



CITY OF WASHINGTON, ILLINOIS

Public Works Committee Agenda Communication

Meeting Date: February 1, 2021

Prepared By: Jon R. Oliphant, AICP, Planning & Development Director

Agenda Item: City Landscaping Watering/Maintenance 2021 Bid Discussion

Explanation: Staff has solicited bids for the annual watering and maintenance of the perimeter Square planters/parking lot landscaping and the four community entrance signs that have landscaping for several years. Last year's bid also included watering and maintenance of City Hall, Police Department, and the Veterans Memorial at Glendale Cemetery following the 2019 retirement of the City custodian, who had previously done much of this work. Finally, the bid document provided for the watering of annuals and decorative grasses that will be within a planter that was constructed last fall on the Brecklin's BP lot. Plants will be installed in that planter this spring and the Garden Club has historically maintained the landscaping in a planter that has been in that location for many years. Additionally, the Garden Club has maintained the planters within the interior of the Square.

The contractors are asked to provide bids for the watering based on an average of three days a week (depending on the precipitation for that week) through September for the northeast Square parking lot, all planters on the Square, and the four entrance signs that have or will have annuals and decorative grasses. An average of one day per week was allocated last year for the southeast Square parking lot, City Hall, and the Police Department.

The maintenance of the perimeter Square planters, four entrance signs, two Square parking lots, and trimming of the bushes and removal of undesired growth on the east side of City Hall has been done three times per year. Maintenance at the other areas at City Hall and Police Department were done one time per month, though staff realized by the summer that this was not often enough. Trimming and spraying around the Memorial has been emphasized in the days and weeks leading up to Memorial Day and Veterans Day. Last year's bid document is attached.

Fiscal Impact: The current FY 20-21 budget includes \$12,000 in TIF, \$10,000 in Streets, \$5,000 in City Hall, and \$3,000 in Cemetery for the assorted work. The upcoming FY 21-22 budget would be based on any changes to the current watering and maintenance arrangement. An advertisement for the work will be released in the coming weeks.

Action Requested: Staff requests feedback on any desired changes to incorporate into the City's 2021 landscaping watering and maintenance bid document.



**ADVERTISEMENT FOR BIDS FOR FURNISHING LABOR, TOOLS, AND EQUIPMENT
FOR ANNUAL WATERING AND MAINTENANCE OF LANDSCAPING AT
CITY ENTRANCE SIGNS, THE DOWNTOWN SQUARE,
CITY HALL, THE POLICE DEPARTMENT AND
THE VETERANS MEMORIAL IN GLENDALE CEMETERY,
IN THE CITY OF WASHINGTON, ILLINOIS**

The City of Washington, Illinois, will receive sealed and/or electronic bids for the furnishing of all labor, tools, and equipment for the City's annual watering and maintenance of landscaping.

Due to concerns from the COVID-19, City Hall is **not** open. Documents can be emailed upon request or downloaded and printed from the City's website. Bids should be emailed to City Clerk Pat Brown at pbrown@ci.washington.il.us. Bid holders who do not want to email their bid will need to mail their bid to City Hall, 301 Walnut Street, Washington, Illinois, 61571 well ahead of the due date, which is **10:00 a.m. on Friday, April 24, 2020**, to ensure the delivery is made with enough time to allow the City staff to quarantine the mail for 24 hours before presenting it to the Clerk.

Bid opening will be at 10:00 a.m. on Friday, April 24, 2020 at City Hall. City Hall is not open to the general public at this time due to the COVID-19 mandates. Contractors may listen to the bid opening via ZOOM.

Join the ZOOM meeting using this link:

<https://zoom.us/j/829039716?pwd=OXUxVFJBSmZSzJtcmkxSkZxeWZHUT09>

Dial: +13126266799

Meeting ID: 829 039 716

Password: 180906

Award of bid is anticipated to be on May 4, 2020, and the work would be anticipated to begin the week of May 11 after the plants are installed.

The maintenance includes the following:

- General clean-up, deadheading, shrub trimming, Round-up weed control, and mulch installation.
- Three visits per year for each of the City of Washington entrance signs, the planters on the perimeter of the downtown Square (Note: this does not include the planters on the interior of the downtown Square or a future planter to be constructed on the west side of the Brecklin's BP property), the landscaping located at the parking lots on the northeast and southeast downtown

Square parking lots, and the trimming of the east side bushes and removal of undesired growth around City Hall.

