

The City of Urbana, Community Development Services Department, is looking for a contractor to do case by case mowing of properties that have failed to comply with City ordinances for grass height and weed control. This contract will be valid for two (2) years, with possible extension for third year. If your company would be interested in doing this you must submit price estimates and return them before 8:00 a.m. prevailing time on **Monday, May 31, 2021**.

Before filling out the required Price Estimate Worksheet, please keep these guidelines in mind:

1. First, include an hourly estimate for trimming and cutting tall weeds and grass. Trimming will not always be required for every job and will only be done upon request.
2. Second, all prices should reflect cutting all grass and weeds below six (6) inches in height.
3. Third, please give an estimate for removal of waste. It may also be necessary to remove small amounts of trash and/or yard waste as part of job.

The City of Urbana thanks you for your interest and hopes to hear from you soon. If you should have any questions, please call Mr. Jason Arrasmith at (217) 384-2416 Monday-Friday 7:00 a.m.-3:30 p.m.

## **INSTRUCTIONS TO BIDDERS**

1. All items contained in the "Instructions to Bidders" are applicable to this call for proposals.
2. The City of Urbana (hereafter referred to as "City") may require from the Bidder, prior to the award of the contract, a detailed statement regarding the business and technical organization and plant of the Bidder that is available for the work that is contemplated. Information pertaining to financial resources, experience of personnel, and previously completed turf care contracts may also be required.
3. Each proposal shall be typed or written in ink using the Price Estimate Worksheet form herein, and so filled out as to make the proposals complete and free from ambiguity as to their meaning. All erasures or corrections in proposal shall be initialed by the person signing the proposal.
4. Any Bidder may withdraw his/her proposal by letter or with proper identification by personally securing his/her Proposal at any time prior to the time stated for the receipt of proposals. No telephone requests for withdrawal of proposals will be honored.
5. Each proposal 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 proposals are signed by an agent of the Bidder, evidence of his authority to act as the Bidder's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below his signature.

6. Proposals must be submitted (in person or by mail) in sealed envelopes to the addressee listed below not later than the time set forth in "NOTICE OF REQUEST FOR PROPOSALS", and addressed as follows:

**TO:** Community Development Services Department  
c/o Jason Arrasmith  
400 S. Vine St.  
Urbana, IL 61801  
**NUISANCE ABATEMENTS**  
**RFP 2021-23**

7. Proposals will be opened publicly by the City immediately after the required time and date of submission. The City reserves the right to reject any or all proposals, or any part thereof, or to waive any informality in any proposal, deemed to be for the best interests of the City.
8. City shall be exempt for any liability for costs incurred by unsuccessful Bidders in the preparation of their proposals.
9. After the opening of bids, no proposal shall be withdrawn for a period of thirty (30) days without the consent of the City.
10. If awarded, Bidders will be required to furnish a "Certificate of Insurance" indicating that the Bidder has obtained for the benefit and protection of himself/herself, and the City of Urbana, Illinois, an adequate liability insurance policy, along with a certification by an insurance company to the effect that the Bidder has obtained public liability and workmen's compensation insurance in a sufficient amount 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 canceled or allowed to lapse during the time of work without first giving notice in writing to the City of Urbana, Illinois. In addition, the City of Urbana Illinois shall be listed as an "additional insured" on Public Liability and Business Liability policies in form and format consistent with Insurance Services Office (ISO) CG-2010. The contractor will require all subcontractors to have similar insurance, also naming the City as "additional insured."

The following minimum insurance will be required:

A. Worker's Compensation:

1. Basic policy including occupational disease -- Statutory Limits.
2. Employer's Liability, at least \$100,000/per person per accident and at least \$500,000 each accident.
3. Contractors having offices or places of hire outside the State of Illinois shall attach or otherwise show an "All States" endorsement.

