

## ADVERTISEMENT

### Legal Notice

Schiller Park School District 81 is seeking **sealed bids** for “Landscape Maintenance and Grass Cutting”. Bid specifications may be obtained by emailing Aaron Schilling, CSBO at [aschilling@sd81.org](mailto:aschilling@sd81.org).

Sealed bids will be accepted by the Board of Education, at the District Office, at 9760 Soreng Ave., Schiller Park, IL 60176 until April 27, 2015 at 11:00am. Sealed bids should be addressed to “Board of Education, Schiller Park School District 81. Bids must be clearly marked with the words “Landscape Maintenance and Grass Cutting Bid”. The bids will be publicly opened and read aloud at that time.

Schiller Park School District 81, Board of Education, 9760 Soreng Ave, Schiller Park, Illinois, Cook County Illinois

SCHILLER PARK SCHOOL  
DISTRICT 81

Tina Ewanio, Secretary  
Board of Education

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## INSTRUCTIONS TO CONTRACTORS

- 1 Bids will be received no later than April 27, 2015 at 11:00 am, at the Schiller Park School District 81 Administration Offices, located at 9760 Soreng Avenue, Schiller Park, Illinois. April 27, 2015 at 11:00 am.
2. All bids shall be submitted in **sealed envelopes** marked "**SCHILLER PARK SCHOOL DISTRICT 81**: "Landscape Maintenance and Grass Cutting Bid".
3. Bids must be typewritten or written with ink and must be signed by the Contractor on the enclosed forms.
4. All bids shall be submitted with a completed Non-Collusion Affidavit form.
5. Changes and alterations, in the bid are not permitted.
6. The School District is exempt from State Sales Tax and will provide a tax exempt letter.
7. Bid prices must be valid for a period of sixty (60) days.

If there are any questions regarding these Bid Specifications, please contact Michael Deany, Director of Buildings and Grounds at 847-671-1816 x7136.

## **INTRODUCTION**

### **Schiller Park School District 81**

### **REQUEST FOR BIDS FOR LANDSCAPE MAINTENANCE**

Schiller Park School District 81 is issuing a request for sealed bids for the selection of a qualified service company for the landscape maintenance at Kennedy, Washington and Lincoln Schools. You are invited to submit a bid in accordance with these specifications. The intent of the Request for Bids is to solicit prices from a qualified lawn care company for the landscape maintenance of the District's three Schools for the three (3) cutting seasons, 2015, 2016, and 2017.

**Bids must be received until April 27, 2015 at 11:00 am.**

Schiller Park School District 81 invites contractors to submit bids offering their abilities and qualifications in the field of lawn maintenance.

The Board of Education of Schiller Park School District 81 will consider a service contract based on a qualifications and cost.

Please review these qualifications.

If you have any questions concerning this bid, please contact Michael Deany, Director of Buildings and Grounds at 847-671-1816 x7136.

## GENERAL CONDITIONS

1. It is mutually understood and agreed by and between the Board and the Contractor that the Board may make its award for one or for more than one of the items set forth in these specifications, or may make its award for all the items set forth in these specifications. The Board has the right to accept or reject all or any portion of the bids submitted and to make the award in the best interest of the Schiller Park School District 81.
2. No rights shall accrue to any person submitting a bid until such bid has been accepted, the contract awarded and such contract finally and completely executed in writing by issuing a purchase order by duly authorized person of the School District.
3. The Contractor agrees that if the contract is awarded to him, he will not assign, transfer, or sublet it, unless specific written permission to do so is granted by the Board and further, the Contractor shall be responsible for the faithful performance of any work he may sublet.
4. The Contractor agrees that if the contract is awarded to him, he will not assign in whole or in part any rights or privileges which may accrue to him under the terms of the contract or any money which may become due to him thereunder.
5. The Contractor does hereby agree that, if awarded the contract under these specifications and in consideration thereof, he will indemnify and save harmless the Schiller Park School District 81 and the Board of Education, its members, and staff from all suits and actions of every nature and description brought against them or any of them growing out of any contract or contracts, written or verbal, entered into between the Schiller Park School District 81 and the successful Contractor, and further that upon the awarding of the contract to the undersigned Contractor in accordance with these specifications this agreement and indemnification shall automatically become effective.
6. The singular as used herein shall include the plural; the masculine shall include the feminine and neuter; "*items*" as used herein shall include supplies, materials and equipment and all incidental work and labor if the same is contemplated in these specifications. Where the term "Board" is used, it shall be taken to mean the Board of School Education or its authorized representative. The term "furnish" shall mean to furnish at the destination called for. The term "Owner" shall be taken to mean the Board of School Education, or designee of the Schiller Park School District 81.

