



Mowing- Facilities, Boulevards & ROW

- JIMAX LANDSCAPE LLC -

REQUEST FOR PROPOSAL: 11-22

CITY OF PEORIA, ILLINOIS

MARCH 16, 2022

HEREIN REFERRED TO AS JIMAX
JIMAX LANDSCAPE LLC- AN ILLINOIS LIMITED LIABILITY COMPANY

FEIN: 81-2957414
3545 SW JIMAX PLACE
PEORIA, ILLINOIS 61605

*

JIMAX Landscape LLC Staff Assigned

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Jarrold Martis- *President*
Cell: 309-273-4106 Office: 309-218-1918
JIMAX.jmartis@gmail.com

Melissa Simanis- *Administrative Tech.*
Office 309-218-1918
JIMAX.MSimanis@gmail.com



REQUEST FOR PROPOSAL
Mowing - Facilities Boulevards & Right of Ways
#11-22



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: JIMAX Landscape LLC

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 - Two (4) 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
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:

FACILITIES, BOULEVARDS and RIGHTS-OF-WAY MOWING

Multiple Locations

PEORIA, ILLINOIS

STATEMENTS DUE: 10:00 AM Wednesday, March 16, 2022

The City of Peoria is requesting Proposals from lawn care professionals to mow and maintain the facilities, boulevards, and rights-of-way in the City of Peoria. The City of Peoria's 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. Wednesday, March 16, 2022** for establishing a contract with a qualified team.

A Pre-Bid meeting will be held on Tuesday, 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 facilities, boulevards, and rights-of-way to the City of Peoria requirements. The City understands that it is essential that the boulevards and rights-of-way are mowed and trimmed to maintain the beauty of the neighborhood. The City of Peoria is responsible for lawn mowing and maintaining over 95 locations of boulevards and rights-of-way that consist of approximately 78 acres. City staff is looking for Contractors to provide these services.

Contractor shall provide all labor, tools, and equipment to mow, trim, and remove litter and planting at select facilities, boulevards, and rights-of-way within a designated route as assigned by the City of Peoria.

2.0 ROUTES

The City is requesting proposals on six (6) 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 facilities, boulevards, and rights-of-way 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 facilities, boulevards and rights-of-way 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. Facilities, boulevards, and rights-of-way shall be mowed at regular intervals. All vegetation (grass and weeds, etc.) will be mowed when it is between a minimum of four (4") inches and a maximum of six (6") inches tall.
2. All vegetation will be cut to a height of less than four (4") inches and shall be neat in appearance.
3. Vegetation shall not exceed six (6") 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 boulevard and/or right-of-way 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 facility, boulevard or right-of-way must be completed before the Contractor proceeds to the next job on the route. This includes, but is not limited to, litter cleanup and timing.
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 facilities, boulevards and/or rights-of-way mowed by others.
23. The City reserves the right to add or eliminate facilities, boulevards, and rights-of-way. Any additional facilities, boulevards and rights-of-way will be mowed at the same contract unit price.
24. After notification by the Contract Supervisor that a facility, boulevard and/or right-of-way 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.

4.0 COMMUNICATION

Preferred method of contacting the Contract Supervisor is via email at 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.

5.0 CONTRACT PRICE

Contractor will be paid a flat rate per facility, boulevard and right-of-way 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.

6.0 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.

7.0 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.

8.0 EQUIPMENT REQUIRED

Contractor will be required to provide all necessary equipment for performing this work (truck, commercial riding mower, rotary mower, trimmers and 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.

9.0 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.

10.0 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 IEP A-approved methods. Verification of proper disposal will be required.

11.0 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.

12.0 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.

Invoice 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 parcel (facilities, boulevard, or right-of-way) 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 or fax to the attention of Shawn Johnson at 309/494-8855.

13.0 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.

13.1 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.

13.2 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.

13.3 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.

13.4 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 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.

13.5 NON-PROFIT (15 Points)

Describe your non-profit program, if applicable.

13.6 MBE/WBE PARTICIPATION (5 Points)

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

13.7 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.

14.0 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.

