

**Request for Proposal  
Weed and Litter  
PROPOSAL**



Peoria City Hall  
419 Fulton Room 404  
Peoria, IL 61602

CITY OF  
**PEORIA**

**ISSUED BY  
DIVISION OF PURCHASES**

**City of  
PEORIA**

**Sealed proposals will be received at the  
Office of  
The Purchasing Manager  
Room 108, City Hall,  
419 Fulton Street, Peoria, Illinois until 2:00 P.M.**

**for furnishing the materials, or services  
described herein.**

**PLEASE RETURN ENTIRE  
DOCUMENT AS YOUR PROPOSAL.  
See Instructions to Proposers**

**SUBMITTED BY:**

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# **INSTRUCTIONS TO PROPOSERS**

Request for Proposal (RFP)(4/12/16)

**ACCEPTANCE OF PROPOSALS** - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one **sixty (60) calendar days** from the date the responses are opened.

**ADDITIONAL COPIES OF RFP** - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department Purchasing Division.

**RFP ENVELOPE IDENTIFICATION** - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

**MAILING OF PROPOSALS** - **One (1) original and Three (3) copies** of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

**CLOSING TIME** - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

**SELECTION** - The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

**WITHDRAWAL OF PROPOSALS** - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposers shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

**ALTERNATE RESPONSES** - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, **ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The response must be accompanied by complete specifications of the items offered.

**AWARD** - An award will be made to the lowest qualified (responsive and responsible) proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the proposal. Awards will be made on per item basis unless otherwise stated. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award. By signing this document Vendor/Contractor/Consultant is **certifying they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.**

**COSTS** - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake

in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

**SIGNATURES** - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

**INVESTIGATION** - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

**EQUAL EMPLOYMENT OPPORTUNITY** – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Manager. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City’s website (<http://www.peoriagov.org/equal-opportunity-forms>). Click on Government > Other Departments > Equal Opportunity > then select “Employer Report Form CC-1”. The forms can also be obtained by writing or calling:

**City of Peoria  
Equal Opportunity Manager  
419 Fulton St.  
Peoria, IL 61602  
(309) 494-8530 Voice**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

**Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.**

**Good Faith Efforts Requirements (projects exceeding \$50,000) N/A**

Minority/Women Business Enterprise(M/WBE) Utilization

Bidders must demonstrate that they made good faith efforts to meet participation goals. Documentation supportive of their good faith efforts to utilize M/WBEs must be submitted at the time of bid.

Compliance Reporting Minority/Female Worker Utilization

The General Contractor and its subcontractors must provide to the City of Peoria documentation on their good faith efforts to comply with the workforce participation goals. This would include, but not limited to, weekly certified payroll reports. All information will be provided through **ePrismSoft**, an electronic web based compliance tracking software. Access to **ePrismSoft** has been furnished by the City of Peoria. To activate access the General Contractor and subcontractors must contact Human Capital Development.

**SAMPLES** - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

**RESPONSES** – A response is requested of all Proposers even if it is a “no response”.

### **CONTRACT TERMS**

**TAXES** - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

**CITY'S AGENT**- The City of Peoria's Purchasing Manager shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

**PATENTS** - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

**HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

**NON-COLLUSION** - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

**DEFAULT** - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

**CANCELLATION** - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

**PRICES SPECIFIED** – The successful vendor agrees to furnish the material or services according to the City's plans, specifications and conditions and at prices specified herein.

**DELINQUENT PAYMENT** - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to

the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

**PERMITS AND LICENSES** - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

**INSURANCE** – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor’s Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker’s Compensation
- Comprehensive General Liability
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00

**Insurance Inclusions** – The comprehensive general liability insurance shall include independent contractors’ protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

**Contractual Liability** – The insurance required above shall include contractual liability insurance coverage for the contractor’s obligations under the section below entitled, “Hold Harmless and Indemnification Agreement”.

**Certificates of Insurance** – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

**PRECEDENCE** - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Proposers”.

**GOVERNING** – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

**AFFIRMATIVE ACTION REQUIREMENTS** - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

## **EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR**

**THE CONTRACTOR** (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

### **Local Purchasing –**

For purchases of \$10,000.00 or greater, if:

- (1) the lowest bidding local vendor is a responsible bidder; and
- (2) the lower-bidding responsible bidders are not local vendors; and
- (3) the lowest bidding local vendor's bid is higher than the non-local vendor by no more than three (3) percent, then that local vendor should be considered the lowest responsible bidder. In case of a dispute about the application of this provision, the decision of the city manager or the purchasing agent acting for him shall be final. For purposes of this Subsection, a local vendor shall be one that sells goods or services to

the public, either retail or wholesale, and owns or leases a physical, commercial business location, with on-site staffing and regular business hours, within the corporate limits of the City of Peoria, Illinois. The provisions of this subsection shall not be applied to a contract if the funding source prohibits local preference by law, rule, or regulation.

