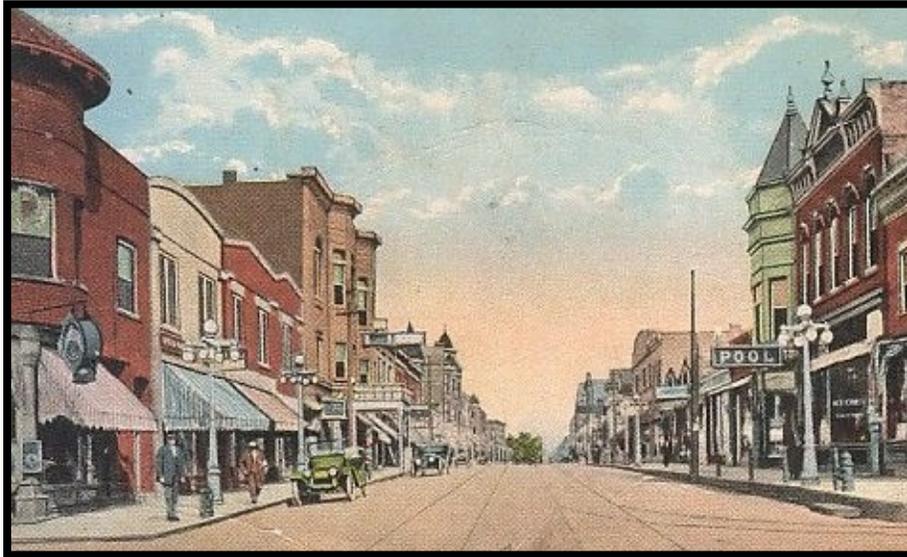




**City of Blue Island
Building & Zoning Department**

13051 Greenwood Avenue
Blue Island, IL 60406
Office (708) 597-8606
Fax (708) 396-2686
building@cityofblueisland.org

REQUEST FOR PROPOSAL (RFP)



**REQUEST FOR PROPOSAL FOR CLEANING, REPLANTING,
WATERING, AND MAINTAINING EXISTING LANDSCAPED
AREAS FOR THE CITY OF BLUE ISLAND, IL**

RFP Circulation Date: September 25, 2019

Submission Deadline: December 18, 2019 12:00 PM (Central Time)

CITY OF BLUE ISLAND
13051 Greenwood Avenue
Blue Island, IL 60406
Phone: (708) 396-7037

Instructions to Apply

1. An advertisement, requesting proposals, was published in the *Daily Southtown*, which is part of the *Chicago Tribune Media Group* on September 3, 2019. As stated in such notice, sealed proposals will be received until 12:00 PM Central Time, December 18, 2019 at City Hall, 13051 Greenwood Avenue, Blue Island, Illinois. Proposals shall be addressed to Howard M. Coppari, Community Development Manager.
2. The person, firm, or corporation making a proposal shall submit a proposal in a sealed envelope on or before the hour and the date stated above. The notation "*Proposal for Landscape Services – For Twelve Municipal Parking Lots and Special Areas*" shall appear on the outside of the sealed envelope. Three "paper" copies of the proposal shall be submitted for each entity.
3. The City reserves the right to request additional information on any project proposals submitted. Refusal to supply additional information may lead to rejection of any proposal submitted.
4. All proposals shall be signed in ink by the authorized principals of the firm. Proposals will be logged, recording the time, and date received by the City.
5. Each respondent shall affirm that no official or employee of the City of Blue Island is directly or indirectly interested in this proposal for any reason of personal gain.
6. The City of Blue Island reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.
7. The City has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry.
8. Contractors and any sub-contractors will be required to comply with all applicable Federal and State laws, as amended to date, including those affecting labor standards and prevailing wage rates and those prohibiting discrimination on the grounds of race, color, national origin, and sex.