Criteria	Weight	Rank	Total
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.

17.0 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.

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 26th 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>	
Due Date for Proposals at 10:00 a.m.	March 16, 2022
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

19.0 PRE-BID MEETING

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

20.0 OMISSION OF SCOPE

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

21.0 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 or by phone at 309/494-8866.

Date: Mar 15, 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	\$ 66	per facility, boulevard and right-of-way mowed
Route 2	\$ 52	per facility, boulevard and right-of-way mowed
Route 3	\$ NA	per facility, boulevard and right-of-way mowed
Route 4	\$ NA	per facility, boulevard and right -of-way mowed
Route 5	\$ NA	per facility, boulevard and right -of-way mowed
Route 6	\$ 90	per facility, boulevard and right-of-way mowed

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.

CITY OF PEORIA PROPOSAL

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

PROPOSAL SUBMITTED BY:

JIMAX Landscape LLC		# 03104-220331
Company	Peoria EEO Certificate of Compliance Number	
3545 SW JIMAX PL		
Address		
Peoria	IL	61605
City	State	Zip
309-273-4106	jimax.jmartis@gmail.com	
Daytime Telephone#	Email address	
309-273-4106	Jarrod Martis	
After-hours Telephone #	Contact Person (Please print or type)	
Jarrod Martis	President	
Name of Authorized Agent or Officer	Title	
		
Signature of Authorized Agent or Officer		

PLEASE MARK ENVELOPE **11-22 Mowing – Facilities, Boulevards and Right of Ways**

COVER LETTER

JIMAX Corp is a family owned business located at 3545 JIMAX Way, Peoria, IL. 61605 in the City of Peoria. The JIMAX Companies were founded by James Kosner in Downers Grove IL in 2006, and we have been in business for 13 years this coming March. Jarrod Martis joined the JIMAX family in 2009 and the JIMAX Companies in 2014 after finishing at the University of Illinois in Mechanical Engineering. Jarrod Martis was promoted to President of JIMAX Landscape LLC in 2015 and has shareholder responsibility with both JIMAX Corp. (demolition) and JIMAX Landscape LLC (landscape). The JIMAX Companies have worked diligently since 2012 with various departments at the City of Peoria in Code Enforcement and Public Works completing both emergency and nonemergency work. JIMAX continues to grow through acquisition of strategic commercial accounts and developing relationships with other municipal and county governments throughout Illinois. We continually invest in new equipment, innovate our processes, and utilize the latest technologies to better serve our demolition customers through cost reduction, sustainability, and continuous improvement. JIMAX maintains a highly qualified workforce, with all requisite training and certifications. Safety training is emphasized at the beginning of each season with several days dedicated to review and implementation of safety procedures. Safety meetings are conducted weekly with our crews to reiterate these points. **It is our requirement at JIMAX to hire and maintain a minimum 60% minority work force from the zip codes where we are working. JIMAX is committed to creating and maintaining a Drug Free, Harassment Free workplace with a *Culture of Safety*, both for our workers and the community at large.**

JIMAX LANDSCAPE LLC has internally developed and implemented comprehensive work tracking software, effective Mar 2017, enabling a fully digital solution of the entire process from acceptance of work order through its completion and return to the City. This system has drastically reduced error rate, completion time, and data loss for both JIMAX and the City of Peoria, where department personnel have access free of charge. Data analysis and work order look up tools enable immediate review or dataset analysis of any work order or group of work orders since implementation. JIMAX believes the City realizes substantial value in the use of this tool themselves, as well as the ancillary benefits of greater contractor accountability and completion time. More discussion of the merits and benefits of this system will follow in Approach to Project, below.

JIMAX has capacity to run upwards of 10 two man crews in the summer, for Code Enforcement and mowing work. Each crew is equipped with 14000 GVW minimum truck (flatbed or dump) and 24' flatbed trailer and allotted (2) commercial string trimmers, (1) professional arborist chainsaw, (1 or 2) 52-72" deck commercial riding mowers, and (1) commercial push or walk behind mower, along with necessary consumables. This equipment listing is only a guide and easily modifiable depending on circumstances of particular crew assignment.

