor, Material and Maintenance Bond on the form included in these specifications.



**PROPOSAL**

TO THE OWNER CITY OF ROCK ISLAND

1. PROPOSAL OF \_\_\_\_\_

(Name and Address of Bidder)

For the improvements, designated as follows: **2023 Levee and Right-of-Way Mowing Contract**

- 2. The plans for the proposed improvements are those prepared by *City Rock Island Public Works Department – Municipal Services Division* and which cover the work described in the attached specifications.
- 3. The undersigned agrees to complete all work covered by this contract by:  
**NOVEMBER 1**
- 4. Accompanying this proposal is a bank draft, bank cashier’s check, bid bond, certified check or completion of the attached Local Agency Proposal Bid Bond, complying with the requirements of the specifications made payable to THE CITY OF ROCK ISLAND. The amount of the check, bid bond or draft is at least five percent (5%) of the amount bid. \_\_\_\_\_ (\$ \_\_\_\_\_).

If this proposal is accepted and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft or bidder’s bond substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract and contract bond; otherwise said check or draft, or bidder’s bond substituted in lieu thereof shall be returned to the undersigned.

ATTACH BANK DRAFT, BANK CASHIER'S CHECK, BID BOND OR  
CERTIFIED CHECK HERE

In the event that one check, bid bond or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual proposals covered.

5. The undersigned acknowledges receipt of the following ADDENDA:

<u>No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

6. The undersigned submits herewith this schedule of prices covering the work to be performed under this contract. Each pay item should have a unit price and a total price. The unit price shall govern if no total price is shown or if there is a discrepancy between the products of the unit price multiplied by the quantity. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price. A bid will be declared unacceptable if neither a unit price nor a total price is shown.

7. The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or the City of Rock Island, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from bidding on this contract as a result of conviction for the violation of the State laws prohibiting bid rigging or bid rotating.

(If an Individual) Signature of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If a Partnership) Firm Name \_\_\_\_\_

Signed By \_\_\_\_\_

Business Address

(Insert Name and Addresses of All Partners)

\* \* \* \* \*

(If a Corporation)

Corporate Name\_\_\_\_\_

Signed By\_\_\_\_\_

(President)

Business Address\_\_\_\_\_

\_\_\_\_\_

(Insert Officer Names)

President\_\_\_\_\_

Secretary\_\_\_\_\_

Treasurer\_\_\_\_\_

Attest:

\_\_\_\_\_

## COST SCHEDULE FOR MOWING CITY OF ROCK ISLAND LEVEE AND RIGHT OF WAY

Refer to the link for detailed location and frequency of mowing areas.

<https://rigov.maps.arcgis.com/apps/webappviewer/index.html?id=a5cc9378fdb449fa9124ac9d08bfb146>