**Responsible bidder for public works construction contracts in excess of \$100,000 N/A**

Responsible bidder for public works construction contracts in excess of \$100,000 is limited to a bidder who meets all the job specifications, the following criteria, and the responsible bidder agrees to comply with the following criteria:

- (1) All applicable laws prerequisite to doing business in the State of Illinois
- (2) Evidence of compliance with:
  - a. Federal Employer Tax Identification Number or Social Security Number (for individuals)
  - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No 11246 as amended by Executive Order No 11375 (known as the Equal Opportunity Employer provisions).
- (3) Certificates of Insurance indicating the following coverage: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability and professional liability insurance.
- (4) All provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization and retirement for those trades covered in the act.
- (5) ***Active apprenticeship and training programs approved and registered with the United States Department of Labor Bureau of Apprenticeship and Training for each of the trades of work contemplated under the award of the contract for all bidders and subcontractors.***
- (6) Certified payrolls as specified in Illinois Public Act 94-0515 for all contractors and subcontractors.

***REFERENCE - All of the contract terms shall be incorporated by reference into any written contract.***



**CITY OF PEORIA, ILLINOIS  
SPECIFICATION NO. 51-16 FOR  
WEED AND LITTER REMOVAL  
DATE: 12/19/18**

**SCOPE OF WORK:**

Contractor shall provide all labor, tools and equipment to cut weeds and grass and remove litter from various private and public-owned lots as assigned by the City of Peoria. The majority of work shall be privately owned lots. Work may also be done on public right-of-ways. The representatives of the Code Enforcement Division of the Community Development Department, herein referred to as Code Enforcement Division, must approve the performance on each assignment before payment will be authorized. The Community Development Department will be stressing quality of work completed along with the ability of the contractor to complete all work orders within the five day turn-around time and turn in to the Department for payment within ten days of issuance.

**WORK ORDER:**

The City will issue a work order on each job assignment describing the work to be performed. The contractor must have a designated representative who will be the only authorized person to pick up work orders. The contractor will not start work before receipt of an assigned work order. The contractor will be paid for each work order completed on an individual lot. **(A lot is defined as having one Peoria County tax identification number and specified in the official legal description, no other description is acceptable).** The contractor will not complete the work if it does not match the description on the work order. **The contractor shall take a color picture of the site before work is started and after work is completed, and attach the picture to the completed work order and return it to the City. The before photo for work orders that require cutting of tall grass, must have a weed stick showing the grass is above ten inches. In addition, the contractor must take before and after photos that mirror those of the photos attached to the work order. The Code Enforcement Division will provide the weed stick.** If the grass is not ten inches, the contractor will contact the Code Enforcement Inspector before proceeding to

ensure that grass is to be cut. The address, date, time and individual completing work shall be written on each picture. No payments will be issued unless both pictures are attached to the work order.

**EQUIPMENT REQUIRED:** Contractor will be required to furnish a truck, chain saw, commercial riding mower, hand mowers, access to a tractor with belly-mounted cutter, weed wacker, color digital camera with date and time stamp, and all necessary hand tools to satisfactorily perform the work. The City will inspect the proposer's equipment before making an award to make sure of availability and quality. The contractor will provide the Code Enforcement Division a business telephone number which will be answered between 8:00 A.M. and 5:00 P.M., Monday through Friday, and will be in ready contact, or know the whereabouts of the contractor and a telephone number and/or pager which will provide evening and weekend access to the contractor.

**LANDFILL:** The contractor will dispose of the litter at an authorized EPA approved landfill or other approved methods (i.e. dumpsters). The contractor will pay for all dumping fees. The contractor may not use City of Peoria facilities for disposal. Tires will be disposed of in accordance with IEPA approved methods if disposed by the contractor. The contractors will make sure all tires are noted on the work order by the inspector. Verification of proper disposal will be required. If a discrepancy with the number of tires is found by the contractor on site, he or she must resolve with the inspector issuing the work order, before the tires are removed. A receipt must be presented with the quantity of tires on it, along with the address at the time of return of the work order. Any work order over \$150 automatically will require a dump receipt or receipt of disposal (for garbage, debris, yard waste and limbs) be attached to the work order for payment. The City of Peoria can request receipts of disposal for any work order at any time. Failure to be able to produce the receipts is ground for immediate cancellation of the contract.

