MUNICIPAL RIGHT-OF-WAY MAINTENANCE

Municipal right-of-ways and parkways are maintained to provide an aesthetically pleasing green space along the public streets in the street corridors.

Parkway Restoration

Throughout the year, parkways are dug up for utility repairs or damaged by car accidents and snow plowing activities. Once weather conditions are favorable for grass seed germination, crews repair parkways by refilling areas with soil and top-dressing with hydro-seed. At each location, a door hanger requesting that adjacent residents water the seeded area is distributed (see *Your parkway has been hydro-seeded* door hanger).

Miscellaneous Mowing

Throughout the summer, crews mow and/or weedwhip various Village properties and parkways throughout the Village that are not included on the Mowing Services contract (discussed in Chapter 11). Most areas are right-of-ways behind residences or by vacant lots. As needed, some areas are sprayed for weed control.

Miscellaneous Tree and Vegetation Removal

At various times of the year, there may be tree pruning/removal and vegetation clearing needs that are unique and better priced by the hour for a service to perform the work. Generally, the areas that need such work are overgrown alleys and wooded areas. The following table lists the costs per year. Sample quotation forms are at the end of the chapter.

Table of Miscellaneous Tree and Vegetation Removal Costs

Year	Contractor	Total Cost
2018	Mike's Tree Service	$6,990.00
2019	Mike's Tree Service	$4,185.00
2020	Mike's Tree Service	

Hydroseed Doorhanger

Your Parkway Has Been Hydro-seeded

The Village of Downers Grove Grounds Division hydro-seeded an area in the parkway adjacent to your property today. Hydro-seeding is an effective means to apply grass seed for rapid growth and turf establishment.

The success of new grass seed depends on thorough watering until it is well established. Because of the many small parkway areas throughout Downers Grove, it is not practical for the Village to undertake this task. Consequently, we must depend on you to water the seed every other day during the next few weeks, in compliance with the Village watering restrictions (explained on back). During dry periods thereafter, the seeded area should be watered to provide the equivalent of one inch of rain per week.

Please avoid the use of weed killers in this area for one year.

Your cooperation is greatly appreciated.

If you have any questions, please contact the Public Works Forestry and Grounds Division at 434-5475.

Village of Downers Grove Public Works
Forestry and Grounds Division
5101 Walnut Ave. Downers Grove, IL 60515

Front

Watering Restrictions

The Village has a Water Conservation Ordinance in effect from May 15 – September 15. Water use is permitted on an even/odd system. Even numbered houses are permitted to water on even numbered days; odd numbered houses can water on odd numbered days. Outdoor water use is prohibited 11am to 4pm and also 11pm to 4am. These time periods allow the water towers to refill. Dividing outdoor water usage by this even/odd system decreases the demand for water and, under normal conditions, will maintain adequate water pressure for the health and safety of the residents.

Back

Mosquito Control

Mosquito control in the Village involves monitoring adult mosquito levels, treating areas where mosquitoes breed, and spraying adult mosquitoes (adulticiding) as needed. The most effective method of mosquito control is larviciding or the treatment of locations where mosquito larvae are present, such as water impounded in the bottom of catch basins (storm drains). Catch basins are found along streets, in parking lots and sometimes in backyards, and are a major source of mosquitos in urban areas. Also treatment of stagnant water pools is essential in controlling mosquito larvae development.

In the Village, predominantly 2 species of mosquitoes are present. The main nuisance mosquito, the floodwater mosquito (*Aedes vexans*), is an aggressive biter. The floodwater mosquito does not transmit any disease to humans but can travel up to 10 miles from where it hatched. Overall, the floodwater mosquito's numbers fluctuate with rain events. The second species, the house mosquito (*Culex pipens*), which is known to carry West Nile Virus, travels less than 1 mile from where it hatched. Both the Illinois Department of Public Health and the local DuPage County Public Health Department monitor house mosquito numbers, test sample mosquitoes for diseases, and inform staff if high numbers of house mosquitoes or evidence of disease are located within the Village. Both also post their results on their respective websites for mosquitoes and West Nile Virus information at http://www.idph.state.il.us/envhealth/wnv.htm and http://www.dupagehealth.org/environmental-health#

As stated in Illinois Administrative Code Title 8 Agriculture and Animals Section 250.210, employees trained by a person with an Illinois Department of Agriculture applicator license may apply mosquito larvicides. For Downers Grove, the Village Forester has an applicator license and annually trains staff employees. The training involves review of the product labels, use restrictions, application rates, application methods, first aid, storage and disposal. The Village Forester keeps all pertinent records of the training including staff names and dates.

