

**CITY OF PEORIA  
C O N T R A C T  
15-23E**

This agreement made and entered into this 20th day of March A.D., 2023 by and between the City of Peoria, a municipal corporation, party of the first part, and Walton Service, Inc located at 721 E. Glen Ave. Peoria Heights, IL 61616, his/their executors, administrators, successors or assigns, party of the second part.


WITNESSETH: That for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part, at his/their own proper costs and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said proposal, and in full compliance with all of the terms of this agreement.

IT IS UNDERSTOOD AND AGREED that the proposal, and statement or work and specifications are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.


In accordance with the attached proposal, scope of work and pricing, Walton Service, Inc will provide mowing services in vacant lots for the City of Peoria.

**THE CITY OF PEORIA**


By  (City Manager)

The contract is to begin March 20, 2023 and end February 29, 2024. The contract includes three (3) additional one (1) year renewal options upon approval of both parties.


**WALTON SERVICE, INC**

By  (Member of firm or officer of corporation)

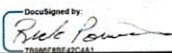
**APPROVED FINANCE DEPARTMENT**

By  (Kyle Cratty)

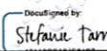
**APPROVED LEGAL DEPARTMENT**

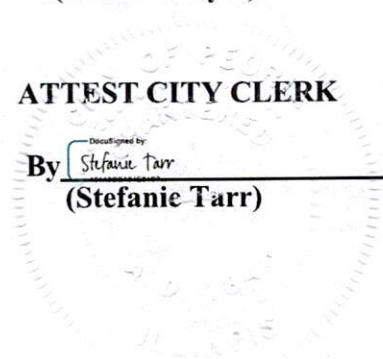
By  (Patrick Hayes)

**APPROVED USING DEPARTMENT**

By  (Rick Powers)

**ATTEST CITY CLERK**

By  (Stefanie Tarr)





# City of Peoria

419 Fulton Street  
Peoria, IL 61602

## Legislation Details (With Text)

**File #:** 23-069      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Approved

**File created:** 2/28/2023      **In control:** City Council

**On agenda:** 3/14/2023      **Final action:** 3/14/2023

**Title:** Communication from the City Manager and Director of Public Works with a Request to APPROVE and AWARD CONTRACTS for the 2023 City of Peoria and Peoria County Trustee VACANT LOT MOWING PROGRAM (Bid #15-23), in an Amount Not to Exceed \$572,854.00. (All Council Districts)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
3/14/2023	1	City Council	approved	Pass

**ACTION REQUESTED:**

Communication from the City Manager and Director of Public Works with a Request to APPROVE and AWARD CONTRACTS for the 2023 City of Peoria and Peoria County Trustee VACANT LOT MOWING PROGRAM (Bid #15-23), in an Amount Not to Exceed \$572,854.00. (All Council Districts)

**BACKGROUND:** The City-maintained vacant lots are owned by either the City of Peoria or the Peoria County Trustee. The Peoria County Trustee acquires properties through the tax deed process and holds these properties on behalf of all taxing bodies until they are sold at auction. If the properties are not sold, they remain in the Trustee's possession; however, the Trustee does not currently maintain these properties. The responsibility to maintain properties within the corporate limits of Peoria falls to City staff.

A Request for Proposals (RFP) was created on February 16, 2023, by Purchasing and Public Works staff for the mowing of these vacant lots. An RFP format was used so the City could get the best combination of price and businesses qualified to complete the work per City specifications. From past practice, City staff determined most of these mowing operations are too small to complete the City's entire mowing contract while still servicing their regular customers; therefore, to allow smaller contractors to bid, and to get the best prices, this mowing contract was divided into fifteen (15) routes.

Eight (8) contractors were selected to mow the 15 routes based on the following five (5) criteria: Project Cost, Project Approach, Experience, Non-Profit Organization, and WBE/MBE qualifications as noted below. Three (3) contractors are non-profit, seven (7) are WBE/MBE qualified and six (6) have had previous experience working on the City of Peoria's mowing contracts.