## GENERAL INFORMATION

### RESPONSIBLE CONTRACTOR:

No contract will be awarded until the bids have been examined and the award authorized by the Board. To determine the responsible contractor, the School District shall consider, but not be limited to, the following elements: Whether the Contractor a) maintains a permanent place of business; b) has adequate plant and equipment to do the work properly and expeditiously; c) has suitable financial status to meet obligations incident to the work; d) has appropriate technical experience and e) can complete the work on time as required by these specifications.

### CONTRACTOR'S INSURANCE:

The contractor shall not commence work under this contract until he has obtained all insurance, required under these specifications, and such insurance has been approved by the School District.

- 1) The contractor shall take out and maintain during the life of this contract **Workmen's Compensation Insurance** at the Illinois statutory limits.
- 2) **Automobile Liability Insurance** shall be in an amount of not less than \$1,000,000 per occurrence for bodily injury and property damage that covers any and all vehicles
- 3) **Commercial Liability Insurance** shall have the following limits
  - a) \$1,000,000 Per Occurrence
  - b) \$2,000,000 General Aggregate
  - c) \$2,000,000 Completed Operations Aggregate
- 4) Every Certificate of Insurance shall name the Board of Education of Schiller Park School District 81 as an additional insured.

### STANDARD OF QUALITY:

1. The contractor shall at all times maintain on the job a sufficient force of men/women and equipment to vigorously prosecute the work. The work shall be carried on in such a manner as to interfere as little as possible with the normal conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff and other employees, as well as any School District property. No interruption to, or interference with, any of the services such as heating, lighting, plumbing, etc., together with all normal means of ingress and egress to buildings and property will be allowed without the express permission from the School District.

2. All operations and material shall be at all times subject to the inspection and approval of the School District and any materials which in the opinion of the Board does not meet the specifications will be rejected and shall be immediately removed from the site. Any work, which in the opinion of the School District does not comply with the specifications, shall be stopped at once and such correction as necessary to make it to conform shall be instituted at once.

The Successful Bidder will follow these Mowing Specifications:

1. Removal of all papers and trash from lawns prior to cutting. Vendor is also to remove any rocks that may cause damage or injury, prior to mowing.
2. Height of grass to remain at 2-3/4" after cut.
3. Excessive clippings removed from lawn as needed. Clippings from athletic fields to be bagged during the playing season.
4. Clippings removed from walks, beds, drives, and curbs at each mowing.
5. Trimming of all obstacles- poles, trees, walls, fences, and the like that are within the boundaries of the lawns being mowed.
6. No mowing will be conducted during a rainfall or after a rainfall or if the ground is so wet that damage may occur. Grass clippings or clumps of grass left on lawns and/or the damage of lawns due to this condition are the sole responsibility of the contractor.
7. Grass clippings blown onto personal or public property will be removed per occurrence and any complaint will be responded to within one business day following the complaint to the Supervisor of Buildings & Grounds.
8. Mowing required beyond the number and frequency as stated will be by approval of the Director of Buildings & Grounds.
9. Property damage, personal property damage, or any injury resulting from the mowing activity, will be reported in full to the Director of Buildings & Grounds within one business day of the occurrence.
10. Only a reel type mower no larger than 72" is to be used on athletic fields (baseball, softball), unless permission is granted by the Director of Buildings & Grounds.