From 2006 to 2018, Forestry Grounds staff applied larvicides to catch basins and storm drains. The two products used for larviciding are Altosid XR and Vectolex WSP.

- Altosid XR contains methoprene which is a growth regulator and prevents larvae from developing into adult mosquitoes. Altosid XR is effective for up to 150 days in mosquito breeding sites. This is the primary product used in the catch basins. One Altosid XR briquette is used per catch basin, or one per 100 square feet of surface area with a depth of 2 feet. Two are used in areas deeper than 2 feet.
- Vectolex WSP contains the bacteria *Bacillus sphaericus* in a water soluble pouch. *Bacillus sphaericus* spores that are eaten by mosquito larvae release toxins into the mosquito's gut, causing larvae to stop eating and die. This product is used primarily in stagnant water areas

with high organic matter content where mosquitoes have been located. One pouch is used for every 50 square feet of treatment area, and re-applied as needed after 1 to 4 weeks.

- Starting in early June, all streets in the Village were driven along and Altosid XR briquettes are dropped down catch basins. Maps are drawn as to which streets are driven and treated on a given day, and are kept in the Forestry office. Besides the street catch basins, Village-owned land areas with ponds and potential stagnant water locations are inspected and treated as needed.
- Vectolex WSP treatment dates are also recorded and kept on file in the Forestry office.

Private property owners are required to treat or maintain any body or collection of water that stands on or flows across their property in which mosquitoes breed or are likely to breed so that this treatment or maintenance thereof effectively prevents mosquitoes from breeding. More specific details are in the Municipal Codes at http://www.downers.us/public/docs/code/Chapter13.pdf

Since the mosquito control program was added to the Forestry and Grounds Division's responsibility in 2006, staff has been improving the methods used for monitoring mosquito levels, revising the application of larvicide materials, and updating contractual specifications for adulticiding. As needed depending on reports from the State of Illinois and DuPage County Health Departments as well as observations by staff, larviciding and contractual mosquito spraying activities are implemented as needed.

In compliance with provisions of the Illinois Environmental Protection Act and the Clean Water Act, a National Pollution Discharge Elimination System (NPDES) permit is required for pesticide application point source discharges as of 2012. This includes all larvicides applied for mosquito control. The Village Forester has obtained and renewed the NPDES permit ILG870589 which is valid from 2016 through October 31, 2021. The Village Forester maintains all copies and records, and files appropriate annual reports with IEPA as required by the permit. All copies are kept on file in the Forestry office. More information about NPDES permits and requirements can be found at http://www.epa.state.il.us/water/permits/pesticide/index.html.

Starting in 2019, the mosquito abatement contract was revised to include both larvicide applications and sprays for the adult mosquito for a 3 year timeframe. Contract specifications are included at the end of the chapter.

Table of Larvicide Products Bought and Applied by Forestry Grounds staff

Year	Altosid XR Cost	Altosid XR Actual Use	VectoLex Cost	VectoLex WSP Actual
2012	$11,998.80	3740 briquets	0	0
2013	$11,998.80	4180 briquets	0	0
2014	$12,276.00	3960 briquets	0	0
2015	$12,553.20	4620 briquets	0	0
2016	$12,276.00	4400 briquets	$696	0
2017	$12,790.80	4180 briquets	Free from DuPage	80
2018	$13,226.40	3740 briquets	0	80
2019	0	0	0	40

Table of Contractual Larvicide Applications

Year	**Contractor**	**Number Inlets**	**Unit Price**	**Product**	**Total Cost**
2019	Clarke Environmental Mosquito Management	5102	$6.10	Naturlar XRT	$31,122.20
2020	Clarke Environmental Mosquito Management		$6.10	Naturlar XRT	

