

# Walton Service Inc.

waltonserviceinc@gmail.com • 721 E. Glen Ave • 309-340-6911  
Peoria Heights, IL 61616

## Objectives

To continue working with the City of Peoria

## Approach

To give the City of Peoria the best Walton Service Inc. has to offer. Walton Service Inc. would like to continue the success it has had with the City of Peoria. We will continue to do are best and keep work caught up and completed in a timely manner. Walton Service Inc. looks forward to the opportunity to expand in the 2022 season with City of Peoria.

Walton Service Inc. is looking forward to securing Route 1 thru 6 Vacant lot mowing and 2 routes of the Boulevard, Right-Of-Way and Facilities mowing an open dialogue to accepting more routes and vacant lots, thru the 2022 and up coming years. Walton Service Inc. intends not to use any subcontractors. Walton service inc intends to run two separate mowing crews to accommodate work load.

## Experience

Walton Service Inc.

Held contract for several of the Boulevard, right-of-way and facilities mowing

Held contract for Vacant Lot mowing

Held the weed and litter contract in previous years

*Steve Walton (president) has worked in the construction field for 26 years.*

*I have done variety of work for City of Peoria and HUD work for City of Pekin(lead abatement)*

## Equipment

- Commercial mowers 2018 60" gravely
- 2011 48" Commercial gravely mower
- Commercial mower 60" gravely
- Looking forward to purchasing another 60" commercial mower
- 30" Commercial Push mower
- Multiple (4)weed eaters and hand tools
- Chain saws
- 2006 for f250
- 2008 Chevy Silverado
- 12' Landscape trailers and 16' Equipment trailer

As Walton Service Inc. continues to grow my company, I welcome Equal Employment opportunity for all qualified applicants.

Walton Service Inc.



Thank You,  
Walton Service Inc.

**REQUEST FOR PROPOSAL**  
**Mowing - Vacant Lots**  
**#12-22**



CITY OF  
**PEORIA**

**ISSUED BY**  
**DIVISION OF PURCHASING**  
**CITY OF**

**PEORIA, ILLINOIS**

Pre-Bid Meeting  
Tuesday March 8, 2022  
10:00 AM  
Peoria City Hall Rm 400  
419 Fulton St  
Peoria, IL 61602

**Sealed Requests for Bids will be received at the office of  
The Deputy Director of Operations  
City of Peoria Public Works,  
3505 Dries Lane, Peoria, Illinois until 10:00 A.M.**

**Wednesday, March 16, 2022**  
**for furnishing the materials, or services  
described herein.**

**PLEASE RETURN ENTIRE  
DOCUMENT AS YOUR RESPONSE. SUBMITTED BY: Walton Service Inc.**

## **INSTRUCTIONS TO PROPOSERS**

**ACCEPTANCE OF PROPOSALS** - The right is reserved, as the interest of the City may require, to reject any or all bids and to waive any nonmaterial informality or irregularity in the bids received. All bids will be in English. The City will award the bid as described below or reject all proposals within sixty (60) calendar days from the bid opening date.

**ADDITIONAL COPIES OF SPECIFICATIONS** - Proposers may secure additional copies of the RFP documents from the City of Peoria's Purchasing Division website <http://www.peoriagov.org/finance-department/purchasing-division/>.

**RFP ENVELOPE IDENTIFICATION** - Bidders shall submit their proposal in a sealed envelope (sealed bid) which shall be clearly labeled with the company name and address. Bidders are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING BID, BID NUMBER, DATE AND TIME THE BID IS DUE.

**MAILING OF PROPOSALS** – Five (5) copies of all bid proposals are to be mailed or delivered to the Deputy Director of Operations, 3505 North Dries Lane, Peoria, Illinois, 61604. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. The Deputy Director of Operations can be contacted at (309) 494-8866.

**CLOSING TIME** - The RFP closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the bid 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 bid 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 bidder shall withdraw his bid for a period of sixty (60) calendar days from the bid opening date. Negligence on the part of the bidder in preparing a proposal confers no right of withdrawal or modification of a proposal after it has been opened. No bid will be opened which has been received after the closing time specified in the bid proposal and it will be returned unopened to the bidder.

**ALTERNATE PROPOSALS** - The specifications describe the supplies and/or service, which the City feels are necessary to meet the performance requirements of the City. Bidders desiring to bid on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate bids. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The bid must be accompanied by complete specifications of the items offered.

**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 bid must be signed by the bidder with his usual signature. Bids 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. Bids 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.