**PAYMENTS TO CONTRACTOR:**

The contract will be paid monthly when invoices are received for work performed 14 days before the regular meeting of the Board of Education.

**USE OF PREMISES AND REMOVAL OF DEBRIS:**

The Contractor shall take every precaution against injuries to persons or damage to property.

Contractor shall be required to submit all employees who will enter school property or grounds to a criminal background pursuant to Section 10-21.9 of the Illinois School Code (105 ICLS 5/10-21.9), the Illinois State Police sex offender database, and the Illinois State Police child murderer and violent offender against youth database prior to employment, and periodically thereafter, to the extent permitted or available by law. Contractor shall not knowingly employ any individual convicted in accordance with the aforementioned statutes as amended.

**WORK CONDITIONS:**

The contractor will perform work in such a manner that it in no way will interfere with the functioning of the buildings or grounds for the students' use. Work may have to be performed after hours. Any area in which work has been performed must be returned to a condition for full use by the District. A schedule of requested times shall be submitted and be approved by the District.

**TERMS OF CONTRACT:**

If a contract is issued, the term of the contract will cover the May to November 2015 and/or March 2016 to November 2016 and/or March 2017 to November 2017.

**PERFORMANCE INTERFERENCE:**

Contractor shall notify the School District immediately of any occurrence or conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.



**SAFETY STANDARDS:**

All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Illinois and any other applicable safety standards.

**LICENSES:**

Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the businesses conducted by the Contractor.

**SITE INSPECTION:**

Contractors shall visit the sites and familiarize themselves with any conditions that may affect performance and bid prices. Submission of a bid will be considered evidence that the bidder did, in fact, review the Request for Bid, and is aware of all conditions affecting performance and bid prices. Contact the Schiller Park School District 81 Director of Buildings and Grounds to arrange a sight visit.

**TELEPHONE TELEGRAPH & FACSIMILE BIDS:**

Telephone, telegraph and/or facsimile bids will not be accepted.

## **QUALIFICATIONS**

### **The Contractor shall: .**

- Provide a list of representative clientele (within a 40 mile radius) to include names and phone numbers of customers where landscape maintenance was or is performed of similar size and scope that the District is requesting and that the contractor has provided maintenance contracts for at least 2 years.
- Provide a list of résumés and pesticide certificates of service personnel within their employ.
- Provide a list of equipment to be used on the proposed work.

**SCOPE OF WORK  
LANDSCAPE MAINTENANCE**

The scope of landscape maintenance services shall be provided for the following schools:

<b>Building</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Kennedy Elementary School	3945 North Wehrman Ave.	Schiller Park	IL	60176
Washington Elementary School	4835 Michigan Avenue	Schiller Park	IL	60176
Lincoln Middle School	9750 Soreng Avenue	Schiller Park	IL	60176

The base bid is for twenty-seven (27) grass cuttings with a riding mower only (not including trimming). The cost shall be indicated per school per cut. Should the actual services received for the season be less than the estimated number of occurrences, then the yearly total contract price will be less. If more services than indicated are required and authorized, the yearly total contract price shown above will be adjusted accordingly.

**SCHILLER PARK SCHOOL DISTRICT 81**

**Bid Form and Certifications  
Landscape Maintenance and Grass Cutting Bid - April 2015**

We the undersigned, agree to provide landscape maintenance and grass cutting services in accordance with the Landscape Maintenance and Grass Cutting Bid dated April 2015, to the Board of Education of Schiller Park School District 81, Schiller Park, IL, at the prices shown on this bid form.

This bid is subject to all terms of this document, and we hereby agree to enter into a written contract to furnish the services as may be awarded to us, and to furnish such security, as this request for bid require.

We also certify that we have read the "Landscape Maintenance and Grass Cutting Bid" documents and we offer to furnish all services as specified to the Board.

The base bid is for Twenty-seven (27) grass cuttings with a riding mower only (no trimming). The cost shall be indicated per school per cut. Should the actual services received for the season be less than the estimated number of occurrences, then the yearly total contract price will be less. If more services than indicated are required and authorized, the yearly total contract price shown above will be adjusted accordingly.