CONTRACTOR	STATUS	ROUTE #	BID AMOUNT
Heartland Lawn & Handy Services, LLC	W/MBE	4A	\$11,385
Law'n Order Academy Inc.	Non-Profit, W/MBE	7, 8, 9, 10, 11	\$127,116
Hulse Lawn Care	W/MBE	5, 6	\$34,749
Walton Services		1, 2A	\$76,666



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**File #:** 23-069, **Version:** 1
 

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Melvin's Landscaping	Non-Profit, W/MBE	2B	\$57,024
Hearn's Landscaping	W/MBE	12, 13	\$24,750
Common Grounds Industries	Non-Profit, W/MBE	3	\$146,124
Carmody Lawn Services, Inc.	W/MBE	4	\$95,040

It is estimated each route will be mowed a maximum of eighteen (18) times this season. In the event of a wet-weather season, assigned locations may need to be mowed additional times. A 10% contingency has been included in this wet-weather protocol is implemented.

**FINANCIAL IMPACT:** Account #8013023-503604

**NEIGHBORHOOD CONCERNS:** Keeping public property mowed improves the quality of life for the entire city. Tall grass and weeds are a blighting influence on neighborhoods and can cause health concerns.

**IMPACT IF APPROVED:** Relationships with not-for-profits will be built through this Program. Blight from tall grass and weeds on City-owned vacant lots would be avoided.

**IMPACT IF DENIED:** Vacant lots would be cut far less frequently, through a work order system, requiring more Public Works staff time. The City's appearance would suffer, and neighborhood blight would increase.

**ALTERNATIVES:** Cut vacant lots less frequently.

**EEO CERTIFICATION NUMBER:** Carmody Lawn Services 03588-220331; Common Ground 03590-220331; Hearn's Landscaping 02108-220331; Hulse lawn Care 01799-210930; Law'n Order 03466-220331; Walton Services 03281-210930; Heartland Lawn & Handy Services LLC - Pending; Melvin's Landscaping - Pending.

**WHICH OF THE GOALS IDENTIFIED IN THE COUNCIL'S 2017 - 2032 STRATEGIC PLAN DOES THIS RECOMMENDATION ADVANCE?**

1. Financially Sound City
2. Grow Peoria
3. Beautiful Peoria

**WHICH CRITICAL SUCCESS FACTOR(S) FROM THE COMPREHENSIVE PLAN DOES THIS RECOMMENDATION IMPLEMENT?**

1. Grow employers and jobs.
2. Support sustainability.
3. Reinvest in neighborhoods.

**DEPARTMENT:** Public Works

# 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 2023 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 2023 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.

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Thank You,  
Walton Service Inc.

# Request for Proposal

Issued By

CITY OF PEORIA  
PURCHASING DIVISION

PEORIA CITY HALL

419 FULTON ST \* ROOM 108  
PEORIA, ILLINOIS 61602  
PHONE (309) 494-8507 \* FAX (309) 494-8510




Sealed proposals will be received at  
The Peoria Public Works Facility -  
3505 N Dries Lane.  
Peoria, IL 6160

**Until: March 7, 2023, at 2:00 PM**  
for the goods or services described herein

**RFP # 15-23**  
**Mowing - Vacant Lots**

Company Name \_\_\_\_\_



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**ATTACHMENT A: PROPOSAL SIGNATURE PAGE**

**ATTACHMENT B: REFERENCES FORM**

**ATTACHMENT C: PRICE SHEET**


**ATTACHMENT D: BIDNET VENDOR REGISTRATION GUIDE**

**ATTACHMENT E: BIDNET ELECTRONIC BID SUBMISSION GUIDE**

**ATTACHMENT F: MOWING ROUTE LIST**

**These items must be included with your proposal.**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. <i>Signature Page</i> (Attachment A)</li> <li>2. <i>References Form</i> (Attachment B)</li> <li>3. <i>Price Sheet</i> (Attachment C)</li> <li>4. <i>Cover Letter</i> - See section 6 for details.</li> </ol> | <ol style="list-style-type: none"> <li>5. <i>Project Approach Proposal</i> - See section 6 for details.</li> <li>6. <i>Previous Experience Statement</i> - See section 6 for details.</li> <li>7. <i>Non-Profit status (If applicable)</i> - See section 6 for details.</li> <li>8. <i>MBE/WBE Participation</i> - See section 6 for details.</li> </ol> |
|--|--|

