

## **MUNICIPAL PROPERTY LANDSCAPES**

Municipal property landscapes are maintained to provide an aesthetically pleasing environment around public facilities and in the Downtown Business District.

At all locations, trees and other vegetation are routinely inspected for maintenance needs. Trees are pruned for shape and clearance. Shrubs and perennials are maintained in a natural looking design and shape. Annual flowers, spring bulbs and fall mums are added for color in various locations. All vegetation is fertilized, mulched, pruned, watered and weeded as needed.

Turf maintenance includes turf condition inspecting, mowing, irrigating, fertilizing, repairing and renovating. In general, all turf is mowed once a week though heat and moisture influence mowing frequency. Aeration, reseeding, and weed control are practiced as needed. Additional disease and pest problems are monitored and controlled as needed.

A mowing services contract is utilized for municipal properties and parkways. The contract has 3 sets of locations that vary by their mowing frequency:

- Fine mowing locations are the prominent Village property areas to be mowed frequently or approximately once a week
- Rough mowing locations need to be mowed less frequently or once every 3 weeks
- Very rough mowing locations are to be mowed once a month

The table lists the mowing services contractual cost history for the last 10 years. Throughout the summer, staff inspects areas after each mowing.

Starting in 2019, the mowing contract was revised to include both weeding and landscape maintenance such as pruning of shrubs. The mowing and landscape maintenance contract specifications are at the end of the chapter. Previous to 2019, contractual services have been employed to assist with weeding activities at prominent Village areas. A table lists the annual costs at the end of the chapter.

Contractual services are also utilized for lawn weed control and fertilizer applications to prominent turf areas. These services are kept to a minimum to reduce weeds and still have an attractive lawn. A table lists the annual costs for the last 10 years, and quotation forms are at the end of the chapter.

Annual plants add vibrant color and texture to several locations in the Downtown including hanging baskets on lampposts. Annual plants are also included in Village property landscapes. Due to the quantity and varieties needed, the supply of annual plants is bid. A table lists the annual costs for the last 10 years. The specifications for the supply of annual plants are at the end of the chapter.

Several properties and areas in the Downtown have automatic irrigation systems using either spray heads or drip irrigation tubing. Depending on rainfall, temperature, plant material, and bed location, systems are timed to apply water in the most effective and practical method. Contractual services are required for seasonal inspections and maintenance to ensure functional systems. Required backflow system devices are installed, maintained and annually certified. Inventory lists are kept noting the irrigation timing at each location, rpz identification number, and location of quick connections for hoses. A table lists the annual costs for the last 10 years, and quotation forms are at the end of the chapter.

Structures such as benches, bike racks and garbage cans are installed and maintained in applicable locations, particularly in the Downtown. Inventory lists are kept noting all the bench, bike rack and garbage can locations. All benches, bike racks and garbage cans are inspected for damage, and are repaired or replaced as needed.

In recent years, contractual services have been employed to assist with bench staining and sidewalk pressure washing in the downtown. These services have been hired on an as needed basis.

The ArcGIS computer program is being used to map plant material in the Downtown and on Village properties along with pertinent hardscape items. Maps are easily printed for each location, which allows staff to quickly review possible maintenance needs at each location. The program also allows staff to track maintenance work and other notations.

## Mowing Contract Cost History - 10 years

<u>April- November</u>	<u>Contractor</u>	<u>Fine Mowing</u>			<u>Rough Mowing</u>			<u>Very Rough Mowing</u>			<u>TOTAL</u>
		<u>Price each</u>	<u>#</u>	<u>Acres</u>	<u>Price each</u>	<u>#</u>	<u>Acres</u>	<u>Price each</u>	<u>#</u>	<u>Acres</u>	
2010	Waldschmidt	\$346.00	29	10.25	\$861.00	9	12.31	\$861.00	6	25.22	\$22,949.00
2011	Waldschmidt	\$359.00	29	10.25	\$895.00	9	12.31	\$895.00	6	25.22	\$23,836.00
2012	Waldschmidt	\$373.00	30	10.25	\$930.00	9	12.31	\$930.00	7	25.22	\$26,385.00
2013	Waldschmidt	\$450.00	29	16.54	\$861.00	9	12.31	\$861.00	6	26.06	\$26,010.00
2014	Waldschmidt	\$460.00	27	16.54	\$871.00	9	12.31	\$871.00	6	26.06	\$25,485.00
2015	Waldschmidt	\$472.00	28	16.54	\$882.00	9	12.31	\$882.00	6	26.06	\$26,676.00
2016	Waldschmidt	\$500.00	29	18.36	\$625.00	14	13.05	\$925.00	6	26.40	\$28,800.00
2017	Waldschmidt	\$510.00	30	18.36	\$630.00	14	13.05	\$935.00	6	26.40	\$29,765.00
2018	Waldschmidt	\$520.00	27	18.36	\$635.00	14	13.05	\$940.00	6	26.40	\$28,865.00
2019*	Waldschmidt	\$540.00	31	18.98	\$660.00	14	13.17	\$1,015.00	6	28.30	\$32,325.00

\* Mowing and landscape maintenance are a combined contract; only mowing listed in this table; see landscape table for the landscape maintenance costs

### Contractual Turf Weed and Fertilizer Cost History - 10 years

<u>April- November</u>	<u>Contractor</u>	<u>Price each</u>	<u>Cycles Completed</u>	<u>Acres</u>	<u>TOTAL</u>
2010	Competitive	\$995.00	3	6.57	\$2,985.00
2011	Competitive	\$995.00	3	6.57	\$2,985.00
2012	TruGreen LP	\$788.00	3	6.57	\$2,364.00
2013	TruGreen LP	\$788.00	3	6.57	\$2,364.00
2014	TruGreen LP	\$788.00	3	6.57	\$2,364.00
2015	TruGreen LP	\$1,526.00	3	15.88	\$4,578.00
2016	TruGreen LP	\$1,526.00	3	15.88	\$4,578.00
2017	TruGreen LP	\$1,129.00	3	15.88	\$3,387.00
2018	TruGreen LP	\$1,129.00	3	15.88	\$3,387.00
2019	TruGreen LP	\$1,129.00	3	15.88	\$3,387.00

## Annual Plant Supply Costs - Recent 10 Years

Year	Supplier	Total	Contract
2010	Wilson	\$9,671.00	bid
2011	CBMT	\$12,832.60	bid
2012	CBMT	\$12,844.50	1st extension 2011
2013	CBMT	\$12,688.15	2nd extension 2011
2014	CBMT	\$12,558.00	bid
2015	CBMT	\$12,674.20	1st extension 2014
2016	RCOP	\$12,970.60	bid
2017	RCOP	\$13,056.10	1st extension 2016
2018	RCOP	\$11,922.60	2nd extension 2016
2019	RCOP	\$11,862.11	bid

### Contractual Landscape Bed Maintenance Cost History

Year	Contractor	Locations	Timeframe	Type of Contract	Cost Each Week	Number of Weeks	TOTAL
2011	Green Grass Inc	misc sites	summer	Quotes	varied	varied	\$2,382.00
2012	Green Grass Inc	15 properties	May 7 to Aug 20	Quotes	varied	varied	\$5,500.00
2013	Competitive Lawn	15 properties	May 6 to Oct 4	Quote	\$304.00	22	\$6,688.00
2014	Competitive Lawn	15 properties	Apr 28 to Oct 3	Quote	\$304.00	23	\$6,992.00
2015	WA Management	18 properties	May 1 to Oct 1	Bid MPI	\$1260/month	5 months	\$6,300.00
2016	WA Management	18 properties	May 1 to Oct 1	Bid MPI	\$1285.20/month	5 months	\$6,426.00
2017	WA Management	18 properties	May 1 to Oct 1	Bid MPI	\$1310.90/month	5 months	\$6,554.52
2018	WA Management	18 properties	May 7 to Oct 1	Quote	\$294.34/week	5 months	\$6,475.48
2019*	WA Management	18 properties	Apr 9 to Nov 11	Bid	\$500/week	31 weeks	\$15,500.00

\* Mowing and landscape maintenance are a combined contract; only landscape listed in this table; see mowing table for mowing costs

Starting in 2019 - landscape maintenance activities expanded to more than just weeding

### Irrigation Start-Up/Shut-Down Cost History - 10 years

Year	Contractor	Spring Start-Up	Fall Shut-Down	Type of Contract	TOTAL
2010	Oasis Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2011	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2012	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2013	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2014	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2015	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2016	Western Irrigation	\$2,465.00	\$2,465.00	Quote	\$4,930.00
2017	Western Irrigation	\$2,480.00	\$2,480.00	Quote	\$4,960.00
2018	Western Irrigation	\$2,480.00	\$2,480.00	Quote	\$4,960.00
2019	Western Irrigation	\$2,480.00	\$2,480.00	Quote	\$4,960.00

### Irrigation RPZ Testing Cost History - 10 years

Year	Contractor	Type of Contract	TOTAL
2010	Jay's Plumbing	Quote	\$1,208.80
2011	Western Irrigation	Quote	\$1,208.80
2012	Western Irrigation	Quote	\$1,208.80
2013	Western Irrigation	Quote	\$1,208.80
2014	Call The Undergroun	Quote	\$1,033.85
2015	Call The Undergroun	Quote	\$1,099.20
2016	Call The Undergroun	Quote	\$1,099.20
2017	Call The Undergroun	Quote	\$1,078.80
2018	Call The Undergroun	Quote	\$1,078.80
2019	Call The Undergroun	Quote	\$1,078.80

### Contractual Pressure Washing Cost History

Year	Contractor	Downtown	Cost	Belmont Underpass	Cost
2013	Power Clean	Main and Burlington	\$3,650.00	-	\$0.00
2013	JL Services	Main St	\$6,930.00	-	\$0.00
2014	JL Services	Main St	\$3,960.00	Stairs and walkways	\$3,675.00
2015	JL Services	-	\$0.00	Stairs and walkways	\$3,675.00
2016	JL Services	Main St, train station	\$4,910.00	Stairs and walkways	\$3,675.00
2017	JL Services	Main St	\$990.00	-	\$0.00
2018	JL Services	Main St	\$990.00	-	\$0.00
2019	Ace of Spray	Downtown Areas	\$4,000.00	-	\$0.00

## **DOWNTOWN BUSINESS DISTRICT**

The Downtown Business District is the central gathering point for residents in Downers Grove. The Downtown Business District spans the area from Main Street at Franklin Street south to Main Street at Maple Avenue. The Downtown Management Corporation sponsors several events every year. Their website <http://www.downtowndg.org/> highlights the activities for the current year. Staff ensures that the Downtown is attractive for any and every event. An article in the Chicago Tribune listed Downers Grove as one of the 10 best downtowns.

Staff activities focus on maintaining both the landscape and hardscape in the Downtown. This includes all types of landscape plant work such as planting and watering annuals in hanging baskets and planter bowls, deadheading and shaping perennials, removing leaves and thinning roses, weeding around and mulching shrubs, pruning and fertilizing trees, and inspecting and adjusting irrigation systems. Seasonal plantings and vegetation are installed and rotated such as spring bulbs, summer annuals, fall mums, and winter stems and boughs. Hardscape that is maintained includes the large fountain at the train station. This fountain is very much like a swimming pool and needs to be chlorinated, and various filters need to be cleaned and chemicals added weekly. Sidewalks, parking lots and the parking deck are washed down with power washers periodically to remove dust and grime. Staff inspects the Downtown weekly for garbage, debris, and vandalism that is all removed as it is discovered. Additional hardscape items inspected and repaired include benches, bike racks, garbage cans, ash urns, newspaper dispensers, tree grates, sign posts, seatwalls, and pavers.

Winter activities include decorating the annual holiday tree. A resident donates a large spruce tree every year, and a tree service moves and installs the tree at the Main Street Train Station. Staff decorates the tree with colored lights and ornaments created by elementary school children. The tree lighting ceremony is the Sunday after Thanksgiving. Staff also hangs clear holiday lights on trees and shrubs throughout the Downtown.

Another significant activity in the Downtown in the winter season is snow removal. Downtown snow removal involves removing snow from sidewalks, streets and parking lots with power equipment, trucks and hand shovels. Should snow be more than a few inches, snow is collected and dumped outside of the Downtown.

When the Downtown redevelopment project began in 1999, there was a strong request for tree-lined streets from the Downtown Management group. To accommodate such a request and ensure tree survival, structural soil was used in the tree pits and under sidewalks wherever trees were to be located in the sidewalks with the metal tree grates. Developed by researchers at Cornell's Urban Horticulture Institute, structural soil is composed of a rigid, load-bearing stone lattice with partially

soil filled lattice voids. This structural soil provides a continuous base course under pavements while providing material for tree root growth. This is different from traditional planting pits where tree roots have been confined to the planting pit, which in turn has led to trees being restricted in their growth potential. With the completion of the redevelopment project in 2001 and the parking deck in 2004, more than 90 trees are now in pits with structural soil and tree grates in the Downtown.