RFP for Landscape Services for Municipal Lots (Continue)

9. Insurance coverage shall be carried by the successful proposer. A copy of active insurance shall be provided to the City prior to the start of any work.
10. Successful proposer to whom an award shall be made pursuant to this procurement shall be subject to all applicable Federal and State laws and regulations, including but not limited to the Illinois acts commonly known as the Illinois Prevailing Wage Act (820 ILCS 130). Certified payrolls will be required to be submitted as a part of this project where applicable.
11. A site visit is *not required*, but is advisable; and can be arranged by contacting Howard M. Coppari at (708) 396-7037 or Alderman Fred Bilotto at (708) 932-2907 during normal business hours.
12. The offeror certifies that he/she and his/her principals have not been barred from signing an agreement (contract) as a result of a violation of Section 33E-3 and 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes).
13. The Landscape firm may be paid on a monthly basis for services rendered to date and upon proper submittal of a pay request. The City Council meets the second and fourth Tuesday of each month. In order to properly process payments the pay request must be submitted to the City by noon at least fourteen days prior to a City of Blue Island Council meeting in order to be included in the bills list for the upcoming meeting.
14. Questions regarding the project should be directed to Howard M. Coppari, Community Development Manager, City of Blue Island, 13051 Greenwood Avenue, Blue Island, IL 60406, (708) 396-7037.
15. City staff will evaluate all proposals submitted and select a consultant based upon the information submitted in the proposals. There will be no consultant interview process. As such, it is imperative the consultant submit a complete proposal.
16. These instructions are to be considered an integral part of any proposal.

THE "PERSPECTIVE" TOUR DATE OF THE TWELVE (12) MUNICIPAL LOCATIONS WILL BE ON WEDNESDAY, OCTOBER 16, 2019 FROM 12:00 PM THROUGH 2:00 PM AT THE CITY HALL BUILDING. A CITY REPRESENTATIVE WILL TAKE YOU AROUND THE SITES.

SPECIFICATION FOR SIX MUNICIPAL PARKING LOT LANDSCAPE IMPROVEMENTS

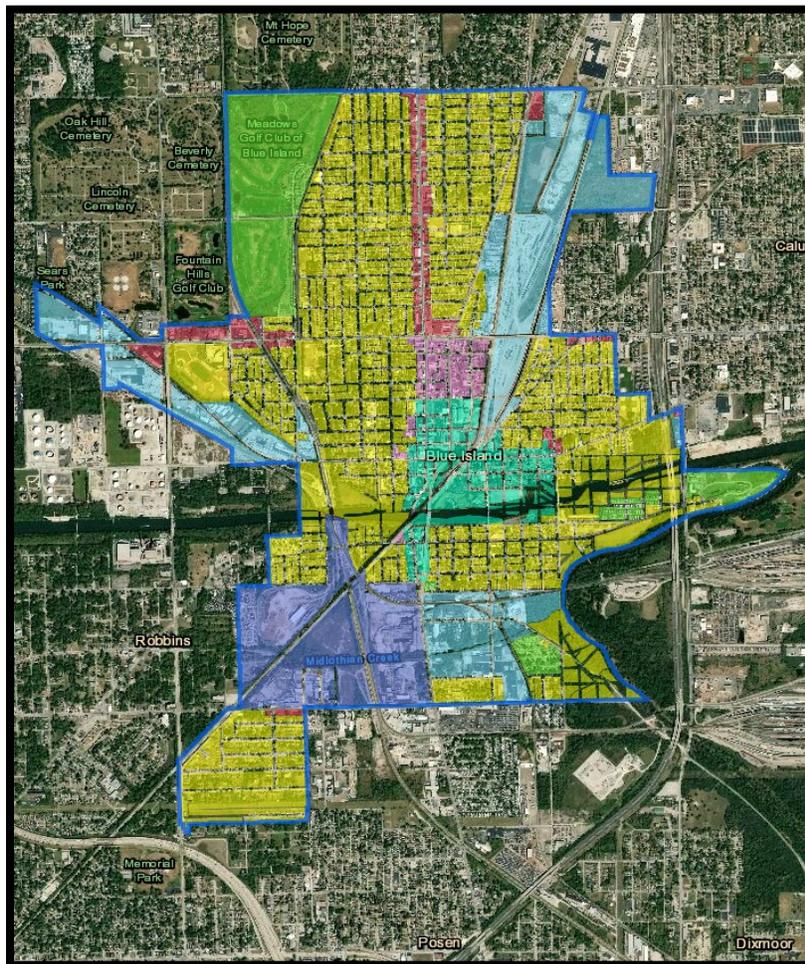
Project Summary:

This request solicits proposals from qualified companies to provide for the cleaning, replanting, watering, and maintenance of existing landscaped areas throughout the City.