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## SECTION 1 LEGAL NOTICE

**The City of Peoria is currently accepting proposals for the following goods or services:**

MOWING – VACANT LOTS  
RFP # 15-23

- 1.1 **OVERVIEW**– 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.
- 1.2 **PRE-BID MEETING**– A Pre-Bid meeting will be held on **Wednesday, March 1, 2023, at 10:00 AM** at Peoria City Hall – 419 Fulton St. Room 400, Peoria, IL 61602
- 1.3 **BID OPENING**– The City of Peoria will accept sealed bids at the Peoria Public Works Facility – 3505 N Dries Lane, Peoria, IL 61604 or electronically submitted bids until **2:00 PM, March 7, 2023**, The public is allowed to attend the opening in person. To view the Bid Opening remotely use the link below to join via Microsoft Teams by computer, tablet, or smartphone. All bids are due by **2:00 PM, March 7, 2023**.
- 1.4 **BID DOCUMENTS**– For information on how to view the bid documents, please visit <https://www.peoriagov.org/711/Bid-Job-Opportunities>.



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## SECTION 2 GENERAL INFORMATION


**2.1 PRE-BID MEETING** - A Pre-Bid meeting will be held on **Wednesday, March 1, 2023, at 10:00 AM** at Peoria City Hall – 419 Fulton St. Room 400, Peoria, IL 61602.

**2.2 RFP SUBMISSION INFORMATION** - There are two (2) options for RFP submittal.

- 2.2.1 *Mailed Option*** - Sealed bids – one (1) original and three (3) copies – will be accepted by the City of Peoria at the Peoria Public Works Facility located at 3505 N Dries Lane, Peoria, Illinois, 61604, until **2:00 p.m. on March 7, 2023**. Bids shall be submitted in a sealed envelope or package with the bid title and bid number marked on the outside (***RFP #15-23 Mowing – Vacant Lots***). Please include your company name and return address on the outside of the envelope.
- 2.2.2 *Electronic Option*** - Bids can also be submitted electronically through BidNet. Only one (1) copy is needed. Please see ***Attachment E*** in the documents for additional information and instructions.
- 2.2.3** ***Bids received after the stated date and time will not be considered.*** Faxed bids will not be accepted. Bids will be opened and publicly recorded immediately following the closing time set for the receipt of bids.

**2.3 AWARD OF RFP** - The RFP will be awarded to the proposal that is in the best interest of the City, based on the given requirements and specifications. Responses will be scored according to the given scoring matrix and awarded based on that scoring model. The City of Peoria reserves the right to award to either a single or multiple vendors. The City reserves the right to waive technicalities and accept the proposal that best suits its needs.


**2.4 QUESTIONS** - All questions regarding this solicitation must be submitted in writing. Questions should be submitted through BidNet. Proposers will receive notifications from BidNet when answers are posted through issuing addenda. Vendors may not contact any other City Departments or Staff with inquiries regarding this RFP.

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**2.5 SCHEDULE OF EVENTS -**

- RFP Issued. .... **February 16, 2023**
- Pre-Bid Meeting. .... **March 1, 2023**
- RFP Opening.....**March 7, 2023**
- Recommended Vendors Presented to City Council for Approval ..... **March 14, 2023**




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### SECTION 3 GENERAL INSTRUCTIONS TO PROPOSERS


- 3.1 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 non-material informality or irregularity in the proposals received. All proposals will be in English. The City will award the proposals as described below or reject all bids within sixty (60) calendar days from the bid opening date.
- 3.2 ADDITIONAL COPIES OF SPECIFICATIONS** - Proposers may secure additional copies of the RFP from the [City of Peoria Online Bid Portal](#).
- 3.3 BIDNET DIRECT** - Proposers must register as a vendor on the City of Peoria’s Online Bid Portal to access RFP Documents. There is no charge to register. To complete registration, go to [www.bidnetdirect.com/cityofpeoria](http://www.bidnetdirect.com/cityofpeoria) - click on “Vendor Registration” in the upper right corner of the page. Enter your company information, and when prompted, select the “Limited Access” option. If you have questions of problems while registering, please call the BidNet Support Team at 800- 835- 4603 for direct assistance.
- 3.4 ENVELOPE IDENTIFICATION** - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers should also indicate **RFP #15-23 Mowing – Vacant Lots** in the LOWER LEFT-HAND CORNER OF THEIR ENVELOPE.
- 3.5 ELECTRONIC RESPONSES** – Proposers may submit all responses through the [City of Peoria Bid Portal](#). See *Attachment E*. for instructions on how to submit a response or call the BidNet Support Team at 800-835- 4603 for direct assistance.
- 3.6 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 RFP is due.
- 3.7 WITHDRAWAL OF PROPOSALS** - Proposers may withdraw their responses 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 proposer shall withdraw their response for a period of sixty (60) calendar days from the RFP opening date. Negligence on the part of the proposer in preparing a response to the RFP confers no right of withdrawal or modification of a proposal after it has been opened. No proposal will be opened which has been received after the closing time specified in the RFP and it will be returned unopened to the proposer.