*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.*

**INVESTIGATION** - Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid proposal. No plea of ignorance by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder 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 bidder.

**EQUAL EMPLOYMENT OPPORTUNITY** - To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria and/or County of Peoria **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. To obtain or renew a number an Employer Report Form CC-1, and a copy of your company's sexual harassment policy statement (if a first time applicant), and a Fifty dollar (\$50) processing fee must be submitted to the City's Equal Opportunity Manager. The only exception to payment of the processing fee is neighborhood associations. Though the form may be included in the bid package, it can be requested on-line from the City's website <http://www.peoriagov.org/equal-opportunity/equal-opportunity-forms/>. The forms can also be obtained by writing or calling:

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

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

**GOOD FAITH EFFORT REQUIREMENTS (projects exceeding \$50,000)**

**1. 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.

**2. 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.

Human Capital Development, LLC  
309-692-6400  
[gabe@humancapitaldev.com](mailto:gabe@humancapitaldev.com)  
[www.humancapitaldev.com](http://www.humancapitaldev.com)

**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 bidders request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

### **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 bidder must show the amount of tax included in the unit price.

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

**PATENTS** - The successful bidder 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, the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment written policies.

**NON-COLLUSION** - With the executing of this bid the Bidder is certifying to non-collusion in the preparation and submittal. The bid must be properly executed by the bidder or the bid will not be considered for acceptance.

**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** - We agree to furnish the material or services according to the City's plans, specifications and conditions and at prices specified hereon.

**BID-RIGGING OR BID-ROTATING** - By the signing of this bid, the Bidder is certifying that the company is not barred from bidding on this bid as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating per Public Act 720ILCS, Section 5-33E-3 and 5/33E-4.

**DELINQUENT PAYMENT** - By the signing of this bid, the Bidder is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, 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 bidder shall obtain, at his 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.

**CERTIFICATE HOLDER ADDRESS:**  
**CITY OF PEORIA**  
**419 FULTON ST**  
**PEORIA, IL 61602**

**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 Bidders".

**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 disability 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."**

**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 -**

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.

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

**THE CONTRACTOR** 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 CONTRACTOR for performance of this contract; (2) coordinating the efforts of the CONTRACTOR in the consummation or completion of this contract; or (3) monitoring or determining the performance of the CONTRACTOR. The CONTRACTOR 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 CONTRACTOR; (2) disqualification of the CONTRACTOR 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).

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

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**CITY OF PEORIA**  
**NOTICE OF REQUEST FOR PROPOSALS:**

**VACANT LOT MOWING**

Multiple Locations

PEORIA, ILLINOIS

**STATEMENTS DUE:** 10:00 AM Friday, March 16, 2022

The City of Peoria is requesting Proposals from lawn care professionals to mow and maintain the City- and County Trustee-owned vacant lots in the City of Peoria. The Peoria Public Works Department will accept sealed Proposals submitted to the Deputy Director of Operations, 3505 North Dries Lane, Peoria, Illinois, 61604 until **10:00 a.m. Thursday, March 16, 2022** for establishing a contract with a qualified team.

A Pre-Bid meeting will be held on Thursday, March 8, 2022 at 10:00 AM at Peoria City Hall, 419 Fulton Street, Room #400, Peoria, IL 61602.

Time is of the essence and any Proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Teams are responsible for ensuring that the PW/Operations Administrative Assistant receives their Proposals before the deadline indicated. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Teams should submit **five (5) hard copies** of a sealed Proposal.

**1.0 PROJECT DESCRIPTION**

The City of Peoria is committed to maintaining the vacant lots to the City of Peoria requirements. The City understands that it is essential that the vacant lots are mowed and trimmed to maintain the beauty of the neighborhood. The City of Peoria is responsible for lawn mowing and maintaining over 1,000 locations. City staff is looking for Contractors to provide these services.

Contractor shall provide all labor, tools, and equipment to mow, trim, and remove litter from publicly-owned lots within a designated route as assigned by the City of Peoria.

**2.0 ROUTES**

The City is requesting proposals on thirteen (13) mowing routes. [Maps and/or Lists for route information will be available at or following the Pre-Bid meeting.] The selected Contractor(s) will be required to mow and maintain all of the vacant lots in their selected route. Each route must be mowed, trimmed, and landscaped to the requirements set forth in this document and as discussed with the selected Contractors, not to exceed eighteen (18) mows unless otherwise specified by the Contract Supervisor.