A landscape firm can then install and maintain the new landscaping in an annual manner.

Project Information:

Project Location. The project’s location will consist of twelve (12) municipal areas within the City of Blue Island. A copy of the “actual” municipal lots are attached as a supplemental document.



Project Schedule. The City of Blue Island anticipates in selecting a consultant in mid-January of 2020 with City Council approval on Tuesday, February 11, 2020. Landscape work is anticipated to commence by April of 2020 at the earliest.

Project Background. The City of Blue Island has not maintained its municipal properties over the last several years due to budgetary costs. Many municipal parking lots and public areas have fallen into disrepair; especially, the landscaping.

The City of Blue Island has found an innovative way in collecting sale's tax revenue from the *Business Improvement District* to help allocate funding to upgrade its municipal parking lots and public areas. By using money from the *Business Improvement District*, the City will start to address the "much needed" upkeep and renovation of its municipal parking lots and public areas.

The general issues that need to be addressed are shown below:

1. Cleaning
2. Replanting
3. Watering
4. Maintenance (*Weed control three '3' times a year and the sterilization of asphalt/concrete cracks and fence lines two '2' times a year.*)

Scope of Required Work:

The scope of services is not intended to be an all-encompassing list of work and is intended only as a guide to illustrate the minimum project requirements.

Scope of Work. The following is list of work to be performed by the landscape firm chosen by the City of Blue Island:

1. Analyze the current conditions and maintenance of the twelve (12) municipal parking lots and public areas, and determine the issues that need to be addressed; especially, the landscaping.
2. Determine the locations of the existing landscaping that needs to be removed, replanted, and maintained in a satisfactory manner. This includes curb to curb and all landscape islands for the municipal parking areas and "other" general landscaped areas.
3. Work with the Community Development Department, Public Works Department, and the Blue Island Chamber of Commerce to address additional comments or concerns.
4. Coordinate with the Community Development Department, Public Works Department, and the Blue Island Chamber of Commerce in developing solutions to the specific issues associated with the twelve (12) municipal locations, including parking lots/common areas.
5. Develop a cost estimate for the cleaning, replanting, watering, and maintenance of the City's landscaped areas.
6. Make presentation to the Community Development Committee, and if needed, the Finance Committee/City Council on the final draft proposal; especially, the landscaping.
7. Provide "maintenance" management program for the actual landscaped project that includes oversight of the entire work, processing of contractor pay requests, and

RFP for Landscape Services for Municipal Lots (Continue)

preparation of a punch list. A punch list will be reviewed by the Community Development Committee.

8. Conduct the installation of the landscaping; especially, the cleaning, replanting, watering, and maintenance of the City's landscaped areas. ***Landscaping is the main priority for this proposal.*** Landscaping will need to be maintained throughout the year in a favorable manner. Perennials only (no annuals) and high density plantings to reduce maintenance.

Specification for Proposal:

The proposal shall include the following items:

1. Name of landscape firm
2. Address of landscape firm
3. Contact person
4. Telephone number
5. Email address
6. Tax payer identification number
7. Type of business (landscape)
8. Above information for any sub-consultants to be used
9. Description of services to be provided
10. Qualifications and previous experience with comparable projects
11. References associated with previous experience
12. Resume of key personnel who would be assigned to the project
13. Proposed business will need to be a registered contractor with the City
14. Completed "Proposal Form" (*submit in separate sealed envelope*)
15. Any additional comments or information you may believe to be relevant and supportive of your qualifications to complete this project.