Home > What's Happening

### What's Happening

[Downtown Businesses Events](#)

[Food and Drink Weekly Specials](#)

## What's Happening

### Wine Walk Downtown Downers Grove

This event has been postponed. Will update with a new date in the near future.

**Founders Day** Presented by the [Downers Grove Historical Society](#) - Cancelled May 2 (Saturday)



# TEMPO

FRIDAY

AUGUST 1, 2003

NRW

## Suburban do's and don't's...

### Do ...

■ Go to **Mitsui Plaza** in Arlington Heights for the great Japanese food court, Hippo Bakery (no baked hippos) and very cool Japanese pottery, kitsch and grocery stores.

■ Call **Ahgrim & Sons** (847-358-7411), a Palatine funeral home, to ask about a tour of the morbid miniature golf course in its basement, with coffin and tombstone hazards.



■ Journey to **Medieval Times**, Schaumburg. Oh, come on, turp in up not thy nose at the live jousting tournaments, flowing manes (on the horses and the knights), torture museum and chicken dinners to be eaten with the hands. It's a little pricey, but good, clean, stereotypically outside suburban fun.

■ Seek out the tiny **Shakespeare Garden** on the Northwestern University campus in Evanston.

■ Visit **Deerfield's Bakery** (Deerfield, Schaumburg, Buffalo Grove). The suburbs' best bakery for selection and cakes larded with buttercream.

■ Visit **Riley's Trick and Novelty Shop**, Worth. Sells every goofy thing you can imagine, from kooky costumes, outlandish T-shirts and magic tricks to whoopie cushions, stink-bombs and plastic flowers that squirt.

■ Check out the **Donald E. Stephens Museum of Hummels** at the Rosemont Convention Center, billed as the largest public collection of the German M.I. Hummel figurines in the world. The collection — most donated by our very own The Donald — includes an 8-foot, 3,000-pound "Merry Wanderer."

■ Shop the **Kane Country Flea Market**, held the first weekend of each month at Kane County Fairgrounds in St. Charles. Acres and acres of vendors sell everything from antique furniture to rare Betty Page photos and out-of-print books.

■ Drive down one of the most beautiful stretches of road in the region. Go south on 104th Avenue/Flavin Avenue from Archer Avenue down to McCarthy Road, then go west on McCarthy. Ignore the unfamiliar and anonymous road names — this peaceful country drive takes you past at least a dozen "sloughs" or small lakes and a host of uncrowded forest preserves (as does nearby LaGrange Road, but 104th has less traffic and construction).

■ Visit the **Morton Arboretum** in Lisle, with its miles of rolling roads through an ever-changing landscape of trees, bushes and other woody plants.

■ Patronize **Luur's Garden & Flower Shop** in Berkeley. All garden centers should be so lovely. It doesn't look like a garden center at all, but more like someone's dream home.

■ Stop by **The Comix Revolution** (606 Davis Street) in Evanston. Not only a stylish, well-stocked place to pick out your small press favorites and comics — but a literate staff will help you pick up popular underground books and the latest from Chris Ware, Dave Eggers and Ivan Brunetti.

### Don't ...

► Visit **Great America** on a hot, sunny Saturday in July or August. Little shade. Interminable lines.



■ Speed down **LaGrange Road** south of 22nd Street. Not only are cops waiting to pounce, so are dozens of beady-eyed raccoons, who emerge from nearby forests to make foolhardy attempts to cross the busy road once the sun goes down.

■ Call **Cantigny** "CAN-TIG-KNEE." It's "CAN-TEE-KNEE."

■ Go to the **Deerfield Square shopping center** in downtown Deerfield on weekends unless you want to take your life in your hands. The abysmal design of the central parking lot and

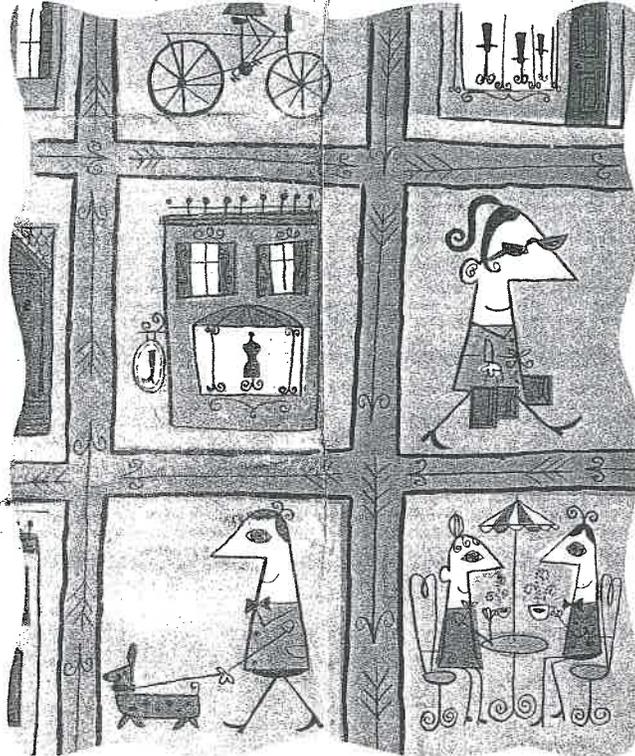


Illustration by Melinda Beck

## The best downtowns

Remember when urban know-it-alls were telling us that malls would doom suburban downtowns? Well, many are doing better than ever. We rate the best:

**1 Evanston.** Who needs downtown Chicago? Evanston residents have on their doorsteps movie theaters, bookstores, new and used record stores, and their own symphony, not to mention choice live theater and music venues. Spend a day browsing in Bookman's Alley, rocking at Reckless Records and sipping latte at the coffee joint Kafein, and you won't miss the city a bit.

**2 Hinsdale.** From super-hot Salbuto to Corner Bakery, this picturesque shopping area has just the right mix of chains, family-owned small businesses and tchotchke shops; in fact, the last of those is something of a Hinsdale specialty. You could devote a week visiting Hinsdale's seemingly endless array of home-accessories stores — Robin's Egg Blue, French Toast and the rest — and still not see every single fringed pillow.

**3 Highland Park.** Remember when you used to go into the city to find quality, independent films? In the "urbanization" that's taken place here, there are two theaters — Renaissance Place and Highland Park — offering a half-dozen such films any night of the week, plus a good selection of shops and restaurants. The live entertainment at Port Clinton Square also is part of the draw.

**4 LaGrange.** Dining options here have expanded nicely, and quirky stores such as the British Shop and Candy Blossoms coexist with chains like Trader Joe's and Corner Bakery. On weekends, the restaurant scene is such a draw that the city subsidizes a valet parking program for hungry visitors. Recently, town bigwigs have been considering building a multilevel parking deck behind City Hall.

**5 St. Charles.** St. Charles is a change from the usual suburban downtown where quaint shopping streets are sliced by railroad tracks:

Its focal point is a gleaming, pedestrian-friendly bridge that crosses the Fox River. The traffic on North Avenue can be a little nuts, but parking isn't a problem, and the antique shops and restaurants are worth the trip. Here's hoping somebody comes along and reopens the beautifully restored (but sadly vacant) Hotel Baker.

**6 Oak Park.** This bustling junior Evanston is fast catching up to its suburban role model, but what makes Oak Park different is that there are ... fewer Northwestern students. But seriously, house prices are shooting skyward here, and it's easy to see why — with bustling shopping areas and easy "L" access, you could make the argument that Oak Park is just Lakeview for people who want bigger back yards.

**7 Naperville.** If it weren't a suburb, it would be a theme park. It's got great upscale shopping (too upscale?), good restaurants (and a Heaven on Seven outpost is on the way), and on weekends, there's such a crowd (too crowded?) that the police enforce a no-cruising ordinance (which bans meandering drivers, not alternative lifestyles). Once you're done with all that, the beautiful river walk is like sensory Prozac.

**8 (tie) Homewood and Flossmoor.** We couldn't decide between these south suburban stalwarts, so we made it a tie. Homewood's vibrant downtown — home of the always-hopping flagship Aurelio's Pizza location — has long been a model for other villages hoping to emulate its cozy charm. And Chicagoans who think there is no life south of the Water Tower should check out Flossmoor: With its Tudor-style buildings and picturesque train station (which houses the excellent and aptly named Flossmoor Station brewery), it is the very epitome of "cute." Insiders know that across from that train station is a day spa with a to-die-for hot rocks massage.

**10 Downers Grove.** Five years ago, the idea of heading to downtown Downers Grove on a weekend evening would have been some kind of joke, unless you were heading to the Tivoli Theater for a movie. Since then, the downtown streets have been ripped up and redone, a multi-tier parking garage is in the works and several solid restaurants have opened (with more on the way). By next summer, downtown D.G. ought to be booming.

## MAIN STREET CEMETERY

The Main Street Cemetery is a unique feature in the southern portion of the Downtown. The cemetery is first depicted on the 1874 plat of Downers Grove Township. Plat of cemetery plot ownership and a record of the stone inscriptions on file suggest cemetery use from as early as 1858 through 1938. The Downers Grove Historical Society is actively pursuing marker mapping and restoration of any broken monuments. To assist this effort, a revised plat of survey was conducted in June 2000, and includes the overlay of cemetery plots and marker locations. This plat of survey is being stored as AutoCAD-format files and paper copies in the Forestry office. The following pages contain the cooperative Resolutions passed between the Village and the Historical Society. The Downers Grove Historical Society website provides more information about the cemetery at: <http://www.downersgrovehistory.org/>

The cemetery landscape is included as part of the Downtown landscape and is maintained throughout the year. For added color, the Women's Garden Club plants annuals at the Blue Star marker on the west side every year, and a combination of annuals and perennials at the top of the stairway on the east side. Most other landscaping is on the peripheral and acts as a natural fence around the cemetery.





RESOLUTION NO. 2013-70 \_\_\_\_\_

**A RESOLUTION AUTHORIZING EXECUTION OF  
AN ADDENDUM TO AN AGREEMENT RELATED TO THE  
DOWNERS GROVE MAIN STREET CEMETERY**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

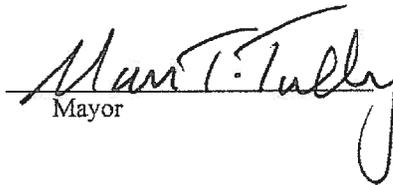
1. That the form and substance of a certain Addendum (the "Agreement"), between the Village of Downers Grove (the "Village") and Downers Grove Historical Society (the "Society"), to assist the Village in the operation, maintenance and restoration of the Downers Grove Main Street Cemetery, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

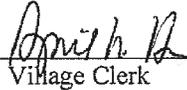
3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

  
\_\_\_\_\_  
Mayor

Passed: November 5, 2013

Attest:   
\_\_\_\_\_  
Village Clerk

**ADDENDUM TO THE AGREEMENT RELATED TO THE  
DOWNERS GROVE MAIN STREET CEMETERY**

The Village of Downers Grove, Illinois (the "Village") and Downers Grove Historical Society (the "Society") entered into an Agreement for the operation, maintenance and restoration of the Downers Grove Main Street Cemetery on or about March 21, 2000. Pursuant to the terms stated therein, the parties desire to extend that contract for another ten year period and amend the 2000 Agreement under the following terms:

1. That Section 4 shall be amended to extend the agreement for a ten (10) year period ending March 20, 2020.
2. That all other terms from the 2000 Agreement remain in full force and effect.