Contact personnel for this proposal:

Jarrod Martis

3545 SW JIMAX Pl, Peoria, IL, 61605

309-273-4106

jimax.jmartis@gmail.com

Section 2: Approach to project

The request as outlined falls well within the scope of the professional and labor services offered by JIMAX to its' municipal and commercial customers. Our firm has managed large scale projects of a similar nature for the City of Peoria, as well as various other municipal entities, commercial customers, and non-profit organizations. Our field staff is well trained to accommodate the services as needed, and our emphasis on innovation and an ever greater knowledge base allows us to grow to meet the needs of our customers in an efficient and timely manner, ensuring the necessary skill set for awarded work. The front-end work of delivering manpower and equipment to the job site and completing the outlined requirements is difficult enough, but the larger undertaking of the back-end logistics is where JIMAX can excel to provide the most efficient and cost-effective solution to the property maintenance process stream.

For example, as noted above, we developed an in-house, fully digitized solution to the paperwork management, routing, picture processing, and tracking requirements of completing roughly 6000 discrete job assignments for similar contracts on a yearly basis. This system has allowed greater transparency to the City for overview of JIMAX timeliness, greater completion rate, and minimal if any lost or overlooked work orders/applications. We believe that the efficiency gains inherent in such a system have enabled much greater timeliness and accuracy in issuance and return of work orders to the city, as well as allowing better data tracking and reducing inspector work load in the field and office. For example, in 2018

JIMAX has an **average turn around completion time of 3.7 days for City work orders**, before being adjusted for jobs that require time delays, such as warrants or bid work. **The median completion timeline for 2018 is 2.3 days.** Proving the efficiency of processing of this system, **our average time to completion until return to the City in 2018 was 0.8 days**, far exceeding the requirements outlined in this RFP for invoicing timeliness. JIMAX understands the time constraint placed on completion and return, which enables far more efficient utilization of City staff and resources, as well as prevents some growth issues from arising in the first place. Our server is fully secure and runs in duplicate to prevent loss of any data or pictures, allowing our governmental customers unlimited access to past data for proceedings in court or metric and goal analysis. Furthermore, all billing and tracking is handled on the digital side, allowing a greater than 99% accuracy in billing summation and payment correlation. The City itself realizes many of the same benefits as JIMAX with its use of the system, acting as a complete data repository and reference material for inspectors and management alike. In addition to the daily benefits noted above, the data analysis tool cannot be overstated in its' usefulness. It allows JIMAX to develop reports for the City of any data they might request, including units removed, work orders completed, and so on. We believe with this data, we can represent the lowest cost responsible bid for the City of Peoria, given the efficiency we can achieve with our equipment selection and labor force.

JIMAX employs roughly 15 full time employees, with an increase in peak months to upwards of 30, with a current minority workforce of 60%. Specifically, for this proposal, JIMAX will specify a crew size of 2, with 1 dedicated 2-person crew. This amount can be scaled as needed in the summer months to supply the necessary labor force for timely completion. JIMAX has equipment available to dedicate to this contract to complete all lots as assigned. **This work will necessitate the hiring of (2) new Peoria residents from Districts 1 and 2.**

In addition, where applicable, JIMAX intends to mow large acre with our (2) municipal tractors (75 hp, 115 hp), equipped with 15' folding finish decks. Smaller and more maintained grass will be mowed with diesel powered commercial golf course or similar riding mowers with mulch decks for even clipping spread. To achieve this economy of scale, herbicide application is intended to be applied in areas as deemed acceptable and necessary, at 1-2 applications per year. JIMAX is certified with Illinois Department of Agriculture in 4 categories, including turf, ornamental, right of way, and aquatic, ensuring appropriate licensure is held for any area we may encounter.