Project Cost:

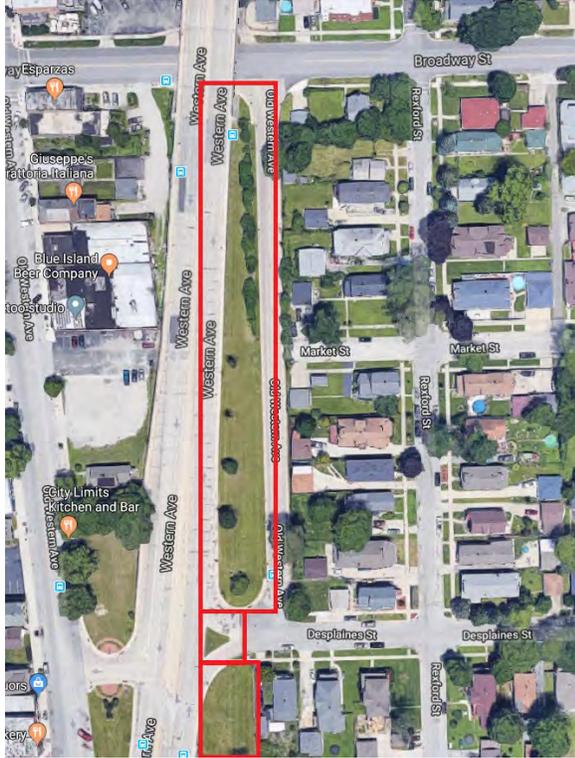
The project cost will be determined once the proposals are submitted and reviewed by the City. The City is looking for a proposal that is both "economical" and "makes sense" in scope.

The proposed cost shall be reviewed and approved by the Community Development Committee, the Finance Committee, and the City Council. Proposal should be submitted to:

CITY OF BLUE ISLAND
ATTN: Howard M. Coppari
13051 Greenwood Avenue
Blue Island, IL 60406
Phone: (708) 396-7037

Submitted proposals will be accepted until 12:00 PM (Central Time) on December 18, 2019. Any proposals received after this time will be rejected.

TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P1 – Old Western, Broadway, Desplains



P3 – Gregory, Western, Gregory



P2 – Old Western, Western



P4 – Vermont, Gregory, Rexford

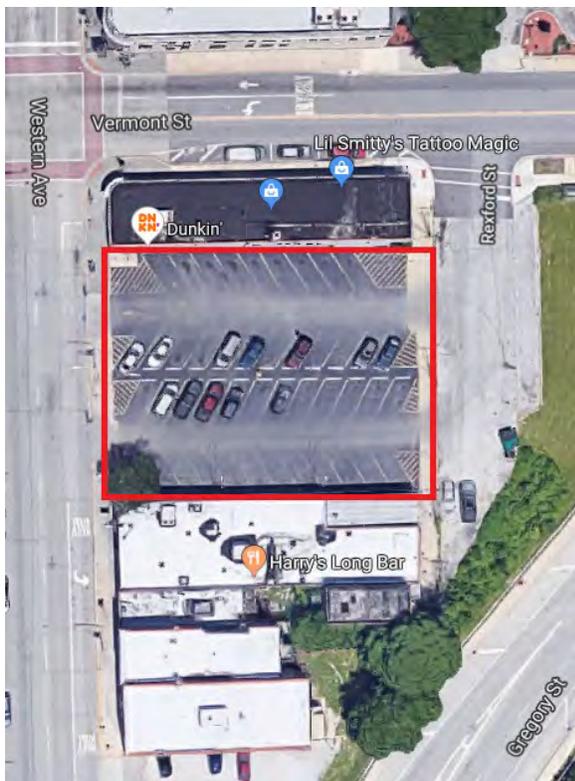
TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P5 – Vermont, Grove, Artesian



P7 – Canal, Old Western, Western



P6 – Vermont, Western, Rexford



P8 – Old Western, Western, 135th Place

TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P9 – New, Vermont,



P11 – Union, Western, High



P10 – High, York



P12 – 127th Street, Gregory