**VILLAGE OF DOWNERS GROVE**

**DOWNERS GROVE HISTORICAL  
SOCIETY**

*David Fieldman*  
David Fieldman, Village Manager

*Thomas Casey*  
THOMAS CASEY, PRESIDENT

Attest: *April Holden*  
April Holden, Village Clerk



Attest: *Jill P. Casey*

Date: 11/6/13

Date: 9-24-13

RESOLUTION NO. 2000-11

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT  
RELATED TO THE DOWNERS GROVE MAIN STREET CEMETERY**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and Downers Grove Historical Society (the "Society"), to assist the Village in the operation, maintenance and restoration of the Downers Grove Main Street Cemetery, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

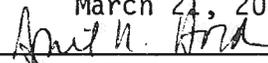
3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

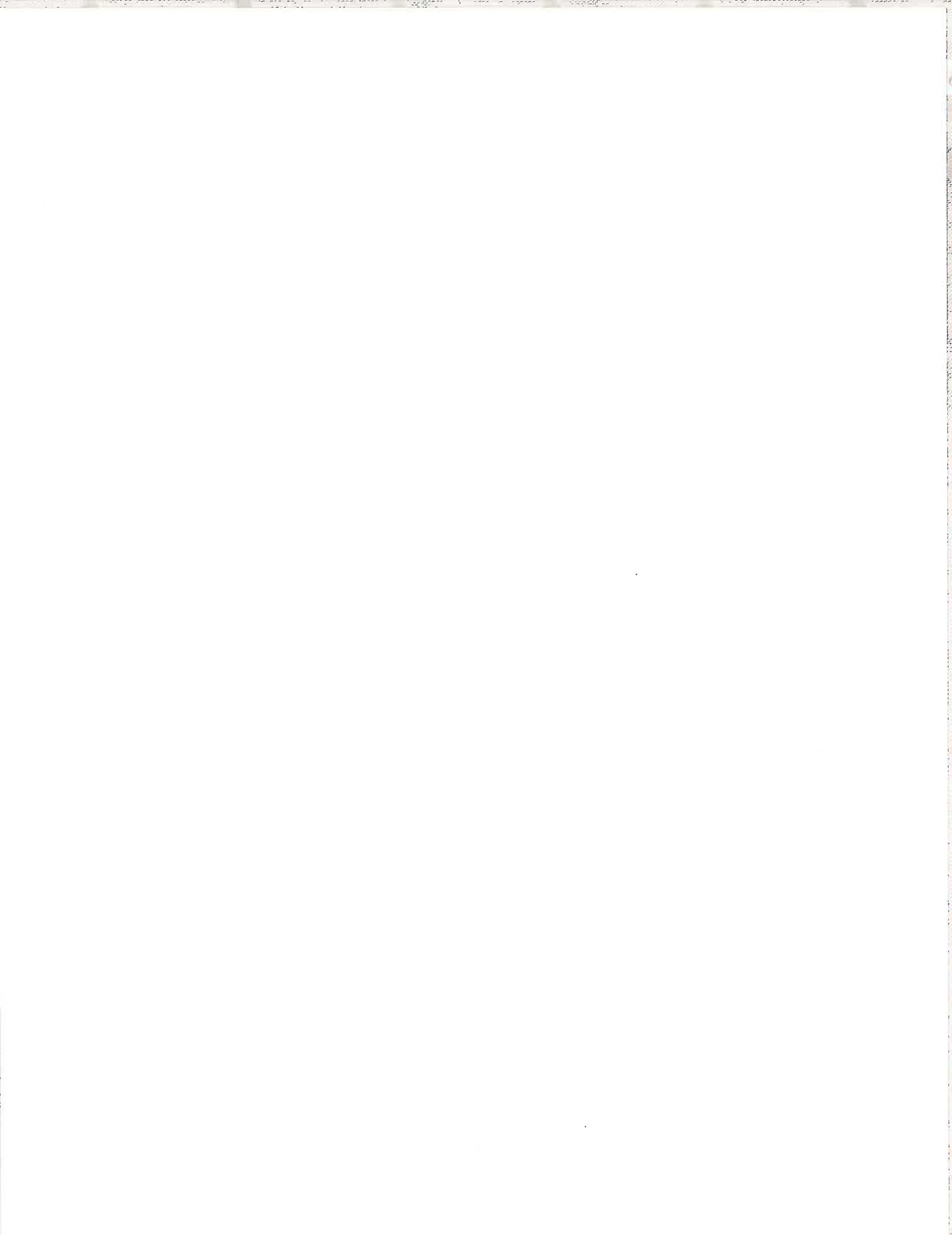
4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

  
\_\_\_\_\_  
Mayor

Passed: March 21, 2000

Attest:   
\_\_\_\_\_  
Village Clerk



**AGREEMENT RELATED TO THE  
DOWNERS GROVE MAIN STREET CEMETERY**

WHEREAS, the Village of Downers Grove owns and maintains a certain Cemetery, commonly known as the Downers Grove Main Street Cemetery; and

WHEREAS, the Downers Grove Historical Society has expressed an interest in assisting the Village in the operation, maintenance and restoration of the Cemetery; and

WHEREAS, the Downers Grove Historical Society has unique skills and expertise which would benefit the citizens of the Village of Downers Grove in the operation, maintenance and restoration of the Cemetery.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions, the parties agree as follows:

SECTION 1. The preamble of this agreement is hereby incorporated into and made a part of this agreement.

SECTION 2. The parties agree to cooperate and consult with each other regarding the operation, maintenance and restoration of the Cemetery as provided in this agreement. To that end, each party shall designate a contact representative to coordinate and act as liaison in relation to issues and activities of the Downers Grove Main Street Cemetery.

SECTION 3. This agreement is intended to encompass activities related to the operation, maintenance and restoration of the Cemetery. These are expected to include, but are not necessarily limited to, the following:

a. *Documentation:* Historical Society will undertake a marker mapping of Cemetery with photographs to produce an accurate Cemetery map showing grave dimensional locations. This is also expected to involve a search for expert resources and well-established and accepted technology for accomplishing this effort for both marked and unmarked (known and unknown) locations. The Society will update the records on an ongoing basis as additional information becomes available through accurate sources.

b. *Historical Evaluation:* This is expected to include an ongoing and long term project regarding the history of the Cemetery. This is expected to involve efforts to establish and support a systematic approach to catalog Cemetery documentation and other reference materials for safe keeping and ease of retrieval. The parties will work to promote continued interest and encourage further historical research in this area and to support long-term projects regarding the history of the Cemetery and its significance to the community.

c. *Policy Development:* The Historical Society is to provide recommendations to the Village of Downers Grove regarding the maintenance, restoration and improvements concerning the Downers Grove Main Street Cemetery. Stewardship shall be under the auspices of the Downers Grove Historical Society. Maintenance of the physical conditions shall be under the supervision and control of the Village of Downers Grove giving due consideration to the recommendations of the Historical Society. It is expected that there will be an ongoing evaluation of the markers and recommendations submitted to the Downers Grove Village Council for appropriate action. The Downers Grove Historical Society is hereby designated as the primary consultant and advisory organization regarding Village Council decisions for the Cemetery. This is expected to include, but is not limited to, decisions that affect preservation, restoration, protection, landscape design, and

maintenance policy for the cemetery. The Society is expected to provide the primary leadership and coordinating function or role for Cemetery related activities on behalf of the Downers Grove Village Council which may include operational concerns, maintenance schedules, and coordination of activities and services offered by other Downers Grove organizations wishing to participate in the Cemetery preservation and landscaping effort. The Village of Downers Grove recognize the Downers Grove Historical Society as the primary organization for making recommendations concerning the cemetery.

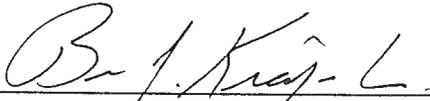
d. *Marker Conservation:* It is expected that there will be a review of all markers, including those in storage, by qualified "hands-on" restoration technicians to determine what, if any, appropriate action should be taken.

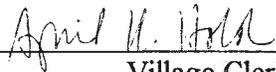
e. *Landscaping:* The parties will work to encourage Cemetery visitation in a friendly and protective manner. This is expected to include the installation of protective boundary fencing (with front and rear entry to the Cemetery) and a small, non-intrusive display having information created and supplied by the Downers Grove Historical Society. The parties will encourage volunteer and other participation by interested Downers Grove organizations.

SECTION 4. This agreement shall commence on the date hereof and continue for a period of ten (10) years, however, either party may terminate the agreement upon sixty (60) days written notice to the other party.

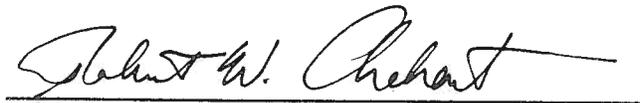
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year above written.

**VILLAGE OF DOWNERS GROVE**

  
\_\_\_\_\_  
Mayor - Brian J. Krajewski

ATTEST:   
\_\_\_\_\_  
Village Clerk

**DOWNERS GROVE HISTORICAL SOCIETY**

  
\_\_\_\_\_

ATTEST:   
\_\_\_\_\_

## PLANT IT PINK – GARDENS OF HOPE

“Plant it Pink – Gardens of Hope” is a pink ribbon project of the Well Woman Coalition of DuPage. Every October since 2003, volunteers plant thousands of pink tulips throughout DuPage County during Breast Cancer Awareness month. In May of the following year, the tulips provide a spectacular and gorgeous pink flower display by Mother’s Day. Signs are posted by the tulips to remind citizens that Early Detection is the Best Protection. Over 300 sites in DuPage County have participated in this project. The Well Woman Coalition of DuPage Pink Ribbon Committee Members include:

- American Cancer Society
- Central DuPage Health
- DuPage County Health Department
- Good Samaritan Hospital
- National-Louis University
- Susan G. Komen Breast Cancer Foundation, Chicagoland Affiliate

More information about the Well Woman Coalition of DuPage can be found at the following website: <http://www.dupagehealth.org>

Downers Grove has participated in this effort at the Village sign at 39<sup>th</sup> Street and Highland Avenue.





# **CONTRACTUAL SPECIFICATIONS**

---

Mowing and Landscape Maintenance 2019-21  
Supply of Annual Plants 2019

# **QUOTATIONS**

---

Lawn Weed Control and Fertilizer  
Irrigation and RPZ Testing  
Pressure Washing



### **III. DETAIL SPECIFICATIONS**

#### **A. Competitive Sealed Bidding**

The Village of Downers Grove, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), will receive sealed bids from Contractors for mowing and landscape maintenance services identified in the solicitation. Bids must be received by the date and time specified.

#### **B. Mandatory Pre-bid Conference**

For the purpose of familiarizing bidders with the project, answering questions, and issuing addenda as needed for clarification of the bidding documents, a mandatory pre-bid conference shall be held at the Downers Grove Public Works Facility, 5101 Walnut Avenue, Downers Grove, Illinois 60515, (630) 434-5460. Bids shall only be opened from Contractors present at the mandatory pre-bid conference. Date and time of the meeting are listed on the cover sheet.

#### **C. Objective**

This contract is for the mowing of turf and landscape maintenance of Village owned complex sites, commuter rail facilities, properties and parkways in street rights-of-way. The specifications contained herein detail how mowing and landscape maintenance activities shall improve the appearance of these areas. This contract is not being performed in conjunction with or as part of a public works construction or demolition project.

#### **D. Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any bid if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. In addition to those requirements set forth in Section 10.1 above, evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous mowing and landscape maintenance contracts or other services with the Village, other municipalities or governmental agencies. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of mowing and landscape maintenance contracts

in the last five (5) years. At least two (2) of the references must be for annual mowing contracts in excess of 50 acres per month.

5. The number of Illinois Landscape Contractors Association (ILCA) Certified Landscape Technicians (CLT). The CLT number shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal.

**E. Bidder Investigations**

Before submitting a bid, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Village Forester upon which the Contractor will rely. If the Contractor receives an award as a result of their bid submission, failure to have made such investigations and examinations will in no way relieve the Contractor from their obligations to comply in every detail with all provisions and requirements of the contract documents. Nor will the Village accept a plea of ignorance of such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

**F. Quantities**

Whenever a bid is sought for services, the quantities shall be construed as estimates for the purpose of obtaining unit prices to uniformly evaluate bids unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities.

**G. Award of Contract**

The Village Forester shall review the submitted bids and shall rank the submitted bids by contract activity forecast. Contract activity forecast shall be the sum total of the unit price multiplied by the number of estimated cycles. If the submitted unit price and the calculated extension price on the bid form are at variance, the unit price shall prevail. Additional information including work history, references, and the number of CLTs will be reviewed as listed in Section D - Qualifications of Contractors.

The award shall be made to the lowest responsive and responsible bidder (one Contractor) for all mowing types and landscape maintenance. The Village shall select the bid which is the most advantageous to the Village. Depending upon budget, the Village Forester may reduce the number of mowings or landscape maintenance in order to meet goals.

**H. Contract Term**

In accordance with terms mentioned in Section 40.1 above, the contract term shall be three (3) complete calendar years starting January 1 of 2019 and ending December 31 of 2021.