The City reserves the right to add or remove locations from the routes at any time during the duration of the Contract at its discretion. Any additional vacant lots will be mowed and trimmed at the route cost submitted with this Proposal.

Proposers may choose to bid on only one route or several routes. The City reserves the right to limit the number of routes awarded, based on the capacity of the Contractors.

### 3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall include the provision for all required labor, tools, materials, equipment, and expertise related to lawn mowing and trimming on publicly-owned properties.

The following should be included in the scope of services:

1. Vacant lots shall be mowed at regular intervals. All vegetation (grass and weeds, etc.) will be mowed when it is between a minimum of six (6") inches and a maximum of (8") inches tall.
2. All vegetation will be cut to a height of less than six (6") inches and shall be neat in appearance.
3. Vegetation shall not exceed eight (8") inches in height at any time.
4. **Trimming is required around utility poles, fence lines (at least two feet on both sides), trees, sidewalks, signs, shrubs, ground cover growth, flower beds, hydrants and all other obstructions that cannot be cut with mowers must be trimmed with hand-held equipment.**
5. Trimming must be completed during every mowing cycle to ensure a neat appearance of the lawn.
6. Strips of vegetation left between cuts and areas mashed down by equipment tires and left unmown will not be acceptable and will require re-mowing at no additional charge. When mowing along one side of a sidewalk, the Contractor must mow a 12"-wide strip on the opposite side of the sidewalk.
7. Grass clippings must be blown into the yard; **GRASS CLIPPINGS ARE NOT TO BE BLOWN INTO THE STREET OR ONTO THE SIDEWALK.** [City Code 1957, § 36-23 Sec. 26-25]
8. Sweeping of sidewalk, streets and other areas affected by the cutting is required.
9. All debris sticks and litter (garbage) must be removed from the property before mowing. Litter pickup and removal prior to mowing is included in the unit price of mowing of each parcel at no additional charge. If litter is mowed over, the Contractor shall be responsible for cleaning up the mowed litter.
10. All tree limbs that are three (3") inches in diameter or smaller will be removed before mowing and disposed of properly.
11. If tree limbs are larger than three (3") inches in diameter, the Contractor will notify the Contract Supervisor to have the limbs removed via email.
12. All scrub trees less than three (3") inches in diameter will be cut and removed.
13. All work on a vacant lot must be completed before the Contractor proceeds to the next job on the route. This includes, but is not limited to, litter cleanup and trimming.
14. **ANIMAL CARCASSES WEIGHING LESS THAN 50 POUNDS (<50 lbs.) ARE INCLUDED AS LITTER.**
15. Immediately notify the City's Contract Supervisor of any animal carcasses weighing more than 50 pounds (>50 lbs.).
16. If there has been illegal dumping of furniture, appliances, electronics, building materials, brush or abandoned tires on a lot, the Contractor shall immediately notify the City's Contract Supervisor.
17. If a Contractor observes damage, hazards or unsafe conditions on the property, the Contractor shall report it to the City's Contract Supervisor immediately.
18. Many of the parcels have an irregular shape. The dimensions listed are approximate and not exact.
19. The City will not be responsible for any damages or repairs to equipment caused in the performance of the contract.
20. The Contractor shall not cause any damage to a property, personal property or adjoining properties, and will be responsible for repairs or replacement of any damage.

21. If the Contractor knowingly does damage to a property, personal property or adjoining properties, they shall report it to the City's Contract Supervisor immediately.
22. The Contractor will not be paid for vacant lots mowed by others.
23. The City reserves the right to add or eliminate vacant lots. Any additional vacant lots will be mowed at the same contract unit price.
24. After notification by the Contract Supervisor that a vacant lot has not been mowed under the terms of the scope of services, the Contractor will have two (2) hours to correct the issues or parcels will be re-assigned to another Contractor. Contractor must immediately notify the Contract Supervisor they have been corrected via email with a photo. If Contractor has two (2) incidents of not mowing per contract terms within the current contract, the City retains the right to immediately terminate Contractor/Vendor for 365 days.
25. Failure to comply with the expectations of this contract can lead to the contract being revoked.

#### **5.0 COMMUNICATION**

Preferred method of contacting the Contract Supervisor is via email at [sdjohnson@peoriagov.org](mailto:sdjohnson@peoriagov.org) or voicemail (309/494-8866). Please reserve calling the Contract Supervisor's cell phone for emergencies only. (309/417-6730). His hours are Monday through Friday 6:30a.m. to 3:30p.m.