References

City of Peoria Community Development
Ashley Elias – Code Enforcement Supervisor

City of Rockford Code Enforcement AS NEEDED BASIS
Robert Wilhelmi
(779) 348-7425

City of East Peoria Code Enforcement
Joe Boyer Robert Cole
Lead Inspector Director
(309) 613-1098 (309) 397-0692

East Peoria Sanitary District
Mark Piquard – Levee Superintendent
309-678-6775

Recent Experience

JIMAX has been involved in numerous related and tangentially related projects. Our focus remains heavily geared toward our municipal and commercial customers, and we continually strive to improve process, efficiency, and knowledge base aspects to better serve these customers. JIMAX has maintained City of Peoria Code Enforcement since 2012, and City of East Peoria Code Enforcement since 2013. JIMAX has also maintained 24 hr a day response capability for the City of Peoria and East Peoria for these same time periods, and has serviced these requirements with a less than 1 hr response time and has never missed an emergency call out. The City of East Peoria workload is roughly 30 mowing work orders a week in the heart of the grass growing season. The City of Peoria Code Enforcement contract has now been conducted in its majority by JIMAX since the autumn of 2013. City of Peoria Code Enforcement is roughly 5500 individual work orders per year, with around 2200 properties mowed. JIMAX now employs full time office staff at our South Peoria office location to conduct work order efficiency routing, database work order tracking, picture storage and correlation, and filing duties.

Company management oversees crew leadership and responds to quality and timeliness concerns as needed. Included in this proposal are dedicated crews and equipment, with an additional 2 crews added over previous years to cope with more stringent timeliness and work load, including reduction in severely overgrown lots. JIMAX intends to structure this work as work order crews on a preventative basis. The same tools, equipment, and software would be utilized. Public Works staff will be provided a logon to our application, which will provide all pictures, dates, times, and litter/debris quantities as desired, reducing in field oversight time for City staff.

In addition, JIMAX has previously mowed the new Route 6 location on a cycle, as well as maintains the former Tabor lot area in a low intensity maintenance strategy. Also, JIMAX mowed and managed Route 5 for 2 years. JIMAX has also managed and completed Roadside herbicide application and City owned landscape bed locations for the last 4 years, and fully understands the requirements for aesthetics on City ROW and roadside areas, in addition to giving us a wide understanding of timeliness and cycle timing.

Qualifications of Firm and Staff, Including Equipment Inventory and Database Samples

Section 1- Staff/Crews

JIMAX staff is sophisticated, with (2) 6 Sigma black belt business management and cost control, mechanical and electrical engineering, and construction management background and education. We are competent and comfortable with varied reporting requirements, including State and Federal reporting. Our completion and reporting software, developed internally by JIMAX, correlates data and stores pictures and information from our field crews to ensure accurate and complete records for government agencies as required. In addition, our payroll and tax reporting are professionally handled by a local Certified Public Accountant firm, providing precise and complete payroll reporting for compliance with various regulations as pertains to this contract.

JIMAX has been working diligently to further train crew leaders so that we may run more crews and hire workers from Peoria as needed in the heavy work load months. We now will have the capacity to run 7 fully dedicated crews on this work, with the option of expanding further if the situation should dictate in the coming months. Given our data from last year, we believe 1 or 2 crews is adequate to maintain the time requirement of this contract during its' heaviest mowing period. In addition, JIMAX has moved a long time crew lead to a field foreman and supervisory role, insuring accuracy and quality of completed work and assisting crews as required. All crew chiefs are fully trained in safety and quality expectations, have been employed for at a minimum 3 years, and have worked on Peoria Code Enforcement or similar a minimum of 2 years. Office staff is trained on our internal software, the City of Peoria filing mechanisms, picture logging and storage, and prompt response to emergency work. JIMAX maintains two full time mechanics for minimal downtime of equipment and vehicles. Both are available 24 hrs a day for rapid response. JIMAX employs 3 qualified commercial pesticide applicators for herbicide application as needed and assigned.

In May 2016, James Copes joined JIMAX Landscape LLC to work on new processes and procedures to help streamline the tasks performed by JIMAX for the City of Peoria. James brings 38 years of experience with Caterpillar, working for nine years in the defense contracting and defense logistics segment at Caterpillar. James has an MBA and is a 6Sigma Black Belt.

A full equipment inventory list is forthcoming. All crews are stocked with commercial powered hand equipment, including blowers, string trimmers, chainsaws, and others as a matter of course. This includes the necessary support equipment as well.