**I. Mowing Locations**

Location number	Fine Mowing Locations	Approx. Turf Acres
<b>F1</b>	Watertower at 3301 Finley – has locked gate	.26
<b>F2</b>	Watertower at 3701 Highland – has locked gate	.30
<b>F3</b>	Downers Grove Village marker sign at SE corner Highland Ave and 39 <sup>th</sup> St	.18
<b>F4</b>	Fire Station 3 at 3900 Highland Avenue	.36
<b>F5</b>	Watertower at 4318 Downers Drive – has locked gate	.48
<b>F6</b>	Belmont train station commuter parking complex at 5000 Belmont	4.5
<b>F7</b>	Public Works facility at 5101 Walnut Avenue (facility contains an irrigation system)	1.25
<b>F8</b>	Transfer site (mulch pickup site and Village dump area) on Curtiss Street – parkway area of land along street between Global Gear and Sanitary Office at 2710 Curtiss	.50
<b>F9</b>	Fire Station 1 at 2560 Wisconsin Street	.65
<b>F10</b>	Watertower at 2304 Maple Avenue – has locked gate	.20
<b>F11</b>	Main Street train station at 5001 Main and commuter parking complex (north area along tracks from Washington to Main contains an irrigation system)	1.50
<b>F12</b>	Cemetery on Main Street next to 5200 Main – **extra care must be taken around the grave stones, fence and arbor	.54
<b>F13</b>	Southeast corner at Main and Maple parkways	.01
<b>F14</b>	Fire Station 2 and watertower at 5420 Main Street (area has irrigation system) – locked gate under tower	.72
<b>F15</b>	Civic Center complex with Village Hall at 801 Burlington, Police station at 825 Burlington, and Counseling and Social Services house at 842 Curtiss including parking lots (complex contains an irrigation system)	1.95
<b>F16</b>	Fairview train station commuter parking complex at 5099 Fairview (area around station has an irrigation system)	1.98
<b>F17</b>	Detention property next to 117 8 <sup>th</sup> Street	.80
<b>F18</b>	Fire Station 5 at 6701 Main Street plus watertower – locked gate around tower	.58
<b>F19</b>	Well house at 926 67 <sup>th</sup> Street	.80
<b>F20</b>	Watertower at 1724 71 <sup>st</sup> Street – has locked gate	1.42
	<b>TOTAL</b>	<b>18.98</b>

Location number	Rough Mowing Locations	Approx. Turf Acres
R1	Detention ponds at Butterfield and Downers	2.30
R2	Median on Downers Dr north of Butterfield	.02
R3	Median on Branding east of Finley	.02
R4	Chicago right-of-way between Stonewall and Woodward	.73
R5	Parkway at 1327 Warren (Burlington Northern site)	.10
R6	Northwest corner property at Fairview and Austin from street to creek	.25
R7	North side Maple Avenue north of the tracks – areas with retaining wall bricks – plus small area just south of the tracks	.19
R8	Southeast corner property at Hill and Grand including parkway on Grand south to utility pole	.10
R9	Property north of 5321 Grand Ave	.47
R10	Parkway of wooded lots north of 5709 Main Street	.01
R11	3 Property lots north of 5704 Webster	.66
R12	3 Property lots south of 5627 Webster	.60
R13	Medians in middle of Brookbank from 59 <sup>th</sup> to 63 <sup>rd</sup>	.60
R14	Parkways along Fairview Avenue from 63 <sup>rd</sup> to 75 <sup>th</sup> - 2 maps *sidewalks may not be on the property border at all locations – cut all turf between street and property fences	2.40
R15	Medians in middle Claremont at Osage and at Blackburn – 2 maps	.05
R16	Triangle property east side Lemont at Old Main	.56
R17	Triangle property at Dunham and Lemont with Downers Grove Village sign	2.00
R18	Parkway along Dunham from Foster south to traffic light	.39
R19	Parkway along both sides of 71 <sup>st</sup> Dunham curve from Dunham at Andrus to Dunham at Foster	1.22
R20	Vacant lot south of 6931 Creekside	.20
R21	Parkway along north side Bolson Drive and west side Dunham	.30
	<b>TOTAL</b>	<b>13.17</b>

Location number	Very Rough Mowing Locations	Approx. Turf Acres
VR1	Detention pond on Downers Dr south of Butterfield by toll booth	.76
VR2	PA station at 3501 Finley – has locked gate	.10
VR3	Parkway and islands on Lacey Rd at Finley	1.26
VR4	East west alley behind 1500 Ogden (Oil Change) at Ogden and Belle Aire	.06
VR5	West side Morton by vacant lots south of 3928 Morton	.11
VR6	East side Lacey from Virginia to Ogden plus corner lot Virginia and Lacey	.34
VR7	West side Venard at Drove	.17
VR8	39 <sup>th</sup> St ROW with walkway at Venard	.22
VR9	West side Havens Ct and alley at Forest by 4224 Forest	.21
VR10	40 <sup>th</sup> St ROW by 3948 Forest	.22
VR11	East side Saratoga south of Oak Hill	.05
VR12	35 <sup>th</sup> St deadend west of Pomeroy	.13
VR13	East west alley south of 4248 Lindley	.04
VR14	North side 39 <sup>th</sup> St at Elm	.05
VR15	North side 39 <sup>th</sup> at Glendenning – both NE and NW corners – cut cattails	.14
VR16	Parkways along wetland banking project at Sterling, 40 <sup>th</sup> and Glendenning	.87
VR17	Parkways along wetland banking project at Glendenning, 40 <sup>th</sup> and Earlston	.84
VR18	West side Cumnor south of 39 <sup>th</sup> St at Tower	.38
VR19	Otis ROW behind 216 to 300 Lincoln plus walkway	2.29
VR20	Burlington between Florence and Cumnor, and west side Cumnor	.51
VR21	North side Burlington from Maple to Fairview, plus north of tracks	.50
VR22	North and south sides along tracks east of Washington	.46
VR23	West side Lee at Glen Ave	.25
VR24	Grant St Row between Cornell and Lee	.15
VR25	East west alley between Woodward and Wilson	.17
VR26	West side Pershing north of Grant	.08
VR27	North and south Warren from Lee to Belmont	1.78
VR28	South side Burlington from Chase to Walnut plus North side Burlington from Puffer to Chase and north side from Drendel to Granville – 3 maps	4.52
VR29	Both sides Walnut from Ogden to Burlington	1.81
VR30	North side Inverness from Belmont to Janes	.41
VR31	North side Inverness from Janes to Lomond	.69
VR32	Inverness ROW between Katrine and Walnut	.82
VR33	North side Gilbert from Cornell to east including steep area	.64
VR34	North side Gilbert across from ballpark to west including steep area	.43
VR35	Lee St south of Gilbert	.17
VR36	West side Lee St between 5138 and 5220 Lee	.09
VR37	East side Janes at 61 <sup>st</sup>	.22
VR38	West side Puffer at Hobson	.13

<b>VR39</b>	North side Hobson from Wolf to Leonard	.51
<b>VR40</b>	South side 64 <sup>th</sup> St west of Belmont	.08
<b>VR41</b>	Springside and Jefferson	.15
<b>VR42</b>	Along walkway on Middaugh south of 59 <sup>th</sup> St	.28
<b>VR43</b>	South side Kenyon at Washington	.07
<b>VR43.5</b>	Lots next to 5918 Webster Pl	.12
<b>VR44</b>	2 islands at 60 <sup>th</sup> and Washington	.13
<b>VR45</b>	East west ROW next to 6143 Grand	.10
<b>VR46</b>	East side Grand at 55 <sup>th</sup> , and north side 55 <sup>th</sup> from Blodgett to Grand	.98
<b>VR47</b>	South side 56 <sup>th</sup> from Fairview to Deerpath	.42
<b>VR48</b>	East side Fairmount south of 63 <sup>rd</sup> St	.06
<b>VR49</b>	North south alley behind 6314 Main St	.10
<b>VR50</b>	Saratoga ROW from Norfolk to Palmer	.89
<b>VR51</b>	South side Palmer west of Hillcrest	.30
<b>VR52</b>	West side Springside north of 6570 Springside	.03
<b>VR53</b>	Island on Bunkerhill	.45
<b>VR54</b>	73 <sup>rd</sup> St ROW south of Richards from Dexter to the west	1.42
<b>VR55</b>	Island at Elizabeth and Rohrer	.14
	<b>TOTAL</b>	<b>28.30</b>

**J. Maps of Fine, Rough and Very Rough Mowing Locations**

Maps of all fine, rough, and very rough mowing locations will be distributed at the mandatory pre-bid conference.

**K. Mowing Specifications**

**1. Fine Mowing Locations - F**

- a. Fine mowing activities shall take place weekly as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 30. Depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles, and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so that grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbeds adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave windrows of clippings, but are left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.
- h. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.

- i. Riding mowers shall be equipped with suitable floatation tires.
- j. Patterns and directions mowed shall be altered as is practical at each site to avoid rutting.
- k. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- l. Power edging of turf grass adjacent to all concrete sidewalks shall be completed 3 times during the season to maintain a neat appearance. This work is to be done the first mowing of May, July and September, and is considered incidental to this item of work.
- m. At the completion of mowing activities for the day, all areas are to be blown off, raked or swept of grass clippings to leave a pleasing appearance to the green landscape and adjoining hardscape.
- n. Mowing at each site shall be completed within one day.
- o. Extra care must be taken around the gravestones, and the arbor and fence untouched (no string trimmers!) at the Main Street Cemetery.
- p. Several locations have locked gates which will only be unlocked from 8:00am until 3:00pm once a schedule is coordinated with the selected Contractor. This may mean starting the workday at a location in the middle of the list instead of the very first location in order to facilitate the unlocking of gates in a timely manner.

## **2. Rough Mowing Locations - R**

- a. Rough mowing activities shall take place every 14 days as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 14. If funds are available and depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so those grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbed areas adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave piles of clippings and are to be left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.
- h. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.
- i. Riding mowers shall be equipped with suitable floatation tires.
- j. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent

surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.

- k. Mowing at each site shall be completed within one day.

### **3. Very Rough Mowing Locations - VR**

- a. Rough mowing activities shall take place during the first week of May, June, July, August, September and October as noted in the Mowing Calendar.
- b. The number of mowings is estimated to be 6. If funds are available and depending on mowing frequency needs, the number of mowings may be increased.
- c. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- d. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- e. All turf grass shall be mowed to a height of 3.0 inches.
- f. Mowing is to be done in a neat and orderly manner so those grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbed areas adjacent to the area being mowed. Grass clippings are to be left lying to further enrich the turf area.
- g. All mowing equipment shall have stone deflector shields.
- h. Either rotary or flail mowing equipment is acceptable provided an even cut is maintained.
- i. Riding mowers shall be equipped with suitable floatation tires.
- j. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- k. Mowing at each site shall be completed within one day.
- l. Several locations have ditches that may be wet at times and may have cattails and sedges. All vegetation including cattails and sedges must be cut.

### **\*4. Fine Mowing Locations Undesignated**

- a. The Contractor may be directed to mow locations not identified in the previous list of locations. These areas will be paid for at the hourly rate established in the bid.
- b. Complete clean up of the sites shall be done prior to each mowing. All debris shall be neatly collected and disposed of off site by the Contractor on the day of mowing.
- c. All mowing shall be done in a professional manner as to prevent damage to the turf, trees, shrubs, buildings, fences, vehicles and flowerbed areas.
- d. All turf grass shall be mowed evenly as needed down to a height of 3.0 inches.
- e. Mowing is to be done in a neat and orderly manner so that grass clippings are not blown onto roadways, sidewalks, tree rings, mulched areas or flowerbeds adjacent to the area being mowed. Grass clippings are to be mowed to a size in which they do not leave windrows of clippings, but are left lying to further enrich the turf area.
- f. All mowing equipment shall have stone deflector shields.
- g. Either rotary or reel type mowing equipment is acceptable provided an even cut is maintained.

- h. Riding mowers shall be equipped with suitable floatation tires.
- i. All turf grass growing next to buildings, fences, light poles, sign poles, etc. that cannot be cut with regular mowing equipment shall be neatly trimmed with proper string or power line trimming equipment such that there is no damage to the adjacent surface (including tree stems, buildings, fence posts). This work shall be completed at the time of mowing and is considered incidental to this item of work.
- j. Mowing at each site shall be completed within one day.

**L. Starting and Completion Requirements for Mowing**

Work shall begin in April of each year at a time mutually agreed upon by the Contractor and the Village Forester. All work shall be completed prior to December 1. Once work has begun on a type of location (fine, rough, or very rough) in a given week, the Contractor shall work successive workdays as is practical until the entire cycle through the list has been completed that week.

**M. Calendar of Mowing Activities**

The following calendar indicates the weeks in 2019 in which mowing activities are to occur, weather permitting. A separate calendar sheet shall be provided to the awarded Contractor. Dates for 2020 and 2021 shall be similar.

