

**Greater Peoria Sanitary District**  
**Wastewater Treatment Plant (WWTP) Fertilizing and Weed Control Services**  
**Request for Proposal (RFP)**



**Posting Date on GPSD Website: March 12<sup>th</sup>, 2021**

**Response Due: March 26<sup>th</sup>, 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 proposals for providing fertilizing and weed control services to Greater Peoria Sanitary District (GPSD or the District) 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, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet; additionally, with a representative of the District, a representative of each contractor, who is involved in the development of a submittal in response to the RFP, must visit the site of the work. The proposal 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:

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

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

- Via upload to GPSD website, distribute RFP on March 12<sup>th</sup>, 2021;
- Thru March 25<sup>th</sup>, 2021, with representative of GPSD, from Monday through Friday, during the hours of 7:00 AM to 3:30 PM, conduct site visits with representatives of interested contractors;
- By the deadline of March 26<sup>th</sup>, 2021, at 3:00 PM, proposals must be submitted;
- Selection of a contractor by April 2<sup>nd</sup>, 2021.

Prior to the deadline, with the GPSD Facilities Supervisor, Mike May, who can be contacted at (309) 272-4872, site visits must be scheduled and conducted.

Envelopes shall be clearly marked "Request for Proposal – Wastewater Treatment Plant (WWTP) Fertilizing and Weed Control Services" on the outside of the envelope.

**Scope of Work**

In accordance with the schedule defined below, GPSD is requesting proposals to for provision of both fertilizing and weed control services. The area in which such services are to be provided is in proximity to both the District's Administration/Laboratory Building (Ad/Lab) and the GBT Building; for illustrations of the area in question, please reference Attachments A and B. As indicated on the attachments, the area in focus

is approximately 50,948 square feet (1.17 acres) of lawn akin to a residential lawn. For clarity, mowing services will be provided by others and is not included in the scope of this RFP.

For the 2021 season, to the satisfaction of the District, the selected contractor will be responsible for the maintenance of the lawn, less mowing, that is to be kept properly-nourished and free of nuisance grasses and weeds. The desire is for the lawn to be comprised primarily of a mixture of Kentucky bluegrass, fescues and ryes; therefore, by definition, nuisance grasses and weeds are those species that are not desired, including, but not limited to, common varieties of crab grasses and broad-leafed weeds. The subject area does not include a dedicated watering system; therefore, the District understands that seasonal weather patterns are impactful. Otherwise, the appearance of the lawn shall be healthy and robust. Furthermore, during the latter portion of the growing season, applications shall be made with a desire to maintain the health of the lawn during the upcoming winter months.

Regarding the type of fertilizers and herbicides to be applied, the District would like to leverage the expertise and judgment of the contractor; however, the District reserves the right to reject contractor recommendations. Contractor decisions about applications shall both yield the desired lawn-quality and be based on empirical testing of sufficient samples taken from the lawn. Slow release fertilizers are preferred although not necessarily required.

Contractors shall recognize that the applications are within the limits of the District's WWTP and, therefore, it is essential that runoff be minimized by application of only that quantity of products necessary to meet expectations. Excess applications that are captured by runoff and washed into the District stormwater collection system can adversely impact the District's wastewater treatment processes.

Past services provided shall not necessarily dictate services provided in 2021; however, recent fertilizing and weed control activities have required applications of fertilizers during the early and late portions of the spring, the summer and the early and later portions of the autumn. Regarding weed control, a pre-emergent granular has been applied in the early spring, with herbicides applied in both the late spring and early fall.

During the growing season, the lawn area in question will be mowed by others. The contractor chosen for fertilizing and weed control services shall recognize that scheduling conflicts might occur and, generally, the District will give deference to mowing services. It will be the responsibility of the fertilizing and weed control contractors to factor this into proposals; the selected contractor shall adjust their schedule accordingly.

With their proposals, contractors shall provide evidence of proper licensing and compliance with all local, state and federal regulations. The selected contractor must be able to legally and commercially apply the necessary products.

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

### **Selection Process**

GPSD will take into account such matters it considers appropriate in selecting the successful contractor. GPSD reserves the right 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 fees as provided in Attachment C;
- 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. On the bid form provided on Attachment C, clearly outline the unit prices for each fertilization application and each weed control application;
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 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, applicators, 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); and
7. Submit proof of licensure to commercially apply the planned weed control products.

