

**Greater Peoria Sanitary District**  
**Wastewater Treatment Plant (WWTP) Mowing Services**  
**Request for Proposal (RFP)**



**Posting Date on GPSD Website: February 26, 2021**

**Response Due: March 12, 2021 at 3:00 P.M. Central Time (per instructions below)**

**Invitation for Bids**

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing mowing services to Greater Peoria Sanitary District (GPSD) property for calendar year 2021.

All communications regarding this RFP should be directed to:

James E. Sloan, P.E.  
Director of Operations  
via e-mail to [jsloan@gpsd.org](mailto:jsloan@gpsd.org)  
via phone to (309) 272-4860

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by GPSD of the contractor's response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

- Distribute RFP February 26, 2021 (via upload to GPSD website)
- Pre-Bid site inspections with GPSD Mon-Fri 7am-3:30pm thru March 11, 2021
- Proposal Submission Deadline March 12, 2021 (3:00 PM)
- Selection March 19, 2021

Note: Pre-Inspection of locations must be scheduled with our Facilities Supervisor, Mike May, at (309) 272-4872 prior to bid acceptance.

Proposals will be accepted until 3:00 PM on March 12, 2021.

Envelopes shall be clearly marked "Request for Proposal – Mowing 2021" on the outside of the envelope.

**Scope of Work**

GPSD is requesting bids to mow certain GPSD property. Please refer to Exhibit A for map of the three locations to be mowed. As shown in dark green, that area identified within the legend as "Front Yard", is approximately 474,171 sq. ft. (10.9 acres) in area; as shown in light green, that area referred to as "Flats" is approximately 597,342 sq. ft. (13.7 acres); and that shown in dark blue, referred to as "Admin. Lawn", is approximately 50,948 sq. ft. (1.2 acres). The "Front Yard" is generally that area outside of the fencing and gates that secure

the area within the levees of the WWTP. That area referred to as the “Flats” is a compilation of those areas within the WWTP levees not including that area near the GPSD Administration/Laboratory (Ad/Lab) building. Because the Ad/Lab building is a focal point of the public’s interaction with the District, the “Admin Lawn” has been separated from the others. Mowing of the GPSD levees is not included in the scope of the agreement.

The selected contractor will be responsible for mowing services to GPSD for the 2021 season generally from April 2021 through October 2021.

The work to be completed will include mowing of all established grasses and vegetation within each reported area in a neat and professional manner, generally weekly. Vegetation in and around structures, walks, trees, parking areas, sidewalks, or other similar items shall be mowed to a neat appearance as well as string trimmed (weed eater, weed whipping, etc.); provided, however, that the contractor may propose spraying in lieu of trimming. The contractor shall neatly mow grass and vegetation to a height of 3.5 inches (3.5”). All trash and debris in the mowing area shall be removed from the area before and after mowing by the contractor. Grass and vegetation clippings shall be blown or swept off of walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be blown or deposited on the streets or walkways.

A number of areas described above dry out and do not grow during hot periods of the summer months. It will be the responsibility of the contractor to factor this into their bidding for services listed in Exhibit A to provide for the best possible price. GPSD’s expectation is that these areas are to be kept in a neat and orderly groomed appearance at all times and it will be the responsibility of the contractor to choose a mowing cycle for each area to meet the expectation, with the approval of the Director of Operations.

The chosen contractor must be able to respond to and comply with all elements listed in this section. Failure to comply can and will result in termination of a bid proposal or service contract. Elements include:

- Mowing height is 3.5 inches (3.5”)
- Grass clippings will not be mowed or blown into the streets or roads
- Mowing over garbage is prohibited
- All garbage must be picked up and disposed of
- Damage to trees, light posts, sign posts, etc. by mowers or string trimmers is prohibited
- Equipment operators must wear at all times high visibility reflective safety vests, jackets, or shirts while operating equipment in road ROW

### **Selection Process**

GPSD will take into account such matters it considers appropriate in selecting the successful contractor. GPSD reserves the right to contract with one or more vendors for maintenance and mowing and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The contractor’s understanding of the assignment and ability to follow bidding instructions
- The contractor’s proposed fee for individual maintenance areas and one lump sum for all areas
- The experience and qualifications of the contractor
- References (provide a minimum of three references)

### **Bidder Qualifications & Proposals**

The requests that contractors interested in submitting proposals:

1. Clearly outline (on the bid form provided on Exhibit B) the unit price for each mowing area or landscape maintenance area specified as well as total lump sum for all areas under the Exhibit B section of this document, for the season (April 2021 thru October 2021).
2. Submit a summary of your experience and qualifications.
3. Submit three references that you currently service.
4. Submit a certificate of liability insurance and automobile/mowing equipment insurance (The contractor will need to name GPSD as additional insured and meet the following liability limits if awarded a maintenance contract: \$1.0 million per occurrence). Also, submit proof of statutory worker's compensation coverage under Illinois law.
5. Specify the staff to be involved (primary contact, mowing operators, single proprietor, clerical contact, and owner or owner's agent).
6. Submit two (2) signed copies of the proposal packet (failure to not submit two full copies of your proposal may result in your proposal not being considered).

The contractor should be aware of the following:

- The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
- All proposals will be property of GPSD.
- The lowest proposal will not necessarily be accepted. GPSD reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
- Sealed envelopes marked "Request for Proposal – Mowing 2021" with the proponent's name and address shown on the upper left hand corner of the envelope, must be received at GPSD, Attn: James Sloan, Director of Operations, 2322 S. Darst St., Peoria, IL 61607 prior to 3:00 pm on March 12, 2021.

### **Terms and Conditions**

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
2. The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of GPSD properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by GPSD. All work must be completed in compliance with "GPSD Safety Policy and Certification of Substance Abuse Policy." Prior to the initiation of work, the contractor must read, execute and provide GPSD with a signed-copy of the GPSD Contractor Safety Policy.
3. Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of GPSD. The Contractor shall inform GPSD of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of GPSD, GPSD reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.
4. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an

authorized representative of GPSD; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

5. The contract may be canceled or annulled by GPSD in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. GPSD reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by GPSD, shall constitute contract default.
6. Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of GPSD placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by GPSD. The Contractor must assign an English speaking crew leader to monitor all work being performed within GPSD. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
7. The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to GPSD for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.
8. Payment for mowing services shall be made in eight (8) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: April May, June, July, August, September October and November following receipt of an invoice from the Contractor for the month in question. Payment for Landscape Maintenance locations shall be billed separately according to the landscape maintenance schedule Payments are approved on the third (3rd) Tuesday of each month. In order to ensure sufficient time for the payment to be processed, invoices must be submitted for payment on the first (1st) Wednesday of each month. If an area is missed and not mowed the same week, a minimum deduction of \$25 will be deducted from the invoice per occurrence. For larger areas, the average ft<sup>2</sup> mowing costs will be determined for similar class categories and an appropriate deduction will be applied.

This Agreement entered into on \_\_\_\_\_.

\_\_\_\_\_  
GPSD (Signature)

\_\_\_\_\_  
CONTRACTOR (Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

**Contractor to sign when proposal submitted**

**GPSD to sign only if proposal accepted**

EXHIBIT A



**EXHIBIT B**

Item	Description	Unit Price Per Provision of Mowing Services (\$)
1	Areas Outside of the WWTP Levee ("Front Yard")	
2	Administrative Lawn ("Admin Lawn")	
3	Areas Within the WWTP Levee, Less the "Admin Lawn" ("Flats")	