Table of Contractual Sprays for the Adult Mosquito

Year	Contractor	Number Sprays	Spray Date	Product	Total Cost
2006	Clarke Environmental Mosquito Management	0	na	na	$0
2007	Clarke Environmental Mosquito Management	1	Sept 1, 2007	Anvil 10+10	$14,010.98
2008	Vector Disease Control, Inc	1	July 30, 2008	Permanone	$ 7,202.25
2009	Clarke Environmental Mosquito Management	0	na	na	$0
2010	Clarke Environmental Mosquito Management	1	August 18, 2010	Biomist 3+15	$6,900.00
2011	Clarke Environmental Mosquito Management	1	August 9, 2011	Biomist 3+15	$6,900.00
2012	Clarke Environmental Mosquito Management	1	July 31, 2012	Biomist 3+15	$6,900.00
2013	Clarke Environmental Mosquito Management	0	na	na	$0
2014	Clarke Environmental Mosquito Management	1	Sept 8, 2014	Biomist 3+15	$10,007.90
2015	Clarke Environmental Mosquito Management	1	Sept 2, 2015	Biomist 3+15	$10,158.00
2016	Clarke Environmental Mosquito Management	1	Aug 16, 2016	Biomist 3+15	$10,416.00
2017	Clarke Environmental Mosquito Management	1	Aug 14, 2017	Anvil 10+10	$10,624.32
2018	Clarke Environmental Mosquito Management	1	Aug 30, 2018	DUET	$10,836.80
2019	Clarke Environmental Mosquito Management	0	na	na	$0
2020	Clarke Environmental Mosquito Management				

Adopt-A-Highway

The Adopt-A-Highway Program is a public service program that consists of volunteer groups and organizations participating in cleaning up of litter along street parkways in Downers Grove. The program has been active in the Village for more than 10 years. A participating group selects a section of roadway for a minimum of 2 years and cleans up litter 4 times a year. The Village supplies the safety equipment and trash bags, and Forestry and Grounds staff removes the bags once pickup has been completed. An Adopt-A-Highway sign is posted along the selected roadway in recognition of the group's efforts. Since the program's inception, participating groups have made a significant difference in beautifying all selected areas.

The following pages are copies of the Village Policy, information fliers, program applications and waivers. The last few pages are lists of the current groups participating in the program and available sites.

Village of Downers Grove
Official Village Policy Approved by Village Council

Description:	**Adopt A Highway Program**
Res. or Ord. #:	**Res. 2010-87** Effective Date: **11-09-10**
Category:	**Engineering and Public Works**
	____ New Council Policy
	X Amends Previous Policy Dated: **06/05/95**
	Description of Previous Policy (if different from above):

RESOLUTION NO. 2010-87

A RESOLUTION AMENDING
A VILLAGE COUNCIL POLICY REGARDING
ADMINISTRATION OF THE DOWNERS GROVE
ADOPT-A-HIGHWAY PROGRAM

WHEREAS, The Illinois Adopt-A-Highway Act (605 ILCS 120/1,et seq.) empowers local governmental agencies to establish and administer Adopt-A-Highway programs; and,

WHEREAS, The Village Council recognizes the mutual benefits of a litter free environment.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove that the Downers Grove Adopt-A-Highway program allowing groups to adopt portions of public right-of-way to assist in litter and trash collection shall operate as follows:

Responsibilities of the Village:

1. Administer the operation of the program, its participants and procedures.

2. Accept or reject group right-of-way adoption applications (incorporated herein by reference as Exhibit A) and determine the specific section of right-of-way that will be adopted. Preference will be given to Downers Grove based groups.

3. Enter into an agreement (incorporated herein by reference as Exhibit B) with the group coordinator and group leader for participation in the program. The "group coordinator" is the person selected by the group to serve as its liaison with the Village. The "group leader" is the recognized leader, president or chairman of the group.

4. Erect sign(s) that conform with IDOT developed standards at the adopted right-of-way section with the name or acronym of the group.

5. Provide all garbage bags needed for the pick-up.

6. Provide appropriate safety apparel and traffic warning signs.

7. Remove filled garbage bags and large, heavy or hazardous items.

8. Provide safety training for group coordinators and appropriate safety training materials to be used by the group coordinators in their safety presentations to the groups' participants.

Group Responsibilities / Rules and Regulations:

1. Apply for participation in the program and execute a written agreement with the Village, if accepted, as required by the Illinois Adopt-A-Highway Act.