<b>Mowing</b>	Sunday	Mon	Tues	Wed	Thurs	Fri	Sat
		<b>Apr 1</b>	2	3	4	5	6
F	7	8	9	10	11	12	13
F R	14	15	16	17	18	19	20
F	21	22	23	24	25	26	27
F R	28	29	30	<b>May 1</b>	2	3	4
F VR	5	6	7	8	9	10	11
F R	12	13	14	15	16	17	18
F	19	20	21	22	23	24	25
FR	26	27	28	29	30	31	<b>Jun 1</b>
F VR	2	3	4	5	6	7	8
F R	9	10	11	12	13	14	15
F	16	17	18	19	20	21	22
F R	23	24	25	26	27	28	29
F VR	30	<b>July 1</b>	2	3	4	5	6
F R	7	8	9	10	11	12	13
F	14	15	16	17	18	19	20
F R	21	22	23	24	25	26	27
F VR	28	29	30	31	<b>Aug 1</b>	2	3
F R	4	5	6	7	8	9	10
F	11	12	13	14	15	16	17
F R	18	19	20	21	22	23	24
F VR	25	26	27	28	29	30	31
F R	<b>Sep 1</b>	2	3	4	5	6	7

F	8	9	10	11	12	13	14
F R	15	16	17	18	19	20	21
F	22	23	24	25	26	27	28
F R	29	30	<b>Oct 1</b>	2	3	4	5
F VR	6	7	8	9	10	11	12
F R	13	14	15	16	17	18	19
F	20	21	22	23	24	25	26
F	27	28	29	30	31	<b>Nov 1</b>	2
	3	4	5	6	7	8	9

**N. Landscape Maintenance Requirements**

**1. Weed and Debris Removal**

- a. On the same day as fine mowing of each week, the Contractor shall remove weeds from landscape beds, tree rings, and planting areas (excludes turf and paved parking areas) at the 18 specified Village properties.
- b. Three (3) of these properties are not included in the mowing locations.
- c. Weed removal shall involve hand and small mechanical removal techniques (no chemicals) using trowels, shovels, rakes or other appropriate tools.
- d. Weeds to be removed include any common nuisance weeds such as dandelions, creeping Charlie, crabgrass, purslane, plantain, thistle, garlic mustard, sedges, and any other plant intruding on desirable planted vegetation.
- e. In the process of weeding, the contractor shall maintain landscape bed edges by removing turf grass rhizomes and grass blades growing into the landscape beds.
- f. Irrigation systems and spray heads at various locations (noted on the list) shall not be damaged or covered.
- g. Woodchip mulch in each landscape bed is to be kept neat and shall not be covered or buried under soil turned up in the landscape bed.
- h. In addition to weed removal, the Contractor shall also remove any debris such as garbage which may have blown into the desirable vegetation or fallen leaves/branches.
- i. Should inclement weather not allow weeding to occur on the same day as mowing, weeding shall occur on the following day instead.
- j. The Contractor is to then remove and dispose of all weeds and debris collected.

**2. Maintenance of Shrubs in Landscape Beds**

- a. Several of the 18 specified Village properties have shrubs that will require pruning at least twice a year. These locations will be identified to the successful contractor.
- b. Pruning shall be done with an understanding of each plant's growth habits, mature size, flowering time, and on which year's growth the flowers form.
- c. Not all shrubs will need to be pruned.
- d. Pruning is expected to occur in mid June and mid July dependent on growth, with minor touchups throughout the season.
- e. Shrubs include but may not be limited to juniper, forsythia, dogwood, spirea, sumac, viburnum and yew.

- f. Pruning shall maintain the shrub's natural habit, correct damage, improve flowering, remove diseased or dead portions, thin out canes, cut back non-symmetrical branches, and reduce the height and spread to clear building windows, sidewalks, curb edges, parking stalls and paved areas.

**3. Perennial Vegetation, Groundcover and Ornamental Grass Maintenance**

- a. The Contractor shall maintain any perennial vegetation, groundcover and ornamental grass in their respective natural forms.
- b. Spent leaves and flower stalks shall be cut back as they occur.
- c. Plant parts, runners and foliage shall be pruned back and kept clear of sidewalks, stairs, curb edges and parking stalls.

**4. Spring Clean-Up of Landscape Beds**

- a. The Contractor shall perform a spring clean-up of all areas in of the 18 specified Village properties.
- b. This work is expected to occur through several weeks in April.
- c. Ornamental grasses such as feather reed grass, fountain grass and zebra grass, shall be cut down to 2" aboveground before new shoots begin to sprout.
- d. Fallen leaves, sticks, and spent foliage shall be removed and disposed of by the Contractor.

**5. Fall Clean-Up of Landscape Beds**

- a. The Contractor shall perform a fall clean-up of all areas of the 18 specified Village properties. Scattered leaves on turf can be mowed, while any large piles of leaves must be collected and removed from each site.
- b. This work is expected to occur through several weeks in October.
- c. Fallen leaves, sticks, spent foliage and any debris shall be removed and disposed of by the Contractor.

**O. Landscape Maintenance Locations**

Location Number	Landscape Maintenance Locations
L1 (F3)	Downers Grove Village marker sign at SE corner Highland Ave and 39 <sup>th</sup> St
L2 (F4)	Fire Station 3 at 3900 Highland Avenue
L3	Highland Avenue dead-end north of Ogden next to Walgreens
L4 (F6)	Belmont train station commuter parking complex at 5000 Belmont
L5 (F7)	Public Works facility at 5101 Walnut Avenue (facility contains an irrigation system)
L6 (F8)	Transfer site (mulch pickup site and Village dump area) on Curtiss Street – parkway area of land along street between Global Gear and Sanitary Office at

	2710 Curtiss
L7 (F9)	Fire Station 1 at 2560 Wisconsin Street
L8 (F11)	Main Street train station at 5001 Main and commuter parking complex (area along north side tracks from Washington to Main contains an irrigation system)
L9	Lot D behind 1122 Gilbert
L10 (F12)	Cemetery on Main Street next to 5200 Main **extra care must be taken around the grave stones, fence and arbor
L11 (F14)	Fire Station 2 and watertower at 5420 Main Street (area has irrigation system) – locked gate under tower
L12 (F15)	Civic Center complex with Village Hall at 801 Burlington, Police station at 825 Burlington, and Counseling and Social Services house at 842 Curtiss including parking lots (complex contains an irrigation system)
L13	Water rate station at 5324 Park Avenue
L14 (F16)	Fairview train station commuter parking complex at 5099 Fairview (area around station has an irrigation system)
L15 (F17)	Detention property next to 117 8 <sup>th</sup> Street
L16 (F18)	Fire Station 5 at 6701 Main Street
L17 (R17)	South Village marker sign at Dunham and Lemont
L18 (F20)	Watertower at 1724 71 <sup>st</sup> Street – has locked gate

**P. Maps of Landscape Maintenance Locations**

Maps of all landscape maintenance locations will be distributed at the mandatory pre-bid conference.

**Q. Calendar of Landscape Maintenance Activities**

Landscape maintenance activities are to begin the same week as fine mowing and continue for the next 30 weeks in conjunction with fine mowing.

**R. Damage to Public or Private Property**

Should any damage to private or public property occur as a result of the service performed or work done by the Contractor, the Contractor shall immediately notify the Village Forester or other Village representative of such damage. Damage shall include ruts in the turf and broken irrigation heads caused by the mowing equipment. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village Forester, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to

damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

**S. Contractor Personnel and Equipment**

The Contractor shall supply all material, equipment and personnel necessary to complete the work detailed in the specification section. All equipment shall be maintained in proper condition at all times. No extended machine repairs of any type shall be allowed on Village property at any times (ex. oil change). The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period. All vehicles and attached equipment shall have the Contractor's name in a visible location.

The Contractor shall employ only competent, efficient and trained employees. Training shall specifically include safe operation of equipment and applicable OSHA standards. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification. All individuals shall be familiar with the mowing and landscape specifications identified in this document and shall be experienced in mowing and landscape operations. The Village Forester or other Village representative shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Village Forester or other Village representative rejects staff, the Contractor must provide replacement staff satisfactory to the Village Forester or other Village representative in a timely manner and at no additional cost to the Village. The day-to-day supervision and control of the Contractor's employees is the responsibility solely of the Contractor.

**T. Work Crew Supervision**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

**U. Workdays and Working Hours**

The Contractor shall schedule work between the hours of 7:00 a.m. and 8:00 p.m., Monday through Friday, unless authorized in writing by the Village Forester or other Village representative thereof, in response to a written request. Work on Saturdays, Sundays, and holidays is prohibited unless authorized in writing.

**V. Safety Considerations**

All equipment usage, mowing activities, and landscape maintenance activities shall be performed in such a manner as to prevent injury to the public or equipment operator.

**W. Traffic Control and Parking**

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians. When parking is not available on a

property, work vehicles shall be parked on the same side of the street as the work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by Municipal Code 14-92. All traffic control and parking shall be to the satisfaction of the Village Forester, or other Village representative, and same shall resolve any questions as to proper procedures.

**X. Report Form Submission**

The Village will provide the "Mowing Checklist" report form and the "Landscape Maintenance Checklist" report form for the Contractor to fax or e-mail to the Village Forester at the end of each work week. The Contractor shall be responsible to submit this weekly "Mowing Checklist" report form and the "Landscape Maintenance Checklist" at the end of each week indicating what work has been completed that week. The submitted report forms will be inspected for compliance with the specifications for maintenance. Incomplete or unsatisfactory or missed locations will be noted. Report forms will then be used to verify and approve payment for services.

**Y. Quality Control and Inspection of Work**

The Contractor will be required to maintain a quality control program throughout the term of this contract. The Contractor and Village Forester shall meet at least two weeks in advance of the first mowing to identify contacts and how deficiencies will be identified and corrected before the performance level becomes unacceptable

All work shall be completed to the satisfaction of the Village Forester, or other Village representative, and same shall resolve any questions as to proper procedures or quality of workmanship. Should any areas be missed of a given mowing type (fine, rough or very rough), or should areas be poorly mowed, or areas not maintained weed-free, the Contractor shall mow or re-mow or re-weed such areas within 48 hours of being notified by phone, fax, or e-mail. Should areas be missed several times or not be completed in a timely fashion, not only will payment not be made for those locations, but also the Contractor shall be liable and shall pay the Village liquidated damages in the amount shown in the Liquidated Damages section below.

**Z. Unsatisfactory or Unsafe Work**

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

**AA. Costs and Basis of Payment**

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

Payments will be made on a weekly basis as invoices are verified by the Village Forester or representative's review of the "Mowing Checklist" report forms and the "Landscape Maintenance Checklist" report forms submitted weekly by the Contractor. The Contractor shall be paid for the work described herein on a per cycle basis for each number of authorized completed mowing and landscape maintenance cycles, or per hour for any additional fine mowing locations.

In no case shall payment be made on locations not completed to the satisfaction of the Village Forester and in accordance with these specifications. The contract unit prices shall remain firm for the contract term, or until all mowing and landscape work is complete. No adjustments in contract unit prices or additional compensation will be made for increases or decreases in the quantities.

The Awarded Contractor shall send all invoices to the Village Forester. The Village shall pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

**AB. Liquidated Damages**

The Village and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal or arbitration proceeding. Instead, should the Contractor fail to complete the work within the working days stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village as liquidated damages the amount shown in the following schedule. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract. The Village shall deduct these liquidated damages from any monies due or to become due to the Contractor for breach of this contract.

- 1) \$100.00 per calendar day for failure to complete the work in the time frames required by this contract
- 2) \$100.00 per occurrence of damage to trees, buildings, cemetery stones or fence sections along the cemetery including but not limited to scraped tree bark or chipped fence posts

**AC . ILCA Certified Landscape Technician**

The number of Illinois Landscape Contractors Association (ILCA) Certified Landscape Technicians (CLT) shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal. If applicable, attach copies of certificates.

**AD. BNSF Railway Contractor Safety Orientation**

The Contractor must take protective measures as are necessary to keep railway facilities free of foreign objects and materials resulting from their operations. The Contractor must ensure that each of its employees, subcontractors, agents or invitees completes BNSF Railway Contractor Safety Orientation course and the Contractor Orientation test through internet sessions on the website <https://bnsfcontractor.com/Default.asp> before any work is performed near railways. Additionally, the Contractor must ensure that each and every one of its employees, subcontractors, agents or invitees possesses a card certifying completion of the BNSF Railway Contractor Safety Orientation. The Contractor must renew the BNSF Railway Contractor Safety Orientation annually. Further clarification, costs, card information and a completion database can be found on their website.

**AE. Failure to Enforce**

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

**AF. Questions during the Bid Process**

All questions shall be directed to:

Kerstin G. von der Heide, Village Forester,  
Phone (630) 434-5475 and FAX (630) 434-5495  
Email: [kvonderheide@downers.us](mailto:kvonderheide@downers.us)

**AG . Bid Form Submission**

Each bidder shall submit one (1) complete original of the bid document and one (1) duplicate copy on CD or Flash Drive in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given work day, and a list of equipment to be used on the project.
3. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of mowing and landscape maintenance contracts in the last five (5) years. At least two (2) of the references must be for annual mowing contracts in excess of 50 acres per month. Include names, addresses, daytime phone numbers, and year of contract.
4. Applicable insurance information supplied and forms completed.
5. If applicable, attach copies of Certified Landscape Technician certificates.
6. Cover page and Signature block completed.