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 "Wastewater Treatment Plant (WWTP) Fertilizing and Weed Control Services" 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 26<sup>th</sup>, 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 both cell phone numbers and daytime office numbers of supervisors handling this contract. The Contractor shall return all calls within one hour of GPSD placing the call. On-site response time for complaints must be made within twenty-four (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. Once all work has been completed in a satisfactory manner and the specifications stated herein have been met, payment for fertilizing and weed control services shall be made within sixty (60) days following receipt of an invoice from the Contractor. 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.

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

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

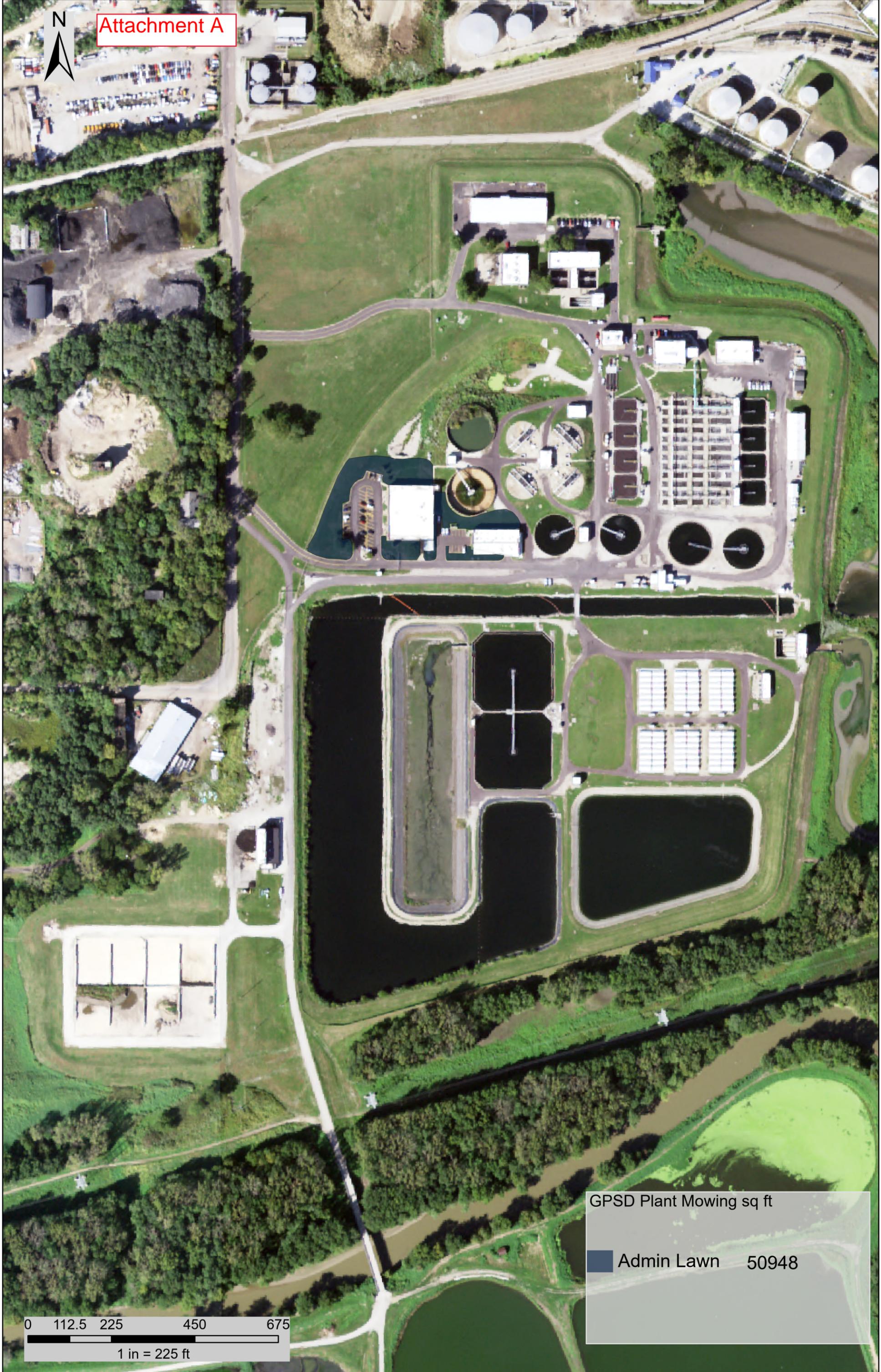
\_\_\_\_\_  
CONTRACTOR (Signature)