2. Each member of the group shall obey all rules, laws and regulations of the Village and the State of Illinois.

3. Provide one adult supervisor for every five (5) youths when persons under age 18 are present on an adopted section.

4. The group shall not allow a person under the age of 10 to be a member of the group who would be volunteering for the purpose of litter collection.

5. The group coordinator, or designee, must obtain appropriate safety training from the Village.

6. All group members shall attend a safety meeting conducted by the group coordinator, or designee, before participating in any litter collection.

7. All group members shall sign a waiver (incorporated herein by reference as Exhibit C) prior to participating in any litter collection.

8. Adopt a section of highway for a minimum of two (2) years.

9. Collect litter along an adopted section a minimum of two (2) times a year and up to four (4) times a year. These must take place during the following times: April/May; June/July; Aug/Sept; Oct/Nov.

10. Provide two working days notice to the Public Works Department prior to the date that the group intends to collect litter along its adopted section. Provided, notice shall be given to the County by January 1st of each year setting forth those date(s) over the course of the calendar year that the group intends to collect litter along any portion of a County-right-of-way.

11. All group members shall wear the safety apparel provided by the Village while collecting litter along its adopted section. Radio and individual headsets shall not be worn while collecting litter.

12. The group shall prohibit its members from possessing, consuming, or being under the influence of alcohol or drugs while on an adopted section.

13. Place litter in trash bags provided by the Village and place filled bags at the location along the adopted sections agreed to with the Public Works Department.

14. No subcontracting or assigning of duties or responsibilities to any other group or organization shall be allowed.

15. The group shall maintain a first-aid kit and an adequate supply of drinking water while members are collecting litter.

16. If a group, or a member of the group, does not meet the terms and conditions of its agreement with the Village, or violates any of the rules, laws or regulations of the Village or the State of Illinois, the Village shall terminate the agreement with the group.

BE IT FURTHER RESOLVED that neither this Resolution, nor the Adopt-A-Highway Program, is intended, nor shall it impose or create, any liability or obligation on the Village, its officers and employees. No liability shall be imposed upon the Village, its officers, agents or employees, as a result of the existence of this Resolution or the Adopt-A-Highway Program, or any action or inactions taken with respect to these matters. It is further expressly acknowledged that any activities undertaken by the Village in relation to this program shall be within budgetary limitations as may from time to time be set by the Village Council.

BE IT FURTHER RESOLVED that the Manager, or the Manager's designee, is authorized to adopt such additional rules and regulations, not in consistent with this Resolution or the State law, regarding the administration of the Downers Grove Adopt-A-Highway Program.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage in the manner provided by law.

Ronald L. Sandack, Mayor

Passed:
Published:
Attest: _____
April Holden, Village Clerk

1\mw\cou-pol\EPW Adopt A Highway Program-final-11-09-10

Exhibit A
VILLAGE OF DOWNERS GROVE
ADOPT-A-HIGHWAY PROGRAM APPLICATION

Date_____

_____
Name of Organization

_____
Mailing Address

_____
City, State, Zip

_____
Group Coordinator/Representative

_____
Day Phone Number

_____
Night Phone Number

Approximate number of people participating in each litter pickup _____

From the enclosed list of adopt-a-highway locations, please list your three choices of preference for this popular program. We will attempt to honor all requests on a first come, first serve basis. However, we need designated alternates in the event your 1st choice is previously committed.

1.

2.

3.

Pickup service is required a minimum of two (2) times and up to 4 times annually.

Please return to:

Adopt-A-Highway Program
Downers Grove Public Works Department
5101 Walnut Avenue
Downers Grove, IL 60515

VILLAGE OF DOWNERS GROVE
ADOPT-A-HIGHWAY PROGRAM AGREEMENT

WHEREAS, the State of Illinois has empowered municipalities to establish and administer local Adopt-A-Highway Programs ("PROGRAM") in accordance with 605 ILCS 120/1 et seq.; and

WHEREAS the Village of Downers Grove as a Sponsoring Jurisdiction has established an Adopt-A-Highway Program as a means of promoting and accomplishing the mutual goal of maintaining litter free street rights-of-way throughout the Village of Downers Grove; and