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- 3.8 ALTERNATE PROPOSALS** - The specifications describe the supplies and/or service, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a proposal on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate proposals. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The proposal must be accompanied by complete specifications of the items offered.
- 3.9 AWARD** - An award will be made to the (responsive and responsible) proposal that is determined to be in the best interest of the City. Responses will be scored according to the given scoring matrix attached to the specifications and awarded based on that scoring model. The quality of the articles to be supplied, their conformity with specifications/scoring matrix and their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award.
- 3.10 PRICES** - Unit prices shall be shown for each unit on which there is a bid and shall include all packing, crating freight and shipping charges and cost of unloading supplies at destination unless otherwise stated in the bid response. All prices shall be stated in U.S. dollars. Unit prices shall not include any local, state, or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent there to and initialed in ink by the party signing the proposal or his authorized representative.
- 3.11 SIGNATURES** - Each proposal must be signed by the proposal with their 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. Bid responses 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.
- 3.11.1** *By signing and submitting the response to this document, the Vendor/Contractor/Consultant is certifying they have not been barred from bidding by Federal, State or Local governments and have not been suspended or debarred from receiving federal funding.*
- 3.12 INVESTIGATION** - Proposers shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the proposal. No plea of ignorance by the proposal, of conditions that exist or that may hereafter exist because of failure or omission on the part of the proposal 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 proposal.



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- 3.13 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 proposer's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.
- 3.14 RESPONSES** – A response is requested of all proposers even if it is a “no bid.” Do not include any personal information such as social security numbers that the proposer wishes to keep confidential.
- 3.15 RFP PROCESS** – This process does not obligate the City to award a contract, or pay any cost incurred by the Vendor/Contractor/Consultant responding to this request. The City reserves the right to accept or reject any or all statements received because of this request. All information submitted in response to this request will become the property of the City. Please be aware that it is the City’s policy to not compensate a proposer for any time or expenses incurred during the selection and negotiation process.
- 3.16 EQUAL EMPLOYMENT OPPORTUNITY (EEO)** – To be awarded a contract all Suppliers, Vendors and Contractors to the City 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.
- 3.16.1 *EEO certification*** 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 Office. *Please note the Certificate of Compliance is valid for one (1) year and must be renewed annually.* The CC-1 form can be downloaded from the City’s website at <https://www.peoriagov.org/845/Forms-and-Downloads>.
- 3.16.2 *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.
- 3.16.3 *Although all vendors are encouraged to obtain Equal Employment Opportunity Certification***, vendors do not need an Equal Opportunity Certification to respond to a bid. The EEO Certification Number is only required prior to the award of the contract.


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**3.17 GOOD FAITH EFFORTS REQUIREMENTS (projects exceeding \$50,000) –**

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.


**3.17.1 *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 register at [www.eprismsoft.com](http://www.eprismsoft.com). Use the help page, which is accessible before logging in, to get started. If needed, contact the Contract Supervisor for help.



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## SECTION 4 CONTRACT TERMS

- 4.1 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.
- 4.2 PERFORMANCE BOND** – A performance bond will not be required for this RFP.
- 4.3 LENGTH OF CONTRACT** – The contract will have an initial term of one (1) year with three (3) additional one (1) year renewal options.
- 4.4 PAYMENT BOND (For Construction Contracts)** – A payment bond will not be required for this RFP.
- 4.5 CITY'S AGENT**- The City of Peoria's Purchasing Manager or his designee shall represent and act for the City in all matters pertaining to the RFP and contracts in conjunction thereto.
- 4.6 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 involve the manufacturer, construction or form a part of the work covered by the contract.
- 4.7 HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775 ILCS 5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.
- 4.8 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 upon submission, or it may not be considered for acceptance.
- 4.9 DEFAULT** - In case of default by the contractor, the City will procure the articles services from other sources and hold the contractor responsible for any excess cost incurred.

