

Aurora Township
Request for Proposals
Lawn Mowing and Maintenance Services
March 13, 2023

Aurora Township, an Illinois municipal corporation (the “Township”), is seeking proposals from qualified landscape contractors to perform lawn mowing, weeding, and miscellaneous maintenance of various privately-owned properties within Aurora Township as well as Township-owned or maintained properties. The contractor, its employees, its subcontractors, and their employees shall not be considered employees of the Township and at all times shall be considered independent contractors.

General Requirements

The landscape contractor will be responsible for providing general lawn maintenance of approximately 150 lawns of senior citizens on standard City lots and 12 Township-owned or maintained properties of varying sizes.

Scope of Services

1. The mowing season runs generally from April 15 through October 31st. Mowing services shall be performed between the hours of 7 a.m. and 5 p.m. Monday through Friday.
2. The Township reserves the right to limit mowing during extended drought conditions or other adverse weather conditions without penalty and shall provide notice to the contractor by 3:30 p.m. on Friday for the following week.
3. Lawns bordering foundations, structures, fences, trees, utility poles, etc., shall be string trimmed to match mowed lawn. Sidewalks, curbs, and other paved areas shall be edged as necessary (minimum of monthly) to maintain a neat and landscaped appearance.
4. Prior to mowing, trash or debris shall be removed. Any trash mowed over shall be picked up by the contractor and disposed of properly. The Township is not responsible for damage to the Contractor’s equipment caused by hitting an object in the area being mowed. Contractor will also be liable for damage to surrounding properties or vehicles resulting from objects thrown by the mower. Care shall be

taken to avoid damage to street signs, markers, water, sanitary sewer or septic system pipes and markers, trees, shrubs and any other permanent objects abutting the areas to be mowed.

5. After mowing, trimming and edging all walks, stoops, driveways, and other pavements shall be blown or swept and grass clippings removed. Contractor shall blow and/or rake and remove clumped grass clippings as necessary to maintain groomed appearance and promote a healthy turf.

Cancellation

The contract may be canceled by the Township in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Township 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 the Township, shall constitute contract default.

Payment

Contractor shall submit monthly invoices. The Township will pay contractor in accordance with the State of Illinois' Compiled Statutes Local Government Prompt Payment Act 50 ILCS 505/1.

Hold Harmless

Contractor agrees to indemnify, save harmless and defend Aurora Township, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorney's fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

Insurance

The Contractor shall name Aurora Township as an additional insured under the required insurance policies including general liability insurance as well as automobile insurance in the minimum amount of \$1 million per occurrence. Proof by means of a Certificate of Insurance shall be filed with the Township prior to the commencement of the services under this contract.

The Contractor shall also provide Workman's Compensation Insurance for all of its employees in the amounts required by statute. The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

Renewal and Extension

This Contract shall be in full force and effect beginning April 1, 2023 up to April 1, 2024. By mutual agreement with the Contractor, at the sole discretion of the Township, this contract may be extended for not more than two (2) additional twelve (12) month periods under the same terms and conditions.

Proposal Due Date

Aurora Township will receive sealed proposals until 4:00 P.M. on Wednesday, March 22, 2023. Bid opening will be at 4:00 P.M. on March 22, 2023, at the Township main office, 80 N. Broadway, Aurora, IL 60505. Proposals shall be addressed to Aurora Township Supervisor William Catching, 80 N. Broadway, Aurora, IL 60505. Each proposal is to be sealed and clearly identified on the outside of the envelope as "Proposal for Lawn Mowing and Maintenance Services." Sealed proposals shall consist of the Contractor Proposal Form and Specifications Worksheets.

Right to Reject Proposals and Basis for Selection

Aurora Township reserves the right without prejudice to reject any and all proposals. Cost will not be the only factor in the selection of any contractor.

Questions

Questions regarding the scope of work shall be directed to William Catching, Aurora Township Supervisor, 630-897-8777. **It is highly recommended that you speak with Supervisor Catching prior to bidding on any or all of the Exhibits.**

CONTRACTOR PROPOSAL FORM

Contractor Information:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Quoted Price:

Exhibit A \$ _____/lawn

Quote for Aurora East Side lawns Only (Circle One) Yes No

Quote for Aurora West Side plus Montgomery & North Aurora Only (Circle One) Yes No

Exhibit B \$ _____/property

Exhibit C \$ _____/property

On a separate sheet, please provide three references (current or former clients) for your company.

Signature of Authorized Agent/Representative

Name (Please Print): _____

Title: _____

Signature: _____

EXHIBIT A

Residential Properties: Most – but not all - of these lawns are standard City of Aurora lots. A list of current properties is available to qualified contractors. The list may change during the mowing season, and any adds or drops to the list will be communicated to the awarded contractor(s) as they occur. We will accept bids for Aurora-East Side Only and Aurora-West Side + Montgomery and North Aurora Only. Bids may also be submitted for all 150 residential lawns.

Aurora-East Side	Appx. 82 lawns
Aurora-West Side + Montgomery & North Aurora	Appx. 68 lawns
Total Residential Properties	Appx. 150 lawns

EXHIBIT B

LIST OF TOWNSHIP-OWNED and MAINTAINED PROPERTIES

Properties in this exhibit shall be mowed every 10 business days or, in the two fields, as needed for use as a soccer field.

Soccer and baseball field adjacent to the Aurora Township Youth Center, 313 Gale Street (i.e. the large field behind the former YMCA building along Woodlawn Avenue) Approximately 5.17 acres

Township Cemetery at Douglas and Montgomery Roads (fenced-in area south of St. Paul Lutheran Cemetery) Approximately 1.6 acres

Soccer field at Montgomery Road and Jackson Street (northwest corner) Approximately 4.25 acres

EXHIBIT C

Properties listed in Exhibit C are vacant lots that shall be mowed as often as needed so that grass will not exceed 8 inches tall.

2 vacant lots across from 1137 S. Hinman Avenue

Vacant lot north of 1145 S. Union Street

Vacant lot south of 1126 S. Union Street

Vacant lot south of 1135 S. Spencer Street

Vacant lot south of 1138 Bangs Street

Vacant lot south of 1131 Gates Street

Vacant lot south of 319 N. Eastern Avenue

Vacant lot south of 322 N. Eastern Avenue

Vacant lot south of 341 N. Eastern Avenue