- The entrance signs are located at N. Main/Route 24, S. Main/Guth, McClugage/Centennial, and McClugage/Washington Road. It does not include the sign at IL Route 8/Summit.
- This does not include mowing of the grass on the interior of the downtown Square, the northeast Square parking lot, City Hall, the Police Station, or Glendale Cemetery.
- Once a month cleanup of all landscaping at City Hall and the Police Department.
- Trimming and spraying around the Veterans Memorial located at Glendale Cemetery with an emphasis on detail on the weeks/days leading up to Memorial Day and Veteran's Day with the following schedule:
 - 6 hours in August/September
 - 6 hours in October/early November
 - 6 hours in April/May

The watering includes the following:

- An average of one day per week for decorative grasses at the southeast downtown Square parking lot through September.
- An average of one day per week for landscaping at City Hall and the Police Department through September.
- An average of three days a week for the landscaping at the northeast downtown Square parking lot, the interior and exterior planters of the downtown Square, the future planter on the west side of the Brecklin's BP property, and the four entrance signs noted above through September.
- The future planter on the west side of the Brecklin's BP lot is anticipated to be constructed in May with ornamental grasses and annuals planted shortly thereafter.
- Actual watering will vary depending on how much rain occurs during a given week.
- The watering is for the City of Washington entrance signs identified above, the downtown Square planters, the landscaping located at the northeast and southeast downtown Square parking lots, the future planter on the west side of the Brecklin's BP lot, and landscaping located at City Hall and the Police Department.

The City of Washington, Illinois, reserves the right to reject any or all bids and waive any informality in bidding.



**SPECIFICATIONS AND CONTRACT DOCUMENTS NO. PW-20-11
FOR FURNISHING ALL LABOR, TOOLS, AND EQUIPMENT
FOR ANNUAL WATERING AND MAINTENANCE OF LANDSCAPING AT
CITY ENTRANCE SIGNS, THE DOWNTOWN SQUARE,
CITY HALL, THE POLICE DEPARTMENT AND
THE VETERANS MEMORIAL IN GLENDALE CEMETERY,
IN THE CITY OF WASHINGTON, ILLINOIS**

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downloaded and printed from the City's website.

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ahead of the due date to ensure the delivery is made with enough time to allow
the City staff to quarantine the mail for 24 hours before presenting it to the Clerk.

BID OPENING: Thursday, April 24, 2020 at 10:00 a.m.

BID DEPOSIT: Not Required

PERFORMANCE BOND: Not Required

CITY OF WASHINGTON

PUBLIC WORKS DEPARTMENT

SPECIAL CONDITIONS

CONTRACT ADMINISTRATOR

This contract shall be under the direction of the City of Washington, Planning and Development Director, Jon Oliphant, at 301 Walnut Street, Washington, IL 61571, phone: (309) 444-1135.

All actions or modifications concerning contract language, extensions, cost adjustments, or other technicalities regarding the contract shall be administered by the City of Washington, Planning and Development Director, Jon Oliphant, at 301 Walnut Street, Washington, IL 61571, phone: (309) 444-1135.

LENGTH OF CONTRACT

This Contract shall take effect upon Council approval and expire on April 30, 2021.

ESTIMATED AMOUNT OF WORK

The City of Washington does not make any guarantees to the contractor about the amount of work that may be available under this contract. The amount of work performed under this contract will be governed by the City's operating budget as amended annually. Nothing contained herein shall be construed as an obligation of the City of Washington to order or pay for any work other than that which is determined to meet the actual requirements of the City. The City will be obligated to only pay for that work ordered and completed by the contractor.

BASIS OF AWARD

Bids will be canvassed on the basis of the prices as indicated on the Proposal. The City reserves the right to waive technicalities or to reject any and all bids when, in the opinion of the City Council, the best interests of the City of Washington will be served by such action.

INVOICING

The contractor shall prepare and submit an invoice monthly upon completion of maintenance and/or watering and acceptance of work. The invoice shall include the following information: City's **purchase order number**, work order numbers, date job started, and date job completed. All invoices shall be submitted to the City of Washington, 301 Walnut Street, Washington, Illinois 61571.

METHOD OF PAYMENT

Within thirty (30) days of submission, the City of Washington shall pay the contractor from invoices submitted and approved for completed work. Invoices that are submitted without the required documentation will not be considered for payment and will be returned to the contractor for re-submittal.

CERTIFICATION OF COMPLIANCE

In accordance with Article 33E of the Criminal Code of 1961, as amended, the bidder is required to fill out and submit with his proposal the Certification of Compliance included with this bid document.

