



SUBMITTED BY:

20-085

Hearn's Landscaping  
CONTRACTOR'S NAME

5426 W. Grange Hall Road  
CONTRACTOR'S ADDRESS

Dunlap, IL 61525  
CITY, STATE, ZIP

STATE OF ILLINOIS

CITY OF PEORIA

COUNTY OF PEORIA

SPECIFICATIONS, PLANS, MATERIAL  
QUANTITIES AND CONTRACT PROPOSAL

FOR

**FACILITIES/BLVDS./ROW MOWING – Route #4**

TO BE CONSTRUCTED UNDER THE PROVISIONS OF  
THE CITY OF PEORIA

**RFP Responses Due: Monday, March 9, 2020 at 10:00 AM**  
**AWARDED by CITY COUNCIL: April 14, 2020 Item #20-085**

  
\_\_\_\_\_  
Sie Maroon, Superintendent of Operations

**LEGAL NOTICE  
NOTICE OF REQUEST FOR PROPOSALS (RFP):**

**Vacant Lots, Boulevards and Right-of-Ways Mowing and Maintenance  
Multiple Locations  
PEORIA, ILLINOIS**

**STATEMENTS DUE: 10:00 A.M. Monday, March 9, 2019**

The City of Peoria is requesting Proposals from lawn care professionals to mow and maintain vacant lots, boulevards and right-of-ways in the City of Peoria. The City of Peoria's Public Works Department will accept sealed proposals submitted to the Office of the Superintendent of Operations, 3505 North Dries Lane, Peoria, Illinois, 61604 until 10:00 a.m. FRIDAY, MARCH 9, 2020 for establishing a contract with a qualified team.

A pre-submittal meeting will be held on Monday, March 2, 2020 at 10:00 a.m. at Peoria City Hall, 419 Fulton Street, Room #404, Peoria, IL 61602.

The City of Peoria is committed to maintaining its vacant lots, the boulevards and right-of-ways to the City of Peoria requirements. The City understands that it is essential the vacant lots, boulevards and right-of-ways are mowed and maintained to provide beauty to the city and the citizens we serve. The City of Peoria is responsible for mowing and maintaining approximately 900 vacant lots, dispersed over 13 routes, and more than 95 locations of boulevards and right-of-ways which is the equivalent of approximately 78 acres. In addition to maintaining and mowing, some minor landscaping will also be performed. City staff is looking for contractors to provide these services.

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

The City will review and analyze each proposal, and reserves the right to select the bidder 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) proposal that complies with the terms and conditions of the specifications provided. Awards will be made on a per route basis.

The Request for Proposal document can be downloaded at [www.peoriagov.org/public-works](http://www.peoriagov.org/public-works). Submittal firms should submit five (5) hard copies of an original proposal.

**All teams contracting with the City of Peoria must have current certification through the City's Equal Opportunity Office. The City of Peoria reserves the right to reject any or all proposals, to waive technicalities and informalities in accordance with the Statute.**

**CITY OF PEORIA  
Sie Maroon  
Superintendent of Operations/  
Assistant Public Works Director**

**CITY OF PEORIA**  
**NOTICE OF REQUEST FOR PROPOSALS:**  
**FACILITIES, BOULEVARDS and RIGHTS-OF-WAY MOWING**

Multiple Locations

PEORIA, ILLINOIS

**STATEMENTS DUE: 10:00 AM MONDAY, MARCH 9, 2020**

The City of Peoria is requesting Proposals from lawn care professionals to mow and maintain the facilities, boulevards and right-of-ways in the City of Peoria. The City of Peoria's Public Works Department will accept sealed Proposals submitted to the Office of the Superintendent of Operations, 3505 North Dries Lane, Peoria, Illinois, 61604 until 10:00 a.m. Monday, MARCH 9, 2020 for establishing a contract with a qualified team.

A Pre-Bid meeting will be held on Monday, March 2, 2020 at 10:00 AM at Peoria City Hall, 419 Fulton Street, Room #404, 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 INSTRUCTIONS TO PROPOSERS**

**1.1 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 responses received. All such responses will be in English. The City will select a Proposer as described below, or reject all Proposals, within sixty (60) calendar days from the date the responses are opened.