Section 3: Hiring Policy/MBE/WBE Participation

JIMAX is committed to the South Peoria Community with its locations at 3545 SW JIMAX Place and 2000 Clark ST in the Eagles View enterprise zone in South Peoria. JIMAX employs 60% minority South Peoria employees from all backgrounds on all City of Peoria Code enforcement. Transportation is also provided for South Peoria employees to work in Galesburg, Rock Island, Rockford and East Peoria. At JIMAX, we seek to hire a diverse and inclusive work force from the broad range of neighborhoods that work orders are issued in. We believe that not only does employment for local citizens increase the overall wealth and wellbeing of the community, but that by hiring from more blighted areas we can help to re-instill the pride in these areas that helped to make these areas such a great community in which to live and work. JIMAX starts all workers above the State of Illinois living wage guidelines to ensure a quality work force and economic spending power in the Peoria Area. JIMAX is committed to a drug free workforce, both for our core workers and summer employment workers, as this helps to ensure safety of workers and citizens alike and promotes healthy communities. Our policy is

included as an addendum.

JIMAX maintains a workplace free from sexual harassment. Our JIMAX Sexual Harassment Policy is also approved by the State of Illinois. All new employees read, understand and sign the JIMAX Drug Free Workplace Policy, the JIMAX Sexual Harassment Policy and the JIMAX Work Safe Policy.

Minority Male Residents in South Peoria, Near North, and East Bluff
 Minority Single Female Residents in South Peoria, Near North, and East Bluff
 Disabled American Veterans
 Urban League Felony Offenders

JIMAX works continuously improving the South Peoria and the East Bluff neighborhoods supporting the following community initiatives:

- 1) Provide Install Labor for hand painted board up artwork from Peoria High students on houses up for demolition. 2016
- 2) Provide Labor and Equipment to Install the art boards (2) on SW Adams, and the Abe Lincoln on Jefferson. 2017
- 3) Provide JIMAX equipment for the drive through barriers at the City of Peoria July 4 celebration. 2017-2018
- 4) Provide construction labor and knowledge to construct the greenhouse for community gardens in South Peoria. 2017
- 5) Donate demolition and landscape work to Habitat for Humanity Peoria. 2016-2018
- 6) Invest in and provide technical guidance (equipment selection) for East Bluff nonprofit Lawn and Order. 2017-2018
- 7) Donate money and labor for the nonprofit Paws Giving Independence. Service dogs for Veterans. 2008-2018.
- 8) Operate and Haul Tires for the Peoria Tireless Project. 2016-2018
- 9) Contribute trucks and labor to the Great America Clean UP 2 times per year 2017-2018.
- 10) On the board of directors and volunteer Landscape Services for the 2018 Make Peoria Beautiful Again
- 11) Officiate Flag Football for no cost for the 2018 State of Illinois Special Olympics State Championship.
- 12) Provide tractor, attachments and labor for springtime plow and disc for the 2016-2018 Peoria Community Gardens.
- 13) Provide tractor, wagon and labor for the East Bluff 2018 Halloween Party hayride.

Section 4: Equipment and Vehicle Inventory, with Insurance Policies

Equipment is listed itemized in spreadsheet format. This list includes such equipment as commercial cutting equipment, commercial powered hand tool equipment, tractors, and miscellaneous powered tools as needed. Trucks, including pickups, dump trucks, and Class 8 trucks are included in a separate section on the above spreadsheet. Capital investment in (3) 2018 chassis cabs and (4) 2018 deck over trailers in spring 2018 are specially equipped for vacant lot work and dedicated equipment for City of Peoria. As a committed local company, JIMAX strives to purchase from local vendors, allowing more local tax revenue to be generated and more employment opportunity to be realized. Among our major vendors, including disposal, material purchasing, repair and maintenance, and capital investment, over 90% of outward flowing expenditures to vendors is spent right here in the Peoria area, most of that to companies located on City of Peoria tax rolls. We maintain current accounts with ALL our vendors, including all landfill accounts, software development, capital debt service, material purchasing, State and Federal taxes, and repair vendors. We encourage any interested parties to call or follow up with anyone who does business with JIMAX to confirm our representations here.

