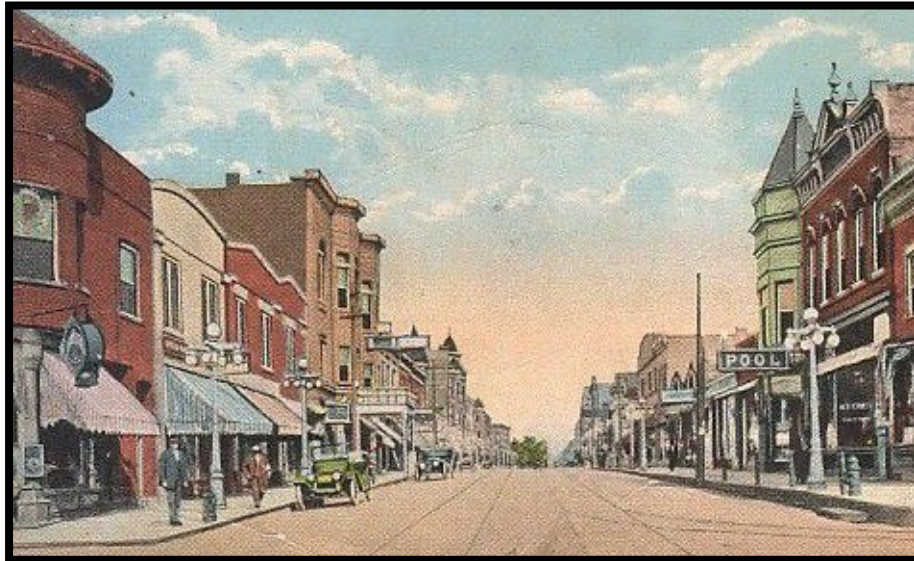




**City of Blue Island  
Building & Zoning Department**

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: March 14, 2022

**Submission Deadline:** April 1, 2022 at 12:00 PM (Central Time)

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

**Instructions to Apply**

1. 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 thirteen (13) 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. A site visit is not required, but is advisable; and this can be arranged by contacting Howard M. Coppari at (708) 396-7037 or Mayor Fred Bilotto at (708) 932-2907 during regular business hours.
11. The offer or 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).
12. 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.
13. 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.
14. 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.
15. These instructions are to be considered an integral part of any proposal.