#### **6.0 CONTRACT PRICE**

Contractor will be paid a flat rate per vacant lot for mowing and trimming performed.

No payment of invoices shall be made until any damage to property, private property or adjoining properties has been corrected.

#### **7.0 CONTRACT DURATION**

It is anticipated that, once Contractors are selected, the mowing contract will start in mid- or late April and could continue through December 31, 2022, weather permitting. Specific timelines will be mutually agreed upon between the selected team and the City of Peoria.

#### **8.0 MOWING SEQUENCE**

Prior to commencing work, the Contractor shall submit to the Contract Supervisor an approximate mowing sequence for his/her respective route(s).

Contractor must use all reasonable efforts to complete the mowing cycle within seven (7) days of beginning a cycle. Contract Supervisor must be notified if a mowing cycle cannot be completed within the seven (7) days. Failure to notify the Contract Supervisor of a delay in completing a mowing cycle within seven (7) days will result in the remaining properties in cycle being assigned to another Contractor/Vendor.

#### **9.0 EQUIPMENT REQUIRED**

Contractor will be required to provide all necessary equipment for performing this work (truck, commercial riding mower, rotary mower, trimmers, edger's, digital camera, and all necessary hand tools to satisfactorily perform the work). All Contractor equipment will be equipped with proper safety and noise limiting devices and will be maintained in a safe operating condition at all times according to OSHA standards. Only trained operators will be permitted to operate equipment. Failure of equipment to perform properly and causing delay of the required work within the specified time will not alleviate the demand of meeting the requirements of this contract.

Safety Precautions: The Contractor/Vendor is responsible for instructing his/her employees or subcontractors on accident prevention and safety. Particular emphasis will be placed on the operation of equipment near populated and congested buildings.

Contractor shall provide protective safety gear including, but not limited to, eye, foot, hearing, and other protection as necessary. Employees/subcontractors are required to use protective gear as required by their employer. Rotary mowers, trimmers and other hazardous equipment shall not be operated without proper safety guards. All equipment is subject to safety inspections and must meet criteria set forth by the City of Peoria's safety officers.

The City will inspect the proposer's equipment before making an award to make sure of availability and quality and to evaluate the Contractors' capabilities. The Contractor will provide the Public Works Department a business telephone number which will be answered between 6:30 A.M. and 3:30 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.

#### **10.0 DEBRIS REMOVAL**

The Contractor will be required to remove minor debris on each parcel. This includes trash, sticks, limbs, etc., as defined in the Scope of Services section. If litter is mowed, the Contractor is responsible for cleanup of the mowed litter **within 2 hours** after being notified. If there has been illegal dumping of immediately notify the Contract Supervisor to have the property cleaned.

#### **11.0 DISPOSAL OF MATERIALS**

The Contractor will dispose of the litter from assigned publicly-owned properties at an authorized EPA-approved landfill or by 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. Verification of proper disposal will be required.

#### **12.0 ADDITIONAL WORK**

Occasionally the City may request the Contractor to complete additional work. This work will be authorized by a City-issued WORK ORDER. The Contractor will not complete any extra work without an approved WORK ORDER.

#### **13.0 BILLING**

The billing shall be for actual work performed to date. Billing should include documentation of the date, address where the mowing and trimming were performed, and a description of any incidental work that was performed, as well as any other information requested by the City, *including sequential invoice numbers*. Invoices shall also include information on debris removal including the location (description or address), a description of the debris removed, the date it was removed and photos. The invoice and documentation shall be in a format approved by the City. *[Hard-copy of Invoice template available from Contract Supervisor upon request.]*

Billing shall not include any downtime due to equipment failure or other adverse conditions, nor shall it include any travel time to, from or on-the-job sites and/or the landfill site.

**Invoices must be submitted within three (3) days after the completion of the mowing cycle.**

Invoices submitted after three (3) days will be subject to a 10% processing fee that will be deducted from the invoice paid and Contractor/Vendor will be considered in default and put on notice. If Contractor/Vendor has

two (2) defaults of not billing per contract terms within the current contract, the City retains the right to immediately terminate Contractor/Vendor for 365 days.

If a vacant lot is not mowed under the terms of this contract, payment will be held until the issue has been corrected to the satisfaction of the City. If Contractor/Vendor has two (2) incidents of not mowing per contract terms within the current contract, the City retains the right to immediately terminate Contractor/Vendor for 365 days.

Invoices will not be processed until any damage to property, personal property or adjoining properties has been repaired or replaced.