All equipment is maintained on schedule and repaired as needed before the beginning of each season. As mentioned above, full time mechanics oversee repairs and regular maintenance to ensure machinery is operating as designed with minimal downtime. Spreadsheet is added following this section for review. All equipment is available for review at the discretion of the City of Peoria at our location in Peoria with appropriate prior notification.

JIMAX has the attached list as of 1/23/2019 for assets valued at \$2,598,895 and a replacement value of \$5,755,030.

Peoria Real Estate	\$211,000
3545 JIMAX Way Peoria IL 61605	
2000 Clark ST, Peoria IL 61607	
2008 Clark ST, Peoria IL 61607	
Trucks Chassis Cab Class 6	\$312,300
Trucks Vocational Class 7	\$64,300
Truck Tractor Class 8	\$194,000
Trailers Class 8	\$490,100
Trailers Class 6	\$87,700
Snow Removal Equipment	\$88,550
Mowing Equipment	\$73,975
CAT Construction Equipment	\$648,870
Construction Attachments	\$193,100
Vermeer HG 6000 Wood grinder	\$235,000

Section 5: Data and Photographic Evidence Management and Accountancy

We at JIMAX are aware of the issues that have arisen in the past concerning work order filing times and accountancy, including photo management. We have instituted new policies in this area to decrease our turnover time for City filing requirements and have developed adequate and secure photo storage capabilities as well as commercial color printing capability. To this end, paperwork and photographs are managed by full time office staff on an internally maintained and developed database and standalone system. The database includes all City of Peoria filing metrics, as well as those we see fit to monitor. Included in this database is direct links to a separately maintained photograph file server, allowing us to track work order pictures and reproduce them as needed by the City or ourselves. The efficiency and effectiveness of this new system has already made itself apparent in the filing of the 2017-2018 City Work Orders. Also added to this system are the photographs of the work orders started and completed. Upon receipt of Finance paperwork, the database is again updated to reflect the payments made and verified against work orders to eliminate billing discrepancies. This database is fully queried, meaning any of the included fields can be searched against any of the other fields. As an example, JIMAX office staff could query the system to return a discrete list of work orders giving an immediate and complete overview of outstanding work orders and the issuance dates and expected completion dates. This kind of database enables rapid and comprehensive management and record verification. We believe this system to be a complete solution, along with our office staff, of efficiently monitoring our operations for City of Peoria mowing operations. It is a massive improvement over the paperwork based solution previously employed, and is updated instantaneously for accuracy.

Section 6: Emergency Contacts for JIMAX Group

Josh Ryneerson, Work Order Director
 Available 24 hours a day
 (309) 231-4570
 ryneersonjosh@gmail.com

Jarrod Martis, President
 Available 24 hours a day
 309-273-4106
 jimax.jmartis@gmail.com

James Copes, Office Management
 Available Regular Business Hours
 (309) 363-2284
 jimax.jcopes@gmail.com

Pricing Strategy

Please note here that no risk premium is assessed against the City, as we believe our collected data is enough to propose an accurate fixed price contract strategy. JIMAX believes it can complete routes as assigned.

Non Profit

JIMAX is not a non profit entity as defined by IRS section 501(c)(3), and operates as a corporation in Illinois. Stakeholders are 100% Peoria residents and taxpayers, as are all business operation locations. Specifically for this proposal, a partnership is anticipated with Peoria Law'n Order Academy to complete small median areas and corner areas in low speed residential neighborhood settings. We believe this can achieve an efficiency with larger specialized equipment on large acre and high risk areas, while also providing employment and income for Peoria's impacted youth. As a committed local company, JIMAX strives to purchase from local vendors, allowing more local tax revenue to be generated and more employment opportunity to be realized. Among our major vendors, including disposal, material purchasing, repair and maintenance, and capital investment, over 90% of outward flowing expenditures to vendors is spent right here in the Peoria area, most of that to companies located on City of Peoria tax rolls.