B. Comprehensive General Liability:

1. Minimum Limits:

<b>Bodily Injury</b>	\$1,000,000/each occurrence
	\$1,000,000/aggregate
<b>Property Damage</b>	\$500,000/each occurrence
	\$500,000/aggregate
<b>Combined Single Limit</b>	\$1,000,000

C. Business Automobile Liability (“any auto type”):

1. Minimum Limits:	
<b>Bodily Injury</b>	\$1,000,000/each person \$1,000,000/each occurrence
<b>Property Damage</b>	\$500,000/each occurrence

NOTE: A \$1,000,000 combined single limit of automobile liability may be provided in lieu of the above limits.

D. Umbrella or Excess Liability:

1. Minimum Limits:	
<b>Combined Bodily Injury and Property Damage</b>	\$1,000,000/each occurrence \$1,000,000/aggregate

11. The Bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Agreement throughout, and they will be deemed to be included in the Agreement the same as though herein written out in full.

Where State and/or local codes exist, they shall be followed by all contractors on this project. Where conflicts exist between applicable codes and these specifications, the codes shall govern. The specifications shall be considered as a minimum acceptable level of quality of materials and workmanship.

12. Bidders and Bidders' subcontractors shall agree to comply with the City of Urbana's Affirmative Action Ordinance and, when required, shall submit written evidence of the firm's employment practices, policies, goals and statistical data concerning employee composition on race, color, job description and compensation. This Agreement may be contingent upon on-site inspection or other means of verification in accordance with City of Urbana procedures.
13. Contractor shall hold the City of Urbana, its officer, agents and employees harmless from liability or damages of any nature or kind concerning the undertaking and execution of the Agreement.
14. The Contractor shall guarantee the work performed. Any defects that arise out of defective or improper materials or workmanship shall, upon direction of the Code Compliance Inspector of the City of Urbana, Illinois, be corrected and made good by the Contractor at his/her expense
15. The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property either on or off the site, which occur as a result of the Contractor's completion of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the Building Official of the City of Urbana, Illinois, may determine to be reasonably necessary.
16. All changes to the Agreement must be mutually agreed upon in writing and signed by the parties to the Agreement.

17. The provisions of the Agreement apply to any subcontractor. The contractor agrees that he/she is fully responsible to the City for the acts and omission of his/her subcontractors and of persons either directly or indirectly employed by them as he/she is for the acts and omissions of himself/herself or persons directly employed by him/her. Nothing contained in the Agreement documents shall create any contractual relation between any subcontractor and the City. The contractor shall not contract any part of the work under this Agreement or permit his/her contracted work to be further subcontracted without the prior written approval of the City Arborist of the City of Urbana, Illinois. The Contractor shall submit with his/her bid a complete list of proposed subcontractors and possible alternates.
18. The work provided hereunder by the Contractor shall be executed as directed by the Agreement and Price Estimate Worksheet and shall be performed in a skillful and professional manner.
19. The Contractor shall keep the work site clean and orderly during the course of the work and shall remove all debris at the completion of the work.

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Signature of Company Official

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Company Name

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Print Name of Company Official

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Company Address

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Date

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City/State/Zip

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( ) Telephone

# City of Urbana

## Price Estimate Worksheet for Grass and Weeds Nuisance Abatements

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

	<b>Standard Lot With House</b>				
Grass Height (inches)	9-12	13-15	16-20	21-24	Over 25
Estimated Price					

	<b>Vacant Lot or Large Lot</b>				
Grass Height (inches)	9-12	13-15	16-20	21-24	Over 25
Estimated Price					

	<b>Lot Size 1/4 to 1/2 Acre</b>				
Grass Height (inches)	9-12	13-15	16-20	21-24	Over 25
Estimated Price					

	<b>1/2 Acre or More</b>				
Grass Height (inches)	9-12	13-15	16-20	21-24	Over 25
Estimated Price					

Price for Trimming Grass and Weed.	per hr.
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Price for Bush and Tree Trimming.	per hr.
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List Any Additional Services and Estimated Costs	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_