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- 4.10 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 Section 10-102 of the Peoria City Code. 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.
- 4.11 BID-RIGGING OR BID-ROTATING** - By the signing of this bid, the Bidder is certifying that the company is not barred from bidding because 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.
- 4.12 PRICES SPECIFIED** – The successful bidder agrees to furnish the material or services according to the City’s plans, specifications, and conditions and at prices specified.
- 4.13 DELINQUENT PAYMENT** - By signing 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.
- 4.14 INSURANCE** – The successful Bidder shall obtain, at its own expense, all necessary insurance regarding its fiduciary responsibility to the City of Peoria. Said Bidder shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from 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. 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**:



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**4.141 Commercial General Liability** – \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury.

- A. The City of Peoria, and its officers, officials, employees, agents, and volunteers, are to be named and covered as additional insureds as respects: liability arising out of the contractor’s work, including activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased, or used by the contractor, or automobiles owned, leased, hired, or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Peoria and its officers, officials, employees, agents and/or volunteers.
- B. The contractor’s insurance coverage shall be primary and non-contributory as respects the City of Peoria and its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City of Peoria and/or on behalf of its officers, officials, employees, agents and/or volunteers shall be excess of contractor’s insurance and shall not contribute with it.

**4.142 Workers Compensation Insurance** – Such coverage as required by the Workers’ Compensation Act of the State of Illinois with coverage of statutory limits and Employers’ Liability Insurance with limits of \$500,000 per accident.


**4.143 Commercial Auto Insurance** - \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury.

**4.144 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.

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

**4.16 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.



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**4.17 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 physical or mental handicap(s) 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.*”

**4.18 EMPLOYEE EMPLOYMENT RESTRICTIONS** - 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).**

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

**4.20 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.



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## SECTION 5: SCOPE OF WORK/SPECIFICATIONS

**5.1 PROJECT DESCRIPTION** - 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 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.

**5.2 ROUTES** - The City is requesting proposals on thirteen (13) mowing routes. See *Attachment F* for the full list of routes. This will also be available at Pre-Bid meeting. The selected Contractor(s) will be required to mow and maintain all 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.


**5.3 WORK TO BE COMPLETED** – 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:*

**53.1** 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.

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- 532 All vegetation will be cut to a height of less than six (6”) inches and shall be neat in appearance.
- 533 Vegetation shall not exceed eight (8”) inches in height at any time.
- 534 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.
- 535 Trimming must be completed during every mowing cycle to ensure a neat appearance of the lawn.
- 536 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.
- 537 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]
- 538 Sweeping of sidewalk, streets and other areas affected by the cutting is required.
- 539 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.
- 53.10 All tree limbs that are three (3”) inches in diameter or smaller will be removed before mowing and disposed of properly.
- 53.11 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.
- 53.12 All scrub trees less than three (3”) inches in diameter will be cut and removed.
- 53.13 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.



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- 53.14** ANIMAL CARCASSES WEIGHING LESS THAN 50 POUNDS (<50 lbs.) ARE INCLUDED AS LITTER.
- 53.15** Immediately notify the City’s Contract Supervisor of any animal carcasses weighing more than 50 pounds (>50 lbs.).
- 53.16** 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.
- 53.17** If a Contractor observes damage, hazards or unsafe conditions on the property, the contractor shall report it to the City’s Contract Supervisor immediately.
- 53.18** Many of the parcels have an irregular shape. The dimensions listed are approximate and not exact.
- 53.19** The City will not be responsible for any damages or repairs to equipment caused in the performance of the contract.
- 53.20** 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.
- 53.21** 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.
- 53.22** The Contractor will not be paid for vacant lots mowed by others.
- 53.23** The City reserves the right to add or eliminate vacant lots. Any additional vacant lots will be mowed at the same contract unit price.
- 53.24** 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.
- 53.25** Failure to comply with the expectations of this contract can lead to the contract being revoked.