**Base Bid #1 - 2015  
Kennedy Elementary School  
3945 North Wehrman Ave.  
Schiller Park IL 60176  
Schiller Park IL**

**Price for each cut: \$ \_\_\_\_\_**

**Washington Elementary School  
4835 Michigan Avenue  
Schiller Park, IL**

**Price for each cut: \$ \_\_\_\_\_**

**Lincoln Middle School  
9750 Soreng Avenue  
Schiller Park, IL**

**Price for each cut: \$ \_\_\_\_\_**

**Total price for all year 2015 (27 cuts) for all schools:\$ \_\_\_\_\_**



BIDDER ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT PURSUANT TO PUBLIC ACT 85-1295 (ILLINOIS REVISED STATUTES, 1987 CH. 38, SECTION 33E-11 AS AMENDED)

I, \_\_\_\_\_, as part of its bid on a contract for  
Name

Schiller Park School District 81  
Landscape Maintenance and Grass Cutting Bid  
9760 Soreng Avenue  
Schiller Park, IL 60176

Hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38, 1987, Ill. Rev. Stat., as amended.

The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraints of trade.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ Authorized Agent of Contractor

Subscribed and sworn to before me

this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

STAMP

Notary Public Signature

PREVAILING WAGE PAYMENT CERTIFICATION

The Illinois Department of Labor requires that all contractors and sub-contractors pay the general prevailing rate of hourly wages in the locality in which work is to be performed. Refer to Section "Prevailing Wage Law" and Division 01 Section "Payment Procedures" for details.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

I, \_\_\_\_\_, as part of its bid on a contract for

Schiller Park School District 81  
Project No. 2015.06.000  
9760 Soreng Avenue  
Schiller Park, IL 60176

hereby certifies that all laborers, workers and mechanics performing work under the contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board of Education, and that contractor and all subcontractors shall in all other respects comply with the Prevailing Wage Act in carrying out work under the contract. If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract, contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revision to the prevailing wage as set forth above shall not result in an increase in the Contract Sum. Contractor shall protect, defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's failure to comply with this certification.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ Authorized Agent of Contractor

Subscribed and sworn to before me

this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_.

STAMP

Notary Public Signature  
Schiller Park School District 81  
Landscape Maintenance and Grass Cutting Contract

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

Public Act 87-1257 (Illinois Revised Statutes, 1987, ch. 68, Par. 1-101 et. seq.) requires that all Public Contracts have adopted written sexual harassment policies.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

I, \_\_\_\_\_, as part of its bid on a contract for

Schiller Park School District 81  
Project No. 2015.06.000  
9760 Soreng Avenue  
Schiller Park, IL 60176

hereby certifies that said contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidders and is not barred from bidding on the aforementioned contract as a result of a violation of Chapter 68 of the Illinois Revised Statutes, Par. 1-101 Illinois Revised Statutes.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ Authorized Agent of Contractor

Subscribed and sworn to before me  
\_\_\_\_\_ day of  
this \_\_\_\_\_  
\_\_\_\_\_, 20\_\_.

STAMP

Notary Public Signature



CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

The contractor listed below having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ Authorized Agent of Contractor

Subscribed and sworn to before me

this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_.

STAMP

Notary Public Signature

CERTIFICATE REGARDING CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et. seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who will have or may have direct, daily contact with the pupils and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form, authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor shall incur any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students. This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ Authorized Agent of Contractor

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

STAMP

Notary Public Signature

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATIONS

The undersigned hereby authorizes the Board of Education, Schiller Park School District 81, to request a fingerprint based criminal background investigation from the Illinois State Police, pursuant to Section 5/1-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information thereto.

By: \_\_\_\_\_

(Printed/Typed Name of Applicant Employee)

By: \_\_\_\_\_

(Signature of Applicant Employee)

Dated: \_\_\_\_\_

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**NOTE: Signature not required for submittal with bid.**