EXCEPTIONS TO SPECIFICATIONS

Any exceptions to these specifications shall be clearly explained on a separate page prepared by the bidder on his firm's letterhead, to be attached to and submitted with these documents prior to or at the time of the bid opening. Should a bidder submit a proposal without a separate statement of exception, it shall be assumed the proposal is in full compliance with these specifications.

CORRECTIONS

All prices and notations must be typed in or written in ink on the Proposal Forms. Mistakes may be crossed out, and corrections typed in or written in ink adjacent and initialed in ink by the person signing the proposal.

INSURANCE REQUIREMENTS

Insurance shall be written for not less than the following, or greater if required by law:

1. Comprehensive General Liability:
 - (a) Coverage to include Premise/Operations, Broad Form Property Damage, Contractual and Personal Injury, and XCU (where applicable).
2. Limits
 - (a) General Aggregate \$1,000,000.00
 - (b) Each Occurrence \$1,000,000.00
 - (c) Personal Injury \$1,000,000.00
3. Coverage is to be written on an "occurrence" basis.
4. Owners and Contractors Protection:
 - (a) Bodily Injury:

Annual Aggregate	\$2,000,000.00
Each Occurrence	\$1,000,000.00
 - (b) Property Damage:

Annual Aggregate	\$2,000,000.00
Each Occurrence	\$1,000,000.00
5. Worker's Compensation shall be in accordance with the provisions of the laws of the State of Illinois, Workmen's Compensation Act.
6. Comprehensive Automobile Liability:
 - (a) Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed.
 - (b) Limits:

Combined Single Limit	\$2,000,000.00
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7. Umbrella:
 - (a) Limits:

Aggregate	\$1,000,000.00
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 - (b) Cover all claims arising out of contractor's operations or premises, anyone directly or indirectly employed by the contractor or subcontractor, and the contractor's obligations under indemnification under this contract.
8. The City of Washington, Illinois, shall be included as a named insured party under the Contractors Liability Insurance. The following paragraph is required to appear unaltered on the Certificate of Insurance:

"The City of Washington, Illinois, is hereby named Additional Insured under the terms of this policy."

9. A thirty (30) day Notice of Cancellation is required and must be stated on the Certificate of Insurance.
10. The Certificate of Insurance shall be issued to the City of Washington, Illinois, at the following address:

City of Washington
301 Walnut Street
Washington, IL 61571

QUALIFICATIONS OF BIDDERS

To demonstrate qualifications to perform the work, each bidder shall be prepared to submit within five (5) days of the City's request written evidence of previous experience particularly as it relates to governmental/public authorities, commercial/industrial institutions, and/or private service agreements. This evidence should include, but not be limited by, agency/business/owner information including contact person, address, and phone number, contract price/value of work performed, type of work/service provided.

CERTIFICATION OF COMPLIANCE

The undersigned, being first duly sworn on oath, deposes and states that he has the authority to make this certification on behalf of the bidder.

(Name of Company)

- (a) That in connection with this procurement,
- (1) the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose or restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder prior to opening directly or indirectly to any other bidder or to any competitor; and
 - (3) no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- (b) The undersigned further states
- (1) he is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or
 - (2)(a) he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify; and (b) that he has not participated, and will not participate in, any action contrary to (a)(1) through (a)(3) above.
- (c) The undersigned certifies that the bidder is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.
- (d) It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

Authorized Signature: _____

Title: _____

SUBSCRIBED AND SWORN TO before me this

_____ day of _____, 20____.

Notary Public

PROPOSAL

The undersigned proposes, in accordance with the terms and conditions of the Contract Documents, of which this proposal is a part, to furnish all labor, tools, and equipment necessary to water and maintain the downtown Square on the City of Washington rights-of-way, all in accordance with the General and Special Conditions, the Detailed Specifications, and at the unit prices set forth below:

LOCATION/WORK	PRICE
Downtown Square Watering	\$ _____
Downtown Square Maintenance	\$ _____
Entrance Signs Watering	\$ _____
Entrance Signs Maintenance	\$ _____
City Hall and Police Dept. Watering	\$ _____
City Hall, PD, and Veterans Memorial Maintenance	\$ _____

Cash Billing Terms: _____

Person to Contact Regarding this Proposal: _____

Phone Number: _____

Signature: _____

Name of Business: _____

Business Address: _____

Business Phone: _____