7. Completed Suspension or Debarment Certificate, and Campaign Disclosure Certificate

**IV. BID/CONTRACT FORM**

The undersigned Contractor offers to provide to the Village of Downers Grove, an Illinois Municipal Corporation, **Mowing and Landscape Maintenance Services** conforming to the specifications, terms and conditions set forth herein.

**A. Unit Prices and Extensions For Mowing and Landscape Maintenance**

**January 1, 2019 to December 31, 2019**

<b>TYPE</b>	<b>Estimated Cycles/hrs</b>	<b>Unit Price</b>	<b>Extension</b>
Fine mowing	30 cycles		
Rough mowing	14 cycles		
Very Rough	6 cycles		
Fine mowing additional	30 hrs		
Landscape maintenance	30 cycles		
<b>TOTAL</b>			

**January 1, 2020 to December 31, 2020**

<b>TYPE</b>	<b>Estimated Cycles/hrs</b>	<b>Unit Price</b>	<b>Extension</b>
Fine mowing	30 cycles		
Rough mowing	14 cycles		
Very Rough	6 cycles		
Fine mowing additional	30 hrs		
Landscape maintenance	30 cycles		
<b>TOTAL</b>			

January 1, 2021 to December 31, 2021

TYPE	Estimated Cycles/hrs	Unit Price	Extension
Fine mowing	30 cycles		
Rough mowing	14 cycles		
Very Rough	6 cycles		
Fine mowing additional	30 hrs		
Landscape maintenance	30 cycles		
<b>TOTAL</b>			

COMBINED OVERALL TOTAL all 3 years = \_\_\_\_\_

**B. Personnel and Equipment**

The approximate number of personnel who will be at the work site daily is \_\_\_\_\_

List of equipment

---

---

---

---

---

---

---

---

---

---

**C. If applicable, attach copies of Certified Landscape Technician certificates**

**MUNICIPAL REFERENCE LIST**

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Forestry Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

### **III. DETAIL SPECIFICATIONS**

#### **A. Competitive Sealed Bidding**

The Village of Downers Grove, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), will receive sealed bids from Contractors for the supply of annual plants identified in the solicitation. Bids must be received by the date and time specified.

#### **B. Informational Pre-Bid Conference**

For the purpose of familiarizing bidders with the project, answering questions, and issuing addenda as needed for clarification of the bidding documents, an informational pre-bid conference shall be held at the Downers Grove Public Works Facility, 5101 Walnut Avenue, Downers Grove, Illinois 60515, (630) 434-5460. Attendance is not required. Date and time of the meeting are listed on the cover sheet.

#### **C. Objective**

This contract is for the growing and supply of specific annual plants. These annual plants are for planting beds and baskets located in the Downers Grove Downtown Area and for Village owned complex sites. The specifications contained herein detail the annual plants.

#### **D. Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any bid if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. In addition to those requirements set forth in Section 10.1 above, evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The distance of the production and propagation facilities from the Village. Production facilities shall be within 70 miles of Downers Grove. This is to facilitate inspections and limit travel times to approximately 1-hour when practical.
5. The quality of performance of previous annual plant supply services.

**E. Quantities**

Whenever a bid is sought seeking a source of supply for items or services, the quantities shall be construed as estimates for the purpose of obtaining unit prices to uniformly evaluate bids unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities.

**F. Award of Contract**

The Village reserves the right to reject any or all bids and award multiple contracts as deemed advantageous to the Village.

The Village Forester shall review the submitted bids and shall rank the Contractor's prices by contract activity forecast. Contract activity forecast shall be determined by the sum total of the unit price multiplied by the estimated quantity. If the submitted unit price and the calculated extension price on the bid form are at variance, the unit price shall prevail. Additional information including work history and references will be reviewed as listed in Qualifications of Contractors.

The award shall be made to the lowest responsive and responsible bidders. Depending on which is the most advantageous to the Village, the annual plant order may be split between two Contractors with the intent to award each at least 1000 plants, or the order may be given to one Contractor if their submitted prices are the lowest overall.

**G. Contract Term**

The contract term shall be from award through July 1, 2019.

**H. Annual Plant Production Specifications**

1. All annual plants shall be propagated by commonly accepted methods (seed germination, budding, cuttings, plugs, etc.) for the given annual plant. All annual plants shall be grown to size at northern Illinois production facilities.
2. Plants shall be of the Genus, Species, and variety specified. Substitutions shall be made only with the advice and consent of the Village Forester.
3. Plants shall be well rooted and established within the container at the time of shipment.
4. Plants shall be properly acclimated to northern Illinois conditions using generally accepted horticultural techniques.
5. Plants shall not have excessive growth regulating compounds applied which would inhibit performance in the field.
6. Plants shall have filled the container grown in. Soil shall not be visible from above the plant canopy. Newly transplanted plugs or plants will not be accepted at the time of shipment.
7. Plants shall be budded and show color prior to shipment unless otherwise specified by the Village Forester.
8. Plants shall be free of insect and disease in accordance with commonly accepted horticultural principles.

9. Plants that fail to grow or thrive shall be discarded and replaced with a suitable alternative promptly at no charge to the Village. Alternate plants are subject to the approval of the Village Forester.
10. Containers shall be of the size specified.
11. At least one pot per pack (1 of 10 for 4.5" pots, and 1 of 6 for 6.5" pots) shall have a label indicating the annual species and cultivar.
12. Product representatives are to be available prior to and after installation to provide product support, design and cultural consultations.

**I. Annual Plant Inspections and Production Facility Locations**

1. Production facilities shall be open to product inspection by the Village Forester from the time of contract award until the date of shipment. Inspections shall occur at a time that is mutually convenient.
2. All annual plant material shall be inspected and shall be subject to written approval at the point of origin before shipment to Downers Grove to ensure availability, quality and adherence to specifications.
3. Should plant failure occur or should any plants not thrive by the delivery date, the Contractor shall make every attempt to substitute these plants with a similar item upon consultation with the Village Forester.
4. Production facilities shall be within 70 miles of Downers Grove. This is to facilitate inspections and limit travel times to approximately 1-hour when practical.

**J. Delivery**

Production facilities shall ship inspected and approved annual plant material such that it arrives at Downers Grove Public Works Facility in early May 2019. The Contractor and Village Forester shall coordinate delivery subject to production inspections. Estimated delivery charges are to be listed after the annual plant supply prices on the bid sheet. The Village will only accept a delivery of plants that are in excellent condition and are ready for installation.

**K. Costs and Basis of Payment**

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

The Contractor shall be paid for the work described herein on a per plant basis depending on the plant's container size and the unit price provided plants arrive at the Village in excellent condition and are ready for installation. In no case shall payment be made for annual plants that do not meet these specifications.

The contract unit prices shall remain firm for the contract term, or until all annual plant material is supplied.

**L. Questions during the Bid Process**

All questions shall be directed to:

Kerstin G. von der Heide, Village Forester,  
Phone (630) 434-5475 and FAX (630) 434-5495  
Email: kvonderheide@downers.us

**M. Failure to Enforce**

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

**N. Bid Form Submission**

Each bidder shall submit one (1) complete original bid document and one (1) duplicate copy on CD or Flash Drive in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain:

1. Unit prices and extensions for the exact quantities listed
2. Four (4) references who can attest to the Contractor's ability to fulfill this contract. Include names, addresses and phone numbers.
3. At least one (1) reference that can attest to the Contractor's previous satisfactory supply of annual plants to a municipal or other governmental body.
4. Applicable insurance information supplied and forms completed.
5. Signature block completed.
6. Completed Suspension or Debarment Certificate, and Campaign Disclosure Certificate

**IV. BID AND CONTRACT FORM  
ANNUAL PLANT SUPPLY**

The undersigned Contractor offers to provide to the Village of Downers Grove, an Illinois municipal corporation, annual plant supply services conforming to the terms and conditions set forth herein.

**A. Unit Prices and Extensions**

<b>Size</b>	<b>Variety</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Extension</b>
4.5"	Angelonia Angelface Blue	40		
6.5"	Begonia Dragonwing Pink	288		
6.5"	Begonia Dragonwing Red	480		
4.5"	Argyranthemum Beauty Yellow	50		
4.5"	Dracaena Spikes	90		
4.5"	Geranium Allure Tangerine	140		
4.5"	New Guinea Impatiens Divine Lipstick	400		
4.5"	New Guinea Impatiens Divine Orange	400		
4.5"	Ipomoea batatas 'Marguerite'	30		
4.5"	Ipomea Sweet Caroline Bronze	30		
4.5"	Ipomea Sweet Caroline Red	30		
4.5"	Ipomea Sweet Blackie	30		
4.5"	Lantana Dallas Red	730		
4.5"	Lantana Landmark Yellow	130		
4.5"	Petunia Easy Wave Pink	330		
4.5"	Petunia Easy Wave Blue	230		

4.5"	Plectranthus australis 'Variegata'	190		
4.5"	Salvia Victoria Blue	80		
6.5"	Verbena Superbena Dark Blue	66		
6.5"	Verbena Temari Patio Rose	132		
4.5"	Verbena Lanai White	10		
1 gal	Pennisetum setaceum 'Rubrum'	98		
5 gal	Pennisetum setaceum 'Rubrum'	12		
<b>Estimated Charge for Delivery</b>				
<b>Total Cost</b>				



## Lawn Care Proposal Quotation Request

The Village of Downers Grove Forestry and Grounds Division is requesting a proposal quotation for lawn care activities for 2020.

### **Objectives**

The lawn care activities are to apply a turf recommended fertilizer and weed treatment of common turf weeds (such as crabgrass, dandelions, creeping Charlie) on select Village properties. With recent changes to the State of Illinois *Lawn Care Products Application and Notice Act*, fertilizers are not to contain phosphorus. The properties are listed in a table on the following pages, and maps are available. All locations are to be treated 3 times between April 1 and September 30 with an emphasis on weed control in the spring. Products are to be applied to turf only and any herbicides may not be applied any closer than 2 feet around any tree trunks. Once a quote has been accepted and the work schedule has been approved, the Contractor shall work successive workdays until all locations are complete for each application. For scheduling, the Contractor shall contact the Village Forester at least 1 week in advance of an application date to coordinate mowing, irrigation, and downtown Village activities and to receive approval of the planned application date.

### **Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any quote if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of this document and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous lawn care projects with the Village and other municipalities within the last five (5) years. The Contractor shall have been actively engaged in the lawn care industry for a period of at least three (3) years. The Contractor must provide a list of three (3) references of jobs successfully completed for similar contracts.
5. The quality, availability and adaptability of the proposed products to lawn health and weed maintenance on the Village properties listed herein.

Village of Downers Grove

**Quotation Review and Award of Contract:**

The Village shall review and evaluate all quotations submitted. This includes reviewing each quotation for conformance to requirements, references, and cost. The Village will select the highest rated, fully qualified and best suited Contractor for lawn care.

**Insurance Requirements**

1. Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident
Umbrella Liability (pursuant to section 5 below)	\$ 5,000,000	

2. Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
3. Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
4. Workers Compensation coverage shall include a waiver of subrogation against the Village.

## Village of Downers Grove

5. Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, **or** by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
6. Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be ***Primary and Non-Contributory***.
7. Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A-VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
8. All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
9. Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

## Village of Downers Grove

### Locations

Maps for the following locations are highlighted with red ink to identify the locations which are to be treated. Maps are attached.

<b>Locations</b>	<b>Approx. Turf Acres</b>
Fire Station 3 at 3900 Highland Avenue	.30
Belmont train station commuter parking complex at 5000 Belmont	6.5
Public Works facility at 5101 Walnut Avenue (area has an irrigation system)	.93
Fire Station 1 at 2560 Wisconsin Street	.66
Main Street train station commuter parking complex at 5001 Main and areas by parking deck (area along tracks from Washington to Main contains an irrigation system)	1.81
Cemetery on Main Street next to 5200 Main **extra care must be taken around the grave stones, arbor and wood fence	.40
Civic Center complex with Village Hall at 801 Burlington, Police station at 825 Burlington, and Counseling and Social Services house at 842 Curtiss including parking lots (complex contains an irrigation system)	1.50
Fairview train station commuter parking complex at 5099 Fairview (area around station has an irrigation system)	1.15
Fire Station 2 and watertower at 5420 Main Street (facility contains an irrigation system)	.74
Fire Station 5 at 6701 Main Street	.23
Watertower at 1724 71 <sup>st</sup> St (facility has fence)	1.66
<b>TOTAL</b>	<b>15.88</b>

### Material Specifications

The Contractor shall supply the Village Forester with the most current Label and Safety Data Sheet (SDS) available for the proposed products. The Contractor is responsible for following the Label and SDS requirements for protective equipment and safe chemical handling. The Contractor must meet OSHA and any other federal, state and local safety requirements. The Contractor will be held responsible for any damage to personnel, city facilities, chemicals and equipment for these specifications to ensure product safety. The Contractor must ensure that all necessary protective equipment is considered incidental to the contract.