**CONTRACT PERIOD:** Contract shall be valid from date of award to December 31<sup>st</sup>, 2020.

**RESPONSE TIME AND LIQUIDATED DAMAGES:**

- The contractor must contact the Code Enforcement office once a day to see if there are work orders.
- The contractor shall pick up the work orders within 24 hours from the Code Enforcement Division, unless otherwise specified as an emergency.
- **All work orders must be completed within five (5) days of issuance.**
- **All work orders must be returned for payment to the Code Enforcement office within ten (10) days from the receipt of the work order.**
- Vendor agrees timely billing is essential, if a work order is not completed and returned for payment within ten (10) days the City will have the option to terminate the contract.
- The City and contractor further agree that should work orders not be returned completed to the Code Enforcement office after ten (10) days from the date of receipt of the work order without just and valid reason, that the contractor shall pay the City liquidated damages in the amount of \$50.00 and the contractor shall not be compensated for the work order and may be reassigned to the secondary **contractor**. The liquidated damages will be deducted from the next scheduled payment.
- The City reserves the right to limit the number of work orders assigned to the contractor.

**COURT:**

- **APPEARANCE:** The contractor and his or her employees that perform the work pursuant to this agreement shall be available to testify in court about the work performed. Failure of the contractor or the employee to keep the scheduled court appearance will result in the contractor being assessed a \$25.00 no-show penalty that will be deducted from the next scheduled payment.

**CONTRACT PRICE:**

- The flat rate shall be for actual work performed.
- Billing shall not include any downtime due to equipment failure or other adverse conditions.

- The City will not be responsible for any damages or repairs to equipment caused in the performance of the contract.
- The contractor shall not do any damage to property or personal property and adjoining properties and will be responsible for repairs or replacement of any damage. Damage to other property or any criminal activity conducted by any employee of the contractor may result in immediate termination of the contract.
- If the contractor knowingly does damage he shall report it to the inspector on the workplace immediately.
- No payment of work orders shall be made until the damage is corrected.
- If a contractor turns in a duplicate work order for payment and is paid twice, the payment will be deducted from next check along with a \$20 processing fee.
- If the vendor loses the paperwork for a work order, the City will not be responsible payment to the contractor.

**BILLING:**

The billing shall be for actual work performed as specified in the work order. This shall not include any travel time to, or from, the job sites or to the landfill site. Color pictures of property with date and time stamp before and after work performed shall be presented with invoice.

**METHODS OF PAYMENT:** In order for the contractor to receive payment for work performed:

- Completed work orders may be turned into the Code Enforcement office at any time.
- When payment is requested an **itemized list** of completed work orders, along with the work order, will be delivered to Code Enforcement Front desk and the itemized list will be signed by staff for receipt.
- Inspectors will authorize the work orders to be processed for payment by the support staff and forwarded to the Finance Department.
- The checks will then be delivered to the Code Enforcement Division as soon as processing time allows.

**INDEMNIFICATION:**

The contractor shall indemnify and holds harmless the City against any and all damages to property or injuries to, or death of, any person or persons, including property and employees or agents of the City, and shall defend, indemnify and holds harmless the City from any and all claims, demands, suite, actions or proceedings of any kind or nature, including workmen's compensation claims by anyone whomsoever, resulting from, or arising out of, the operations in connection herewith, including operations of subcontractors and acts or omissions or employee or agents of the contractor or his subcontractors.

**INSURANCE:**

The contractor shall procure and maintain at his or her own cost insurance coverage specified herein and in the special conditions which constitutes the minimum requirements and said requirements shall in no way lessen, or limit, the liability of the contractor under the terms of the contract. The contractor may procure and maintain, at his own expense, any additional kinds and amounts of insurance that, in his own judgment, may be necessary for his proper protection in the pursuit of work.