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**5.4 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.

**5.5 CONTRACT PRICE** – Contractor will be paid a flat rate per vacant lot for mowing and trimming performed.


**5.6 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.

**5.7 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 always maintained in a safe operating condition 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.


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.

**5.8 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.



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- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 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.]*
- 5.12.1** 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.
- 5.12.2** Invoices must be submitted *within three (3) days* after the completion of the mowing cycle.
- 5.12.3** 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.
- 5.12.4** 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.

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

**5.12.6** 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) 494-8866.

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

**5.14 PROVISIONS BY THE CITY OF PEORIA** – The City of Peoria will provide the following information to the selected team:

**5.14.1** ROW information available through City of Peoria records, including recent acquisitions


**5.14.2** Vacant lot address

**5.14.3** Parcel Identification Number

**5.14.4** Parcel size and area

**5.14.5** Parcel location Route



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## SECTION 6: RESPONSE REQUIREMENTS

**6.1 BID RESPONSE REQUIREMENTS** – 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 required items (or submit them electronically).** 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.

**6.1.1 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.

**6.1.2 PROJECT APPROACH** - 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.


**6.1.3 PREVIOUS EXPERIENCE** - 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.

**6.1.4 PROJECT COST** – Submit one flat rate to be paid per lot mowed and trimmed within each route on the attached Pricing Sheet (*Attachment C*). 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.

**6.1.5 NON-PROFIT** – Describe your non-profit program, if applicable.

**6.1.6 MBE/WBE PARTICIPATION** – Describe your firm’s efforts to achieve a diverse workforce and its ability to staff the project locally. 25



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## SECTION 7: EVALUATION OF RESPONSES

**7.1 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**.

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.

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 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.

**7.2 EVALUATION CRITERIA** – 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
			<b>1000</b>

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



# ATTACHMENT A

## CITY OF PEORIA PROPOSAL

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

PROPOSAL SUBMITTED BY:


Walton Service Inc  
Respondent

7219. Milton Ave  
Address

Peoria Heights IL 61616 309-340-6911  
City State Zip Daytime Telephone #

Steve Walton WaltonServiceInc@aol.com  
Contact Person Email Address

Steve Walton Owner  
Name of Authorized Agent or Officer Title

  
Signature of Authorized Agent or Officer

3-7-2023  
Date

**References  
RFP # 15-23  
Mowing - Vacant  
Lots  
City of Peoria**

List below businesses or other organizations for whom you have provided comparable services within the last three year:

Offeror's Name: Walton Services

1. Organization: City of Peoria  
Address: 419 fultons st  
City, State, Zip Code: Peoria, IL 616  
Telephone Number: 309 699 2273  
Contact Person: Shawn Johnson  
Date of Project: 2008 thru 2022  
E-Mail Address: \_\_\_\_\_

2. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

3. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

4. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_



**ATTACHMENT C**Date: 03-7-2023**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>16.00</u> per vacant lot mowed and trimmed
Route 2A	\$ <u>16.00</u> per vacant lot mowed and trimmed
Route 2B	\$ <u>16.00</u> per vacant lot mowed and trimmed
Route 3	\$ <u>16.00</u> per vacant lot mowed and trimmed
Route 4	\$ <u>16.00</u> per vacant lot mowed and trimmed
Route 5	\$ <u>14.00</u> per vacant lot mowed and trimmed
Route 6	\$ <u>14.00</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 \$ \_\_\_\_\_ per vacant lot mowed and trimmed

Route 11 \$ \_\_\_\_\_ per vacant lot mowed and trimmed

Route 12 \$ \_\_\_\_\_ per vacant lot mowed and trimmed

Route 13 \$ \_\_\_\_\_ 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.



Route 10                    \$ 30.<sup>00</sup>/<sub>100</sub> per vacant lot mowed and trimmed  
Route 11                    \$ 60.<sup>00</sup>/<sub>100</sub> per vacant lot mowed and trimmed  
Route 12                    \$ 60.<sup>00</sup>/<sub>100</sub> per vacant lot mowed and trimmed  
Route 13                    \$ 60.<sup>00</sup>/<sub>100</sub> 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.