**1.2 ADDITIONAL COPIES OF RFP**

Additional copies of the RFP are available on the City's website: [www.peoriagov.org](http://www.peoriagov.org)

**1.3 RFP ENVELOPE IDENTIFICATION**

Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers should also indicate "FACILITIES, BOULEVARDS and RIGHTS-OF-WAY MOWING PROPOSAL, CITY OF PEORIA. Request #09-20" in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE.

**1.4 MAILING OF PROPOSALS**

One (1) original and four (4) copies of all responses are to be mailed or delivered to the City of Peoria Public Works Department, Attention: Superintendent of Operations, 3505 N Dries Lane, Peoria, Illinois, 61604. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means.

**1.5 CLOSING TIME**

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

**1.6 WITHDRAWAL OF PROPOSALS**

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

**1.7 ALTERNATE RESPONSES**

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

**1.8 AWARD**

An award will be made to the lowest qualified (responsive and responsible) Proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the Proposal. Awards will be made on a per item basis unless otherwise stated. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the City, past performance (if applicable) and the delivery terms will all be taken into consideration in making the award.

**1.9 COSTS**

Unit costs must be clearly identified for each route 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/her authorized representative.

**1.10 SIGNATURES**

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

**By signing and submitting the response to this document, the Proposer/Vendor/Contractor/Consultant is certifying he/she has not been barred from bidding by Federal, State or Local governments nor has been suspended or debarred from receiving federal funding.**

**1.11 INVESTIGATION**

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

**1.12 SAMPLES**

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

**1.13 RESPONSES**

A response is requested of all Proposers on all routes on the pricing sheet, even if it is a "no response" for routes for which the Proposer does not want to be considered.

**1.14 PROPOSAL PROCESS**

This process does not obligate the City to award a contract, or pay any cost incurred by Proposers/Contractors responding to this RFP. The City reserves the right to accept or reject any or all responses. All information submitted in response to this request will become City property.

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 processes.

**1.15 EEO**

To be awarded a contract, all Suppliers/Vendors/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 or Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be renewed annually. The form may be downloaded from the City's website ([www.peoriagov.org](http://www.peoriagov.org)). Click on Department Focus, Equal Opportunity Office, Forms, then select "Employer Report" or "Renewal." The forms can also be obtained by writing or calling:

City of Peoria  
Equal Opportunity Office  
419 Fulton Street  
Peoria, IL 61602  
(309) 494-8530 Voice  
(309) 494-8532 TTY

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

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

**EEO CERTIFICATION\* (Check one):**

         We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

\_\_\_\_\_ Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: \_\_\_\_\_

*\*Please note there is a \$50.00 processing fee for both new and renewal certification requests.*

**1.16 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. For details on what records are required, see **M/WBE Participation Requirements for Good-Faith Efforts, Section III.**

➤ **Compliance Reporting Minority/Female Worker Utilization**

The Vendor/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 be 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 Vendor/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.

**1.17 PREVAILING WAGES**

Work under this contract is not subject to the provisions of The Prevailing Wage Act, 820 ILCS 130/0.01.

**2.0 CONTRACT TERMS**

**2.1 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 Proposer must show the amount of tax included in the unit price.

**2.2 CITY'S AGENT**

The City of Peoria's Public Works Superintendent of Operations or his/her designee shall represent and act for the City in all matters pertaining to the RFP and contracts in conjunction thereto.

**2.3 PATENTS**

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

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

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

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

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

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

##### **14.1      COVER LETTER**

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

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

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

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

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

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

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

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

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

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

**14.4 PROJECT COST (40 Points)**

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

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

Describe your non-profit program, if applicable.

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

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

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

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

**15.0 SELECTION PROCEDURE**

The City will review and analyze each Proposal and reserves the right to select the Proposer who offers the best value. The City shall select the Contractor which, in the City's opinion, has made a proposal best suited to the needs and goals of the City and deemed to be in compliance with the terms of this RFP both responsive and responsible.