Contractor shall carry automobile liability and public liability insurance in the amount of \$1,000,000.00 combined single limit and a deductible of no more than \$500.00 Contractor shall include the City of Peoria on his insurance policy naming the City as additional insured. Certificate of Insurance shall be furnished prior to any work being performed under this contract. The contractor shall maintain all insurance throughout the contract. Failure to maintain insurance will be cause for the City to suspend and/or cancel the contract. If a proposer does not have insurance coverage in force at the present time, the proposer will be required to furnish a letter from his insurance agent within five (5) days after the proposal opening that he can obtain the required coverage. All employees, including the owner who drives a vehicle while doing City work, will have the appropriate valid driver's license.

**SUBCONTRACTOR:**

If a subcontractor, or subcontractors, is used it is the responsibility of the contractor to make sure that the subcontractor has insurance as specified above and

that the subcontractor performs in accordance with the contract. The contractor will notify the Code Enforcement Division when a subcontractor will be used and who it is. The City reserves the right to disapprove the subcontractor but will not unduly withhold approval.

**AWARD:**

Since the City has only an estimate and makes no guarantee of the number of work orders to be performed under this contract, the City in its opinion, will award the work to the proposer(s) that present the best overall cost and quality to the City of Peoria.

**Evaluation Criteria**

- **Approach to Project** (20 Points) – Describe your understanding of Project, Critical Elements and Goals. Describe in detail how you plan to staff your company to be able to make adjustments during the summer months to be able to get all work orders issues within five days and returned for payment within ten days. In addition, explain your commitment to the City of Peoria and improving quality of life in neighborhoods.
- **Previous Experience** (20 Points) – Include detailed relevant experience of similar work for, with appropriate references.
- **Qualifications of Firm and Staff to be assigned** (20 Points) – Attach history of the Firm and proposed staffing levels.
- **Pricing** (30 Points) – Costs should be a fixed price with expenses plus an hourly rate for the additional services.
- **MBE/WBE Participation** (10 Points) – Describe your firm's efforts to achieve a diverse workforce. Including hiring employees who live in the City of Peoria specifically the neighborhoods where a majority of the work is being performed.

The City will review and analyze each proposal, and reserves the right to select the proposer(s) who offers the best value. The City shall select the contractor(s) which, in the City's opinion, has made a proposal best suited to the needs and goals of the City and deemed to be in compliance with the terms of this RFP. In addition, the City reserves the right to negotiate a different agreeable price and scope of work with the winning proposer(s) if applicable.

**QUESTIONS**

Question's should be submitted in writing (email acceptable) to address below. The City reserves the right to share questions and answers with all potential proposers.

Christopher Switzer  
Purchasing Manager  
Peoria City Hall  
419 Fulton Street, Suite 108  
Peoria, IL 61602  
Email: cswitzer@ci.peoria.il.us

**EMERGENCY:**

An emergency is when a work order needs to be completed within two (2) hours after being assigned to the contractor. The contractor will be notified, in person, of an emergency work order. If it is refused, the next contractor will be awarded the work. A premium rate plus \$20.00 will be paid for emergency work orders completed within two (2) hours.

**INFORMATION:**

**BASIC RATE:** The basis rate included all of the areas identified below. Please pay specific attention to the requirements. All trimming of fence lines, curb lines, and alley lines are included in the basic rate.

- ALL VEGETATION WILL BE CUT TO A HEIGHT OF LESS THAN THREE (3) INCHES. All grass and weeds left at the property should not be taller than three inches.
- ALL LITTER WILL BE REMOVED FIRST. All loose litter is included in the basic rate and does not count towards the unit total.
- ALL SCRUB TREES LESS THAN THREE (3) INCHES IN DIAMETER WILL BE CUT AND REMOVED.
- **RAKING OF VEGETATED AREA may be required. A premium charge of \$25 will be assessed when raking is requested.**
- SWEEPING OF SIDEWALKS, STREETS AND OTHER AREAS AFFECTED BY THE CUTTING IS REQUIRED.
- **ANIMAL CARCASSES ARE INCLUDED AS LITTER.**
- **ALL FENCELINES WILL BE CUT. THIS INCLUDES TRIMMING ALONG**

**STRUCTURES, SIGNS, FENCES AND OTHER OBJECTS.**

- **ALL ALLEYLINES WILL BE CUT.**
- **Tires are required to be disposed of at the Public Works facility. The contractor will be paid a service and transportation fee of \$2.00 per tire.**
- **A BASIC WORK ORDER INCLUDES UP TO two UNITS AS DEFINED BY ATTACHED CHART AT NO EXTRA COST.**

**Pro-Active Mowing**

- The Community Development Department will work to identify properties that were mowed in the previous year multiple times and put them on a mowing list. The list will have a minimum of ten lots per issuance and be focused on a specific geographic area. The work will be required to be completed within five days. Mowing of the lots is the only requirement of this rate.