- The Contractor shall submit invoices to the City's Contract Supervisor, Shawn Johnson, at 3505 N. Dries Lane, Peoria, IL 61604-1210, or email to [sdjohnson@peoriagov.org](mailto:sdjohnson@peoriagov.org) or fax to the attention of Shawn Johnson at 309/494-8855.

#### **14.0 RESPONSE FORMAT TO RFP & WEIGHT GIVEN**

The submittal should be as concise as possible. The Proposal response should be a maximum of ten (10) pages. Additionally, promotional information should be avoided. **Submit five (5) hard copies of the proposal response.**

This section serves as a check list for the expected format of Responses to the RFP. Any other documentation should be included in an Appendix or as an attachment.

##### **14.1 COVER LETTER**

A letter of introduction, including names and address of the Contractor submitting the Proposal, and contact person(s) who will be authorized to represent the Contractor and bind to all commitments made in the Response, including name, address, email address and phone numbers (including mobile number) of a contact person responsible for and knowledgeable of the submittal.

Include names, the size, and a brief description of the team, including the same information for any proposed subcontractors. If subcontractors are anticipated, describe the role proposed for each team or consultant involved in the project and the approximate percentage of work assigned to each.

Include location of offices for the team and for proposed subcontractors, and the office location which has the responsibility for managing the contract.

##### **14.2 PROJECT APPROACH (20 Points)**

Describe your understanding of the project including, but not limited to, when mowing is required, critical elements and goals. Describe your capacity to do the work, specifically addressing how you would handle routes, the equipment you would use, and the number of workers that would be hired, etc. Include a description of equipment owned by or accessible and available to the Contractor to be used for this project.

##### **14.3 PREVIOUS EXPERIENCE (20 Points)**

Include a brief history of your firm, as well as:

A detailed description of related project experience and client name for each project for each company or subcontractor proposed for this project.

Names and contact information for at least three (3) references from previous clients on similar projects.

A brief summary of any specialized experience, qualifications, or unique capabilities applicable to this project that you feel are important to the success of the project.

**14.4 PROJECT COST (40 Points)**

Submit one flat rate to be paid per lot mowed and trimmed within each route on the attached Pricing Sheet. Contractor may submit on a single or multiple routes. Please complete every line in the Pricing Sheet. Use “not applicable” (N/A) or “no response” for any routes for which you do not want to be considered.

**14.5 NON-PROFIT (15 Points)**

Describe your non-profit program, if applicable.

**14.6 MBE/WBE PARTICIPATION (5 Points)**

Describe your firm’s efforts to achieve a diverse workforce and its ability to staff the project locally.

**14.7 COMPLETE COPY OF RFP INCLUDING APPROPRIATE SIGNATURES (not included in 10-page limit)**

Provide a copy of this RFP with signatures certifying the understanding of, and compliance with, the total proposal package.

**15.0 SELECTION PROCEDURE**

The City will review and analyze each Proposal and reserves the right to select the Proposer who offers the best value. The City shall select the Contractor 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 both **responsive and responsible**.

An award will be made to the most qualified (responsive and responsible) Proposer that complies with the terms and conditions of the specifications provided. Awards will be made on a Per Route basis.

The Selection Committee consisting of City staff shall review each Proposal to obtain scores. Scoring will be based on the points listed in the “Evaluation Criteria” section below.

Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified team for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each response will be determined by the composite evaluation of the Selection Committee. The team with the highest overall point total will be ranked first.



<u>Criteria</u>	<u>Weight</u>	<u>Rank</u>	<u>Total</u>
Project Cost	40	10	400
Project Approach	20	10	200
Experience	20	10	200
Nonprofit	15	10	150
MBE/WBE	5	10	50
Total Maximum Points			1,000

**NOTE:** Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria.

The City of Peoria reserves the right to interview Contractors, hold a field test, or inspect the Contractor’s available equipment, if deemed necessary by the Selection Committee.

The Selection Committee will determine the best qualified Contractors by consensus. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

**16.0 CONTRACT SUSPENSION/TERMINATION**

The City of Peoria reserves the right to immediately suspend this contract if a Contractor or their employee breaks the law while working on any City of Peoria work order or job. The contract will be suspended until all legal matters are resolved.

The City reserves the right to suspend and/or terminate the contract if the Contractor is not meeting the quality standards listed herein or as discussed with the Contractor.