### **Specification for Municipal Parking Lot Landscape Improvements**

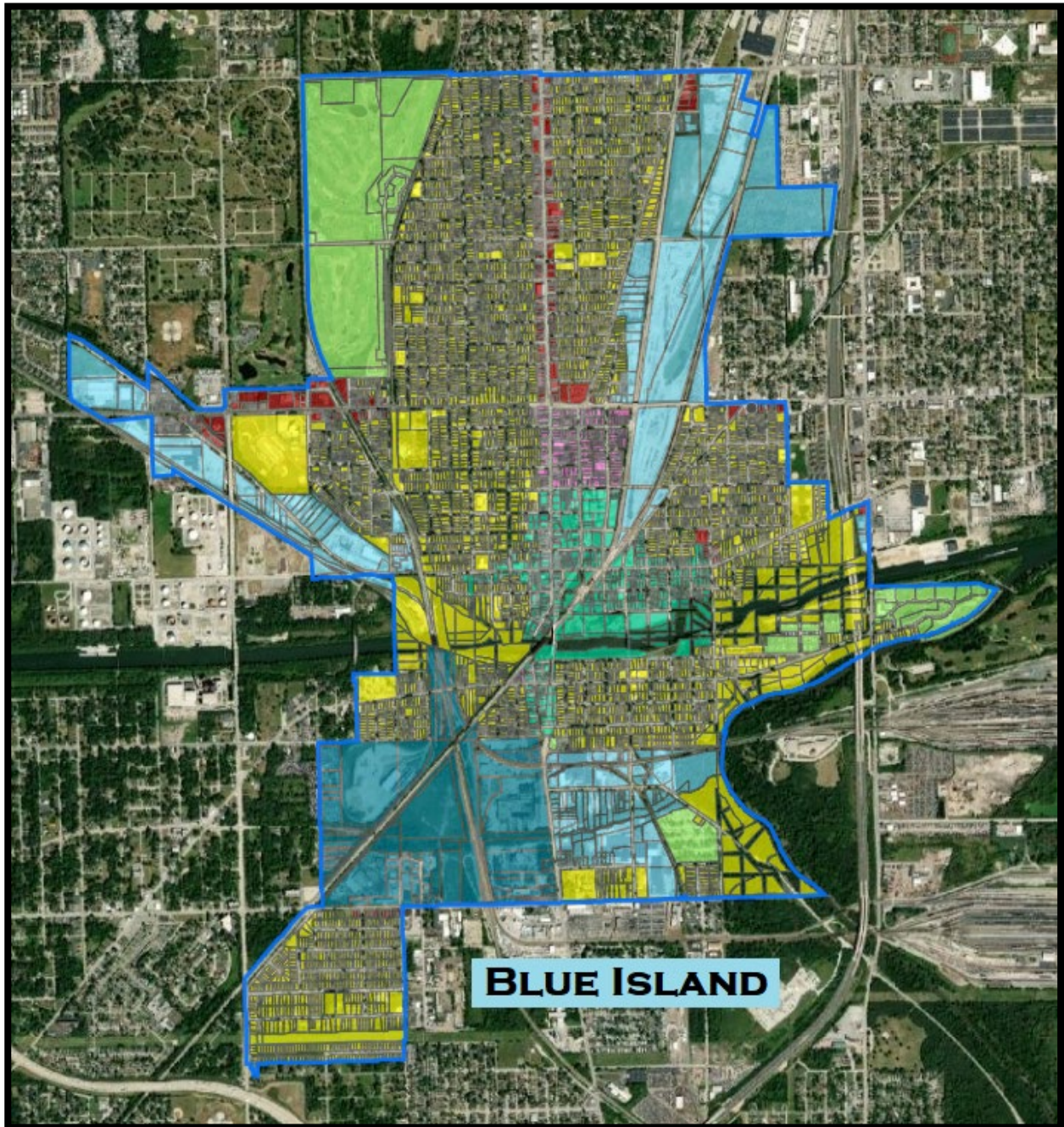
#### **Project Summary:**

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 thirteen (13) municipal areas within the City of Blue Island. A copy of the "actual" municipal lots are attached as a supplemental document.



**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 around City parking lots and special areas.

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:

Time Frame: (March 1 to November 30)

1. Cleaning/Litter Removal (Weekly)
2. Grass Cutting (As needed)
3. Watering Flowerpots (20-30) within Business District 1-3 times a week as needed.
4. Replanting/Repair as needed and approved by city.
5. Watering as needed in conjunction with new plantings.
6. Maintenance (*Weed control three '3' times a year, and the sterilization of asphalt/concrete cracks and fence lines two '2' times a year.*)
7. Mulching/Trimming/Clean up on an annual basis

**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 thirteen (13) municipal parking lots and special areas, and determine the issues that need to be addressed; especially, the maintenance of public/semi-private 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 and Public Works Department to address additional comments or concerns.
4. Coordinate with the Community Development Department and Public Works Department in developing solutions to the specific issues associated with the thirteen (13) municipal parking lot areas, including the shared special areas with Metra.
5. Develop a cost estimate for the cleaning, replanting, watering, and maintenance of the City's landscaped areas.
6. Provide "maintenance" management program for the actual landscaped project that includes oversight of the entire work, processing of contractor, and pay requests.
7. 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:

**RFP for Landscape Services for Municipal Lots (Continue)**

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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 common sense" in scope.

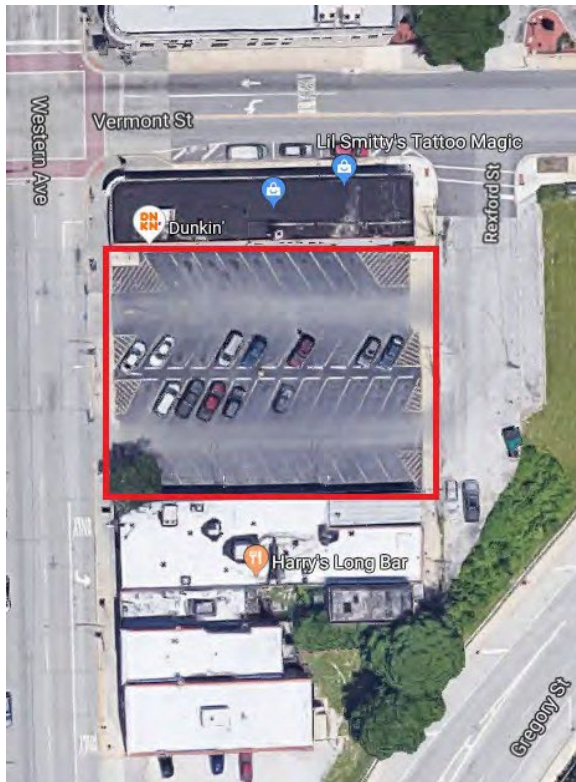
1. Weekly Maintenance/Grass Cutting/Litter & Weed Control for all 13 locations: \_\_\_\_\_
2. Yearly Mulching/Cleanup for all Locations: \_\_\_\_\_
3. Watering Flowerpots within Business District (20-30) per occurrence \_\_\_\_\_
4. (New Plantings/major repairs will be approved on as "As-Needed" basis).

The proposed cost shall be reviewed and approved by the City of Blue Island. 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 March 31, 2022. Any proposals received after this time will be rejected.

# TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P2 – Vermont, Western, Gregory

P4 – Desplains, Old Western, Western

TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P5 – New, Vermont



P7 – Gregory, Western, Gregory



P6 – High, York



P8 – W. 127<sup>th</sup> Street, Gregory



# TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P9 – Vermont, Chatham (Metra)



P11 – Grove, Fulton, Irving (Metra)



P10 – Vermont, Gregory, Grove (Metra)



P12 – 127<sup>th</sup> Street, Winchester, Lincoln (Metra)

# TARGETED LANDSCAPED AREAS TO BE MAINTAINED



P13 – 119<sup>th</sup> Street, 119<sup>th</sup> Place, Washington, Vincennes (Metra)