**WORK ORDERS ABOVE Basic RATE:**

A claim of litter or weeds above a basic rate by the contractor must be resolved with the Code Enforcement Inspector or his/her designee before the work is started. The Code Enforcement Officer or his/her designee makes the final determination.

When the amount of debris or weeds far exceeds the established premium rate, the City and contractor may negotiate a price. If this price exceeds what is acceptable to the Code Enforcement Supervisor, the City reserves the right to bid these large jobs to other contractors that had presented proposals pertaining to the contract. The contractor agrees not to complete the work until an agreed upon price is established. If the contractor does the work and tries to charge the City without prior notification, the work order will be voided and the contractor will not be paid.



## **Award Process**

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- a. The contract will be awarded to the most responsible proposer(s) determined to be in the best interest of the City of Peoria, who meets or exceeds the criteria and provisions requested. The City of Peoria reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the City. The City reserves the right to renegotiate terms of this contract when it is in the best interest of the City of Peoria. The City of Peoria also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation appears not to be in a position to perform the contract.
- b. Proposals will be evaluated by The City of Peoria staff associated with this project. Review criteria and proposal scoring remains at the discretion of The City of Peoria staff.
- c. The City will review and analyze each proposal, and reserves the right to select the Vendor(s) who offers the best value. The City shall select the Vendor(s), which in the City's opinion, has made a proposal best suited to the needs and goals of the City and deemed to be in compliance with the terms of this RFP.

**There may be more than one vendor awarded a contract.**

## **Response Format to RFP**

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This section serves as a checklist for the expected format of the Vendors' response to the RFP. Any supporting documentation should be included in an appendix or attachment.

- a. Cover Letter  
A letter of introduction, including the name and address of the Vendor submitting the proposal and the name, address, and phone number of the person(s) to contact who will be authorized to present and bind the Vendor to all commitments made in the response.
- b. Approach to Project  
Include detailed relevant experience of similar work, with appropriate references.
- c. Recent Experience

Include detailed relevant experience of similar work projects in the City of Peoria, or metropolitan area, with appropriate references. List time frame of project, budget and how project was coordinated.

- d. Qualifications of Firm and Staff to be Assigned  
Attach history of the Firm and proposed staffing levels. Include firm capabilities relating to specifications above.
- e. Pricing – Complete attached pricing worksheets.
- f. MBE/WBE Participation  
Describe your firm’s efforts to achieve a diverse workforce.
- g. Complete copy of RFP including appropriate signatures.  
Provide a copy of the RFP with **signatures** certifying understanding and compliance with the total proposal package.

## **Weed and Litter Removal Proposal #51-16**

### **Pricing Sheet**

- ITEM A: Basic Work Order (Includes 3 Units)  
Lot (per tax I.D. Number): \$ \_\_\_\_\_
- ITEM B: Additional Units – Please see attached chart.

Per Unit: \$ \_\_\_\_\_  
ITEM C: Pro-Active Mowing  
Per mow: \$ \_\_\_\_\_

**See Attached litter conversion / equivalent chart attached**

ITEM D: Hourly Rate \$ \_\_\_\_\_  
Two (2) Man Crew with Tools and Equipment

PLEASE ENTER PRICES ON LINES ABOVE.

## MEASUREMENTS

Calculations for the Removal of Various Items

Furniture	1 Unit
Toilet	
Sink	
Mattress	
Box Spring	

Couch  
Loose Brush (6' x 6' x 3')

Large Furniture  
Water Heater  
Air Conditioner  
Refrigerator  
Freezer  
Stove  
Washer  
Dryer  
Bathtub

2 Units

Other items not included on this list must be agreed upon by the Code Enforcement Inspector and contractor before work is completed.

**CITY OF PEORIA  
PROPOSAL**

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The executing of this form certifies understanding and compliance with the total proposal package.

**PROPOSAL SUBMITTED BY:**

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Company

# 

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Peoria EEO Certificate of Compliance Number

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Address

---

City State Zip Daytime Telephone #

---

After Hours Telephone # Contact Person (Please print or type)

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Name of Authorized Agent or Officer Title

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Signature of Authorized Agent or Officer Date

**MARK ENVELOPE: Proposal #51--16**