**17.0 PROVISIONS BY THE CITY OF PEORIA**

The City of Peoria will provide the following information to the selected team:

1. ROW information available through City of Peoria records, including recent acquisitions.
2. Vacant lot address.
3. Parcel Identification Number.
4. Parcel size and area.
5. Parcel location Route Map

**CRITICAL DATES:**

Selection will be made per the following Schedule:

RFP Advertised .....	February 26 <sup>th</sup> and 28, 2022
Pre-bid meeting at 10:00am .....	March 8, 2022
<i>Held at Peoria City Hall, 419 Fulton Street, Room #400, Peoria, IL 61602</i>	
<b>Due Date for Proposals at 10:00 a.m.</b> .....	<b>March 16th, 2022</b>
Contract submitted to City Council Agenda process.....	March 23, 2022
City Council Meeting at which Contract is Recommended for Approval.....	April 12, 2022
Notice of Award Sent to Approved Contractor.....	no later than April 18, 2022

**18.0 PRE-BID MEETING**

A questions and answers session will be held at a Pre-Bid meeting **Tuesday, March 8, 2022, at 10:00a.m.**, at Peoria City Hall, Room #400, located at 419 Fulton Street, Peoria, IL 61602.

**19.0 OMISSION OF SCOPE**

Please indicate if you believe a major item(s) is/are missing from the scope of services outlined in this RFP.

**20.0 QUESTIONS**

A site visit to the project areas is strongly recommended. All information about the contract is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the Contract Supervisor, Shawn D. Johnson at [Sdjohnson@peoriagov.org](mailto:Sdjohnson@peoriagov.org) or by phone at 309/494-8866.

Vacant Lot



Date: March 16, 2022

# CITY OF PEORIA PROPOSAL

## Pricing Sheet (40 Points)

### Submission Requirements

On separate sheet(s) of paper (maximum of 10 pages) provide the following:

- A. Cover letter
- B. Approach to the project (20 Points)
- C. Previous experience (20 Points)
- D. Nonprofit description (15 Points)
- E. Minority/Women Business Enterprise participation (5 Points)

Execution of this form certifies understanding and compliance with the total bid/proposal package.

### RATE FOR THE DURATION OF THE CONTRACT

Route 1	\$ <u>15.00</u>	per vacant lot mowed and trimmed
Route 2A	\$ <u>15.00</u>	per vacant lot mowed and trimmed
Route 2B	\$ <u>15.00</u>	per vacant lot mowed and trimmed
Route 3	\$ <u>15.00</u>	per vacant lot mowed and trimmed
Route 4	\$ <u>15.00</u>	per vacant lot mowed and trimmed
Route 5	\$ <u>17.00</u>	per vacant lot mowed and trimmed
Route 6	\$ <u>17.00</u>	per vacant lot mowed and trimmed
Route 7	\$ <u>30.00</u>	per vacant lot mowed and trimmed
Route 8	\$ <u>30.00</u>	per vacant lot mowed and trimmed
Route 9	\$ <u>30.00</u>	per vacant lot mowed and trimmed

Route 10                    \$ 30.9<sup>9</sup> per vacant lot mowed and trimmed  
Route 11                    \$ 60.9<sup>9</sup> per vacant lot mowed and trimmed  
Route 12                    \$ 60.9<sup>9</sup> per vacant lot mowed and trimmed  
Route 13                    \$ 60.9<sup>9</sup> per vacant lot mowed and trimmed

Please complete all routes on this form. Complete with "not applicable" (N/A) or "no response" for any routes for which you do not want to be considered.

Vacant Lot

CITY OF PEORIA  
PROPOSAL

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

PROPOSAL SUBMITTED BY:

Walton Service Inc. # 03281-210930  
Company Peoria EEO Certificate of Compliance Number

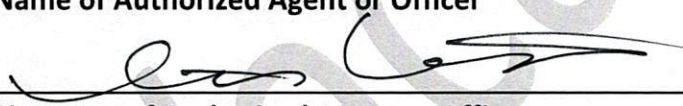
721 E. Glen Ave  
Address

Peoria Heights IL 61616  
City State Zip

309 340 6911 waltonserviceinc@jamail.com  
Daytime Telephone # Email address

309 340 6911 Steve Walton  
After-hours Telephone # Contact Person (Please print or type)

Steve Walton President/owner  
Name of Authorized Agent or Officer Title

  
Signature of Authorized Agent or Officer

PLEASE MARK ENVELOPE as per Paragraph 1.3:  
RFP #12-22 Mowing – Vacant Lots