### Proof of Purchase

Prior to starting the project, the Contractor shall be required to show proof of purchase of specified products.

**Expiration Dates of Product/ Supplies**

Any required product and/or supplies that have expiration dates must have at least nine (9) months of shelf life before the expiration date. Failure to comply with this requirement may result in rejection of any product and/or supplies to be used. If the product is rejected, the Contractor shall be responsible for replacement within forty eight (48) hours.

**Spills**

The Contractor is solely responsible for any and all spills or leaks prior to and during unloading or transporting of their product. The Contractor hereby agrees to reasonably evacuate and warn those persons that may be affected by the spill and must clean up such spills or leaks to the satisfaction of the Village and in a manner that complies with applicable federal, state and local laws and regulations. The Contractor is responsible for any costs associated with spill clean-ups.

**Clean Up**

The Contractor shall, during the progress of the work, remove and dispose of all materials and the resultant dirt and debris on a daily basis and keep the work site(s) and adjacent premises in a clean condition satisfactory to the Village. Upon completion of work, the Contractor must remove all materials, tools and machinery and restore the site to the same general condition that existed prior to the commencement of its operation. The Contractor shall be required to pick up and dispose of all containers. The Contractor must for pick up of the all containers after a service is completed and prior to leaving the work site.

**Illinois Department of Agriculture Pesticide License and Regulations:**

The Contractor shall supply proof that all equipment operators have the appropriate State of Illinois Department of Agriculture Pesticide licenses and that they are properly trained to apply the lawn care products. The Contractor must possess valid Illinois Pesticide Applicators licenses and be authorized to purchase the items needed to perform lawn care activities at the time the quote is submitted. Copies of all certifications and licenses are required. The Contractor shall keep records of all pesticide applications in accordance with laws and regulations of the Illinois Pesticide Act including but not limited to the EPA registration number and either the brand name or product name of the pesticide, the date and amount applied, and the location at which the pesticide was mixed and or loaded into the application equipment.

**Lawn Care Products Application and Notice Act**

The Contractor shall follow the Lawn Care Products Application and Notice Act (415 ILCS 65/1 *et seq.*). The Act requires the placement of markers immediately after application is made. The markers must be placed at the point(s) of entry into the application area. In addition, with regards to fertilizers in section 5a of the Act, no fertilizer is to contain phosphorus.

**Unauthorized Product Application:**

The Contractor must ensure proper identification of turf on the designated properties. The Contractor must not apply any unauthorized product materials or make unscheduled applications. If the Contractor does apply unauthorized product materials, or make unscheduled applications, the Contractor is responsible for all damages and replacement and/or clean-up of all damaged areas, plants, flowers, etc. caused by such unauthorized application or unscheduled application.

Village of Downers Grove

**Inspection of Work:**

All work shall be completed to the satisfaction of the Village Forester or Forestry representative and same shall resolve any questions as to proper procedures or quality of workmanship.

**Term of Contract**

The contract term for 2020 is to be from May 1 to November 30, 2020. This Contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds.

**Termination of Contract:**

The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

**Costs and Basis of Payment**

The Contractor shall be paid for the work described herein on a per application basis depending on the quotation. The quoted unit prices shall remain firm for the contract term.

The Awarded Contractor shall send all invoices to the Village Forester. The Village will pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

**Contractor Information**

**Please fill out completely:**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name and phone number of 24- hour contact \_\_\_\_\_

Number of Days Quotes Are Good For: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Downers Grove

**Personnel with IL Department of Agriculture Licenses**

Licensed equipment operators who shall be present each workday:

Name and license # \_\_\_\_\_

Name and license # \_\_\_\_\_

Name and license # \_\_\_\_\_

**Quotation Prices for Lawn Care**

Application 1

Approximate Date \_\_\_\_\_

Products to be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price for application to all 11 properties \_\_\_\_\_

Application 2

Approximate Date \_\_\_\_\_ **\*\*to be at least 1 week before or after Grove Fest**

Products to be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price for application to all 11 properties \_\_\_\_\_

Application 3

Approximate Date \_\_\_\_\_ **\*\*to be at least 1 week before or after any  
downtown events**

Products to be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price for application to all 11 properties \_\_\_\_\_

Total Price Applications 1 + 2 + 3 = \_\_\_\_\_

Village of Downers Grove

**Insurance**

Insurer's Name \_\_\_\_\_

Agent \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**MUNICIPAL REFERENCE LIST**

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Forestry Contact Name \_\_\_\_\_

Year of the treatment contract \_\_\_\_\_

Municipality \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Forestry Contact Name \_\_\_\_\_

Year of the treatment contract \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Forestry Contact Name \_\_\_\_\_

Year of the treatment contract \_\_\_\_\_

**Submit Quote By**

Quotes are due by **March 6, 2020.**

Please fill out pages 6, 7 and 8

Please fax or e-mail quotations to:

Kerstin G. von der Heide, Village Forester  
5101 Walnut Avenue  
Downers Grove, IL 60515  
Office 630-434-5475 and Fax 630-434-5495  
[kvonderheide@downers.us](mailto:kvonderheide@downers.us)



## Irrigation Start-Up/Shut Down Quotation Request

The Village of Downers Grove Forestry and Grounds Division is requesting quotations on starting up and shutting down various irrigation systems.

### **Objectives**

The project involves the starting up and shutting down of various irrigation systems including the installation of RPZs (RPZ testing to be done by others) between May 1 and May 15, 2020. All systems are to be made functional including all quick couplers and then set to operate at the times listed (a list of times and settings will be provided). All repair parts are to be itemized as additional charges on the bill if the quote below is accepted. Once a quote has been accepted and setup work has been scheduled, the contractor shall work successive workdays until all locations are complete and functioning. All systems are to be winterized, blown out and disassembled in early October also on successive workdays.

### **Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any quote if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of this document and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous irrigation projects within the last five (5) years.

### **Quotation Review and Award of Contract**

The Village shall review and evaluate all quotations submitted. This includes reviewing each quotation for conformance to requirements, references, and cost. The Village will select the highest rated, fully qualified and best suited Contractor for irrigation work.

### **Insurance Requirements**

1. Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not

Village of Downers Grove

be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<b><i>(Applicable on a Per Project Basis)</i></b>
Commercial Automobile Liability	\$1,000,000	Each Accident
Umbrella Liability (pursuant to section 5 below)	\$ 5,000,000	

2. Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
3. Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
4. Workers Compensation coverage shall include a waiver of subrogation against the Village.
5. Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, ~~or~~ by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
6. Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor

## Village of Downers Grove

employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.

7. Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
8. All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
9. Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

### **Irrigation Certification**

The Contractor shall provide proof that at least one irrigation employee has completed and passed a yearly 4-hour continuing education refresher course after having taken the initial 16-hour certification course as required by Illinois law.

### **Work Crew Supervision**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

### **Workdays, Working Hours, and After Hours Contact**

The Contractor shall schedule work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless authorized by the Village Forester or other Village representative.

## Village of Downers Grove

The Contractor shall supply a contact phone number which shall be more than just an answering machine in case an emergency situation arises which needs to be discussed.

### **Public Convenience and Traffic Control**

All worked performed under this contract will be so conducted as to cause a minimum of dust, noise and inconvenience to the normal activities where the work is performed. The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians.

### **Inspection of Work**

All work shall be completed to the satisfaction of the Village Forester or Forestry representative and same shall resolve any questions as to proper procedures or quality of workmanship.

### **Term of Contract**

The contract term for 2020 is to be from May 1 to November 30, 2020. This Contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds.

### **Termination of Contract**

The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

### **Costs and Basis of Payment**

The Contractor shall be paid for the work described herein on a per location basis depending on the quotation with parts to be itemized. The quoted unit prices shall remain firm for the contract term.

The Awarded Contractor shall send all invoices to the Village Forester. The Village will pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

## Village of Downers Grove

### Locations

1) Price for starting up 28 irrigation areas utilizing RainBird TBOS Field Transmitters with TBOS 1 station modules, Woodford lawn hydrants, Netafim and/or pop-up sprayers and quick couplers, plus an additional 2 locations with Woodford lawn hydrants and quick couplers only (see list in Attachment A). All are located in the downtown Downers Grove area between Main and Franklin south to Main and Grove. Work involves re-connecting 1"- 1.5" RPZs (testing to be separate), resetting timers for specified cycle run times, repairing leaks, and connecting and repairing any quick connects. A list of locations and cycle times will be provided.

2) Price for starting up 1 irrigation area with a RainBird TBOS Field Transmitters with TBOS 2 station module, pop-up sprayers and quick coupler located in the median at Mochel south of Curtiss Street. Work involves re-connecting 1.5" RPZ under fake rock (testing to be separate), resetting timers for specified cycle run times, repairing leaks and connecting and repairing quick connect. A list of cycle times will be provided.

3) Price for starting up 1 irrigation area utilizing Hardie controller and pop-up spray heads located at north train platform between Main and Washington. Work involves re-connecting 2" RPZ in hotbox (testing to be separate), resetting controller for specified cycle run times for 12 zones, checking spray patterns and repairing leaks. Of note – zone 12 is connected to a TBOS 2 station module and pop-up sprayers closest to Main. A list of zone cycle times will be provided.

4) Price for starting up 1 irrigation area utilizing a Hunter Pro-C controller and pop-up spray heads located at 5101 Walnut (Public Works). Work involves checking 2" RPZ in building (testing to be separate), resetting controller for specified cycle run times for 11 zones, checking spray patterns and repairing leaks. A list of zone cycle times will be provided.

5) Price for starting up 1 irrigation area utilizing a Hunter Pro-C controller and pop-up spray heads located at 801 Burlington (Civic Center). Work involves checking 2" RPZ in building (testing to be separate), resetting controller for specified cycle run times for 7 of the 9 zones, checking spray patterns and repairing leaks. A list of zone cycle times will be provided. **Of note – redevelopment of the site is currently being reviewed so repairs need to be kept to a minimum**

6) Price for starting up 1 irrigation area utilizing a Hardie controller and pop-up spray heads located at 5001 Fairview (train station). Work involves checking 2" RPZ in building (testing to be separate), resetting controller for specified cycle run times for 9 zones, checking spray patterns and repairing leaks. A list of zone cycle times will be provided.

~~7) Price for starting up 1 irrigation area utilizing a Hunter controller and pop-up spray heads located at 5420 Main (Fire Station 2). Work involves checking 2" RPZ in building (testing to be separate), resetting controller for specified cycle run times for 18 zones, checking spray patterns and repairing leaks. A list of zone cycle times will be provided.~~

**Of note – construction on 55<sup>th</sup> Street has disrupted the irrigation system – quotes will be sent out later for repairs and start-up/shut down at a later date**

Village of Downers Grove

**Price Quotes**

Total price for start-up all 6 areas/systems listed (excludes parts) \_\_\_\_\_

Total price for the winterizing all 6 areas/ systems listed \_\_\_\_\_

Additional charge per hour for repairs needed throughout summer

\$ \_\_\_\_\_ for 1 Technician

\$ \_\_\_\_\_ for 2 Technicians

\$ \_\_\_\_\_ Other \_\_\_\_\_

**Contractor Information**                      **Please fill out completely:**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of Days Quotes Are Good For: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Insurance**

Insurer's Name \_\_\_\_\_

Agent \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Village of Downers Grove

**Municipal Reference List**

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Year of the contract \_\_\_\_\_

**Submit Quote By**

Quotes are due by **March 6, 2020.**

Please fax or e-mail quotations to:

Kerstin G. von der Heide, Village Forester  
5101 Walnut Avenue  
Downers Grove, IL 60515  
Office 630-434-5475  
Fax 630-434-5495  
[kvonderheide@downers.us](mailto:kvonderheide@downers.us)

## Village of Downers Grove

### Attachment A

**28** irrigation areas utilizing RainBird TBOS Field Transmitters with TBOS 1 station modules, Woodford lawn hydrants, Netafim and/or pop-up sprayers and quick couplers

- SW corner Main and Franklin
- SE corner Main and Franklin
- SE corner Main and Rogers
- NE corner Main and Warren
- NW corner Main and Warren
- Parking lot SW corner Main and Warren
- NE corner Forest and Warren – pop-up sprayers
- NW corner Forest and Warren
- SE corner Forest and Burlington
- East side Forest at Gilbert
- NE corner Forest and Curtiss - pop-up sprayers
- SE corner Forest and Curtiss
- 4 Planting beds around fountain at Main St train station - pop-up sprayers
- East bed along Main St train station wall - pop-up sprayers
- West bed along Main St train station wall
- SW corner Main and Burlington
- Planting bed at 5123 Main
- Planting beds at 5122 Main
- NW corner Main and Curtiss
- SW corner Main and Curtiss
- Planting beds in Pocket park next to cemetery
- Planting beds along cemetery south of stairs - pop-up sprayers
- East side Main at Grove - pop-up sprayers
- NW corner Washington and Curtiss - pop-up sprayers
- SW corner Washington and Curtiss

Additional **2** locations with Woodford lawn hydrants and quick couplers only

- SE corner Main and Warren just north of west bike rack
- SW corner Forest and Gilbert



## Irrigation RPZ Testing Quotation Request

The Village of Downers Grove Forestry and Grounds Division is requesting quotations on testing irrigation RPZs.