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

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

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

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

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



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

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

**16.0 CONTRACT SUSPENSION/TERMINATION**

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

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

**17.0 PROVISIONS BY THE CITY OF PEORIA**

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

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

**CRITICAL DATES:**

Selection will be made per the following Schedule:

RFP Advertised .....	February 29 <sup>th</sup> and March 1 <sup>st</sup> , 2020
Pre-bid meeting at 10:00am .....	March 2, 2020
<i>Held at Peoria City Hall, 419 Fulton Street, Room #404, Peoria, IL 61602</i>	
Due Date for Proposals at 10:00 a.m. ....	March 9, 2020
Contract submitted to City Council Agenda process.....	March 10, 2020
City Council Meeting at which Contract is Recommended for Approval.....	March 24, 2020
Notice of Award Sent to Approved Contractor.....	no later than March 31, 2020

**18.0 PRE-BID MEETING**

A questions and answers session will be held at a Pre-Bid meeting Monday, March 2, 2020, at 10:00a.m., at Peoria City Hall located at 419 Fulton Street, Peoria, IL 61602.

**19.0 OMISSION OF SCOPE**

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

**20.0 QUESTIONS**

A site visit to the project areas is strongly recommended. All information about the contract is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the Superintendent of Operations, Sie Maroon [Smaroon@peoriagov.org](mailto:Smaroon@peoriagov.org) or Contract Supervisor, Shawn D. Johnson at [Sdjohnson@peoriagov.org](mailto:Sdjohnson@peoriagov.org) or by phone at 309/494-8850.



Date: 3-6-20

# CITY OF PEORIA P R O P O S A L

## 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>55.00</u>	per facility, boulevard and right-of-way mowed
Route 2	\$ <u>53.00</u>	per facility, boulevard and right-of-way mowed
Route 3	\$ <u>55.00</u>	per facility, boulevard and right-of-way mowed
Route 4	\$ <u>60.00</u>	per facility, boulevard and right-of-way mowed
Route 5	\$ <u>58.00</u>	per facility, boulevard and right-of-way mowed
Route 6	\$ <u>55.00</u>	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.

05-2-8

# CITY OF PEORIA PROPOSAL

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

**PROPOSAL SUBMITTED BY:**

HEARN'S Landscaping  
Company

# 002108-200630

Peoria EEO Certificate of Compliance Number

5426 W. Grange Hall Rd.  
Address

Dunlap  
City

ILL.  
State

61525  
Zip

309-472-5726  
Daytime Telephone #

hearnslandscaping314@gmail.com  
Email address

309-693-0722  
After-hours Telephone #

Kevin D. HEARN  
Contact Person (Please print or type)

Kevin D. Hearn  
Name of Authorized Agent or Officer

owner  
Title

Kevin D. Hearn  
Signature of Authorized Agent or Officer

PLEASE MARK ENVELOPE as per Paragraph 1.3:

"Facilities, Boulevard and Right-of-Ways Mowing and Maintenance Proposal,  
City of Peoria - Request #09-20"

**CITY OF PEORIA  
C O N T R A C T**

This agreement, made and entered into this 5<sup>th</sup> day of June A.D., 2020 by and between the City of Peoria, a municipal corporation, party of the first part, and Hearn's Landscaping, 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 instructions to bidders, proposal, and bid 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.

Hearn's Landscaping will provide Facilities/Boulevards/ROW mowing services on Rte. 4 (previously provided by Common Grounds) for the City of Peoria in accordance with the attached RFP and stated pricing.

**PARTY OF THE SECOND PART**

Hearn's Landscaping  
(Name of individual, firm or corporation)

By Kevin D. Hearn  
(Member of firm or officer of corporation)

**THE CITY OF PEORIA**

By: [Signature]  
City Manager

ATTEST: [Signature]  
City Clerk

**APPROVED LEGAL DEPARTMENT**

By [Signature]  
(Name of Individual)

**APPROVED FINANCE DEPARTMENT**

By [Signature]  
Finance Director

**APPROVED USING DEPARTMENT**

By [Signature]  
Department Head