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

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

**Contractor to sign when proposal submitted**

**GPSD to sign only if proposal accepted**

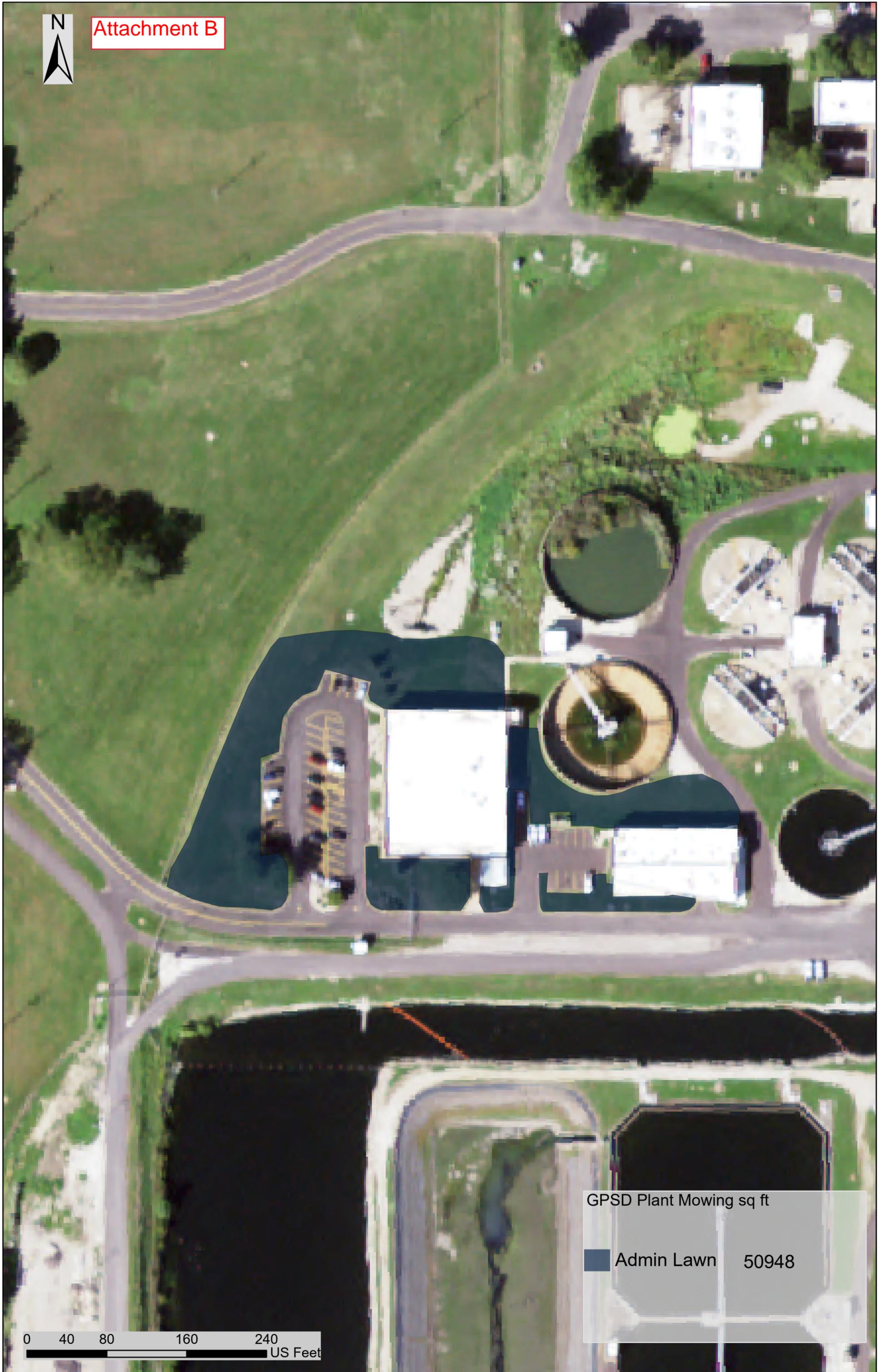


GPSD Plant Mowing sq ft	
Admin Lawn	50948





Attachment B



GPSD Plant Mowing sq ft

Admin Lawn 50948

0 40 80 160 240 US Feet

**ATTACHMENT C**

Item	Description	Unit Price Per Provision of Services (\$)
1	Fertilizer Application	
2	Weed Control Application	