### **Objectives**

The project involves the testing of various irrigation system RPZs after irrigation has been started up and made functional between May 1 and May 15, 2020. Testing then is to occur by June 1, 2020. Should any of the RPZs fail, the Contractor is required to have the knowledge and experience in fixing or replacing or obtaining any parts or the entire RPZ. Any replacement parts or replacement RPZs are to be billed separately from the RPZ testing. Should an entire RPZ need replacing, the Contractor shall notify the Village Forester in advance.

### **Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any quote if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of this document and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous RPZ testing projects within the last five (5) years.

### **Insurance Requirements**

1. Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation                      \$500,000                      Statutory

Village of Downers Grove

Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<b>(Applicable on a Per Project Basis)</b>
Commercial Automobile Liability	\$1,000,000	Each Accident
Umbrella Liability (pursuant to section 5 below)	\$ 5,000,000	

2. Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
3. Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
4. Workers Compensation coverage shall include a waiver of subrogation against the Village.
5. Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
6. Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be **Primary and Non-Contributory**.
7. Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of

## Village of Downers Grove

no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.

8. All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
9. Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

### **Work Crew Supervision**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

### **Workdays, Working Hours, and After Hours Contact**

The Contractor shall schedule work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless authorized by the Village Forester or other Village representative.

The Contractor shall supply a contact phone number which shall be more than just an answering machine in case an emergency situation arises which needs to be discussed.

### **Public Convenience and Traffic Control**

All work performed under this contract will be so conducted as to cause a minimum of dust, noise and inconvenience to the normal activities where the work is performed. The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians.

## Village of Downers Grove

### **Inspection of Work**

All work shall be completed to the satisfaction of the Village Forester or Forestry representative and same shall resolve any questions as to proper procedures or quality of workmanship.

### **Term of Contract**

The contract term for 2020 is to be from May 1 to November 30, 2020. This Contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds.

### **Termination of Contract**

The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

### **Report Submission – Backflow Device Test & Certification Report**

Following testing, the Contractor must file the Backflow Device Test & Certification Reports for each RPZ. Please adhere to the following procedures when submitting backflow assembly test reports:

#### **For All Backflow Assembly Reports:**

- All backflow assembly test reports must be submitted via the BSI Online backflow tracking system at [www.bsionlinetracking.com](http://www.bsionlinetracking.com). There will be a \$14.95 online filing fee for each device tested. Reports will be returned if submitted any other way. The only exception is if the report is for a brand new or previously undocumented backflow assembly. In these instances, submit the report directly to BSI (with no filing fee for the initial year) at the contact information listed below.
- For each report submitted via BSI Online, the Contractor will be required to pay a filing fee and adhere to all policies and procedures of BSI Online. This fee must be paid at the time of submittal.
- Please remember to contact BSI and obtain the Customer Confirmation Number in order to enter and access records in the BSI Online system.
- If there are any questions, please contact BSI at 800-414-4990. BSI Contact Information Address: PO Box 246, Worth, IL, 60482, Fax: 888-414-4990

Village of Downers Grove

**Prices for Irrigation RPZ Testing**

Price for testing 22 ¾" to 1" RPZs located in the downtown Downers Grove area between Main and Franklin south to Main and Grove (see Attachment A). RPZs are under fake rocks and a list will be provided with RPZ serial numbers. Prices are to include the \$14.95 online filing fee.

Price each \$ \_\_\_\_\_

Total for 22 \$ \_\_\_\_\_

Price for testing 2 1.5" to 2" RPZs located at the north train platform west of Washington, and median on Mochel south of Curtiss. RPZs are under fake rocks/large hotboxes and will be made accessible. Prices are to include the \$14.95 online filing fee.

Price each \$ \_\_\_\_\_

Total for 2 \$ \_\_\_\_\_

**Contractor Information**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of Days Quotes Are Good For: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Insurance**

Insurer's Name \_\_\_\_\_

Agent \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Village of Downers Grove

**References**

Please attach a list of at least 4 references for RPZ projects of similar size and/or type. Include names and phone numbers.

**Submit Quote By**

Quotes are due by **March 6, 2020.**

Please fill out pages 5 and 6

Please fax or e-mail quotations to:

Kerstin G. von der Heide, Village Forester  
5101 Walnut Avenue  
Downers Grove, IL 60515  
Office 630-434-5475  
Fax 630-434-5495  
[kvonderheide@downers.us](mailto:kvonderheide@downers.us)

Village of Downers Grove

**Attachment A**

**22** irrigation areas with ¾" to 1" RPZs under fake rocks

- SW corner Main and Franklin
- SE corner Main and Franklin
- SE corner Main and Rogers
- NE corner Main and Warren
- NW corner Main and Warren
- Parking lot SW corner Main and Warren
- NE corner Forest and Warren
- NW corner Forest and Warren
- SE corner Forest and Burlington
- East side Forest at Gilbert
- NE corner Forest and Curtiss
- SE corner Forest and Curtiss
- SW corner Main and Burlington
- Planting bed at 5123 Main
- Planting beds at 5122 Main
- NW corner Main and Curtiss
- SW corner Main and Curtiss
- Planting beds in Pocket park next to cemetery
- Planting beds along cemetery south of stairs
- East side Main at Grove
- NW corner Washington and Curtiss
- SW corner Washington and Curtiss

**2** irrigation areas with 1½ to 2" RPZs under fake rock or large hotbox

- North train platform west of Washington
- Median on Mochel south of Curtiss





## Pressure Washing Quotation Request

The Village of Downers Grove Forestry and Grounds Division is requesting quotations on pressure washing activities.

### **Objectives**

The project involves hot water pressure washing various sidewalk areas in the Downers Grove downtown area. The attached maps show the primary locations. The Contractor shall supply personnel and equipment sufficient to perform pressure washing activities. These activities are to take place during the overnight hours from 10:00 p.m. to 6:00 a.m.

The Village Forester will coordinate exact dates with a goal of pressure washing a part of the downtown every 2 weeks between June 24 and September 1.

### **Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any quote if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of this document and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous pressure washing projects within the last five (5) years.

### **Quotation Review and Award of Contract:**

The Village shall review and evaluate all quotations submitted. This includes reviewing each quotation for conformance to requirements, references, and cost. The Village will select the highest rated, fully qualified and best suited Contractor for pressure washing work. The Contractor may be asked to provide a demonstration of services before contract award.

Village of Downers Grove

**Termination of Contract:**

The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

**Insurance Requirements**

1. Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident
Umbrella Liability (pursuant to section 5 below)	\$ 5,000,000	

2. Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
3. Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
4. Workers Compensation coverage shall include a waiver of subrogation against the Village.

Village of Downers Grove

5. Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
6. Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.
7. Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A-VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
8. All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
9. Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

## Village of Downers Grove

### **Calendar and Estimated Number of Weeks and Weather**

Pressure washing activities will be coordinated by the Village Forester. The number of weeks shall be construed as estimates for the purpose of obtaining unit prices unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities. Depending upon budget, the Village Forester may increase or decrease the number of weeks in order to meet forestry goals.

If by chance, natural rainfalls of up to an inch or more occur in the 72 hours prior to a scheduled pressure washing, the Village Forester may cancel the pressure washing activities for that given week. Also, if drought conditions persist into summer, pressure washing activities may be cancelled. The Contractor and Village Forester shall communicate weekly about pressure washing activities, dates for services and overall needs.

### **Personnel and Equipment Requirements:**

The Contractor shall supply a minimum of:

- 2 personnel for an 8 hour shift (10:00 p.m. to 6:00 a.m.)
- pressure washer with 350 psi or more, 5 gpm or more, 390K BTU heater module kerosene
- rotary surface cleaner and additional handheld wands as needed
- minimum 300 gallon water tank with 300 feet hose
- environmentally friendly cleaning products

### **Pressure Washing Specifications:**

The Contractor shall pressure wash the selected downtown sidewalks from the building store fronts out into the street area using hot water, a rotary surface cleaner attachment and an environmentally friendly cleaning product. Nozzle tips to be used should make a wide enough fan pattern as to not leave striping patterns once sidewalks are dry. Handheld wands with nozzles may be used around sign posts and other tight locations. This pressure washing is to remove debris, gum and food items from sidewalk surfaces and cracks.

The Contractor shall work at a pace to cover the most square footage of sidewalk as is practical per overnight shift. The Contractor shall ensure their personnel speak with low voice levels and have no loud external sounds such as music.

The Contractor shall take extra care and shall not spray store front windows, shall not spray water under doorways, and shall avoid spraying water in the direction of the buildings to avoid seepage into basements and vaults. The Contractor shall also take care to not spray pedestrians, parked cars and traffic in the street. In areas with pavers and bricks at corners and pedestrian crossings, the Contractor shall not blast sand out from between pavers and bricks.

In locations where there are seatwalls along landscape areas, the seatwall tops and fronts shall be washed along with the adjacent sidewalk. The Village will coordinate sweeping activities and storm sewer trap cleaning while pressure washing activities are progressing.

### **Water Sources:**

The Contractor shall supply a water tank with minimum 300 gallon capacity and shall be able to move readily from one location to the next.

## Village of Downers Grove

The downtown area has water connections and hydrants available for use in limited locations, and the Village will supply appropriate connections for garden hoses and water tank re-filling.

### **Work Crew Supervision:**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

### **Workdays, Working Hours, and After Hours Contact:**

The Village Forester shall contact the Contractor to schedule work at least 24 hours in advance. Times are expected to be between the hours of 10:00 p.m. and 6:00 a.m. the following day, Monday through Friday, depending on weather and downtown events.

The Contractor shall supply a contact phone number which shall be more than just an answering machine in case an emergency situation arises which needs to be discussed.

### **Public Convenience and Traffic Control**

All work performed under this contract will be so conducted as to cause a minimum of dust, noise and inconvenience to the normal activities where the work is performed. The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians.

### **Inspection of Work:**

All work shall be completed to the satisfaction of the Village Forester or Forestry representative and same shall resolve any questions as to proper procedures or quality of workmanship.

### **Costs and Basis of Payment**

The Contractor shall be paid for the work described herein on a per overnight shift basis. The quoted unit prices shall remain firm for the contract term.

The Awarded Contractor shall send all invoices to the Village Forester. The Village will pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

Village of Downers Grove

**Prices for Pressure Washing**

The Village is requesting prices per overnight shift. The Village reserves the right to increase or decrease the stated quantities.

The Contractor shall supply a minimum of 2 personnel for an 8 hour overnight shift (10:00 p.m. to 6:00 a.m.), pressure washer with 350 psi or more, 5 gpm or more, 390K BTU heater module kerosene, rotary surface cleaner and additional handheld wands as needed, minimum 300 gallon water tank with 300 feet hose, environmentally friendly cleaning products

Price per overnight shift \$ \_\_\_\_\_

Total price for estimated 5 overnight shifts \$ \_\_\_\_\_

Please list estimated sidewalk square footage that could be cleaned per shift \_\_\_\_\_ sq feet

List equipment and products to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information**

**Please fill out completely:**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Emergency/After hours Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of Days Quotes Are Good For: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Downers Grove

**Insurance**

Insurer's Name \_\_\_\_\_

Agent \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Municipal or Company Reference List**

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Contact Name \_\_\_\_\_

Year of the contract \_\_\_\_\_

Municipality \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Contact Name \_\_\_\_\_

Year of the contract \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Contact Name \_\_\_\_\_

Year of the contract \_\_\_\_\_

**Submit Quote By**

Quotes are due by **5 p.m. on Friday June 21, 2019.**

Please submit pages 6 and 7

Please fax or e-mail quotations to:

Kerstin G. von der Heide, Village Forester  
5101 Walnut Avenue  
Downers Grove, IL 60515  
Office 630-434-5475 Fax 630-434-5495  
[kvonderheide@downers.us](mailto:kvonderheide@downers.us)