WHEREAS, the members of the _____("GROUP") recognize the need, desirability and benefits of a litter free environment; and,

WHEREAS, the GROUP and its various members, adult sponsors and local participants are aware of all potential hazards associated with the litter removal work which is to be performed and the GROUP has designated a responsible individual as its Group Coordinator, _____ and the recognized leader, president, or the chairperson for the GROUP is _____

NOW THEREFORE, IT IS HEREBY AGREED THAT:

1. The Village of Downers Grove will recognize the GROUP as the adopting organization for participation in this PROGRAM for adopting _____ . A map exhibit of the designated areas is attached. This Agreement shall be for a minimum period of two years and will continue until terminated by written notice of either party to the other. If the GROUP disbands or no longer functions, a written notice to the last known address will serve as termination of the Agreement.

2. The GROUP shall accept the responsibility for keeping the parkways of the above street section free of debris up to four times a year as its civic contribution to attain a litter free community environment. Recommended pickup times are April/May, June/July, August/September, and October/November. This PROGRAM covers litter pickup only. No planting or mowing is authorized by this Agreement.

3. The Village will furnish safety vests and trash bags and provide for the lawful disposal of the collected litter. The Village will furnish and erect Adopt-A-Parkway Litter Control signs in accordance with Illinois Department of Transportation standards, acknowledging the GROUP'S notable contribution. No advertising logos or slogans will be allowed on the signs.

4. All GROUP members shall attend a safety meeting conducted by the GROUP before participation in any litter collection along an adopted section of highway. The GROUP Coordinator or designee shall conduct the GROUP safety meetings and shall receive training as required from the Village.

5. All GROUP members shall sign a waiver prior to participating in any litter collection.

6. No one under the age of 10 is permitted on the highways to assist or observe this

PROGRAM. The GROUP shall furnish adequate supervision for anyone under 18 years of age. One adult supervisor is required for every 5 youths present.

7. The GROUP shall notify the Village Public Works Department two working days prior to the date when they intend to collect litter along their adopted section, providing the date and approximate times of collection. Provided, the GROUP shall notify the County of DuPage by January 1st of each year those date(s) over the course of the year that the GROUP intends to collect litter along any portion of a County right-of-way.

8. GROUP members shall wear the safety apparel provided by the Village when picking up litter. It is recommended that hard sole shoes, safety glass or other eye protection, gloves and long pants be worn.

9. No GROUP member shall possess, consume, or be under the influence of alcohol or drugs while on the adopted section of highway.

10. The GROUP shall maintain a basic first-aid kit and an adequate supply of drinking water during pickup times.

11. The GROUP shall place the litter in furnished trash bags at predetermined locations along the highway for timely pickup and lawful disposal by the Village.

12. The GROUP and each of its members assume all responsibility for their actions and hereby release, indemnify, save, hold harmless, and forever discharge the Village, DuPage County and the State of Illinois, its officers, agents, employees and elected and appointed officials, of and from any and all actions, causes of action, claims, demands, damages, injuries, costs, liabilities, suits, debts, sums of money, accounts, controversies, agreements, promises, and executions whatsoever (collectively referred to as "Claims") in law or in equity, arising out of, resulting from, or alleged to arise out of or result from such voluntary participation in the PROGRAM and hereby waive the right to bring, assert or cause to be brought or asserted said Claims against the Village, DuPage County or State of Illinois.

13. All vehicles shall be parked off the right-of-way in an appropriate location so as not to create a traffic or safety hazard. No parking will be allowed along curves, on bridge decks, near or under an overpass, or in median areas.

14. The GROUP shall remain on the parkway area and shall stay off all highway pavements except when crossing the street.

15. The GROUP shall pickup and return all necessary supplies from the Village during regular work hours Monday through Friday.

16. Any large objects, animal carcasses, or potentially hazardous items found along the highway should be reported to the Village on the next business day. The GROUP shall not, under any circumstances, attempt to pickup large or hazardous items.

17. The GROUP shall be allowed to keep any recyclable found and to convert same into cash for the purpose of subsidizing their volunteer activities.

18. Each member of the GROUP shall obey all rules, laws and regulations of the Village, DuPage County and the State of Illinois.

19. The GROUP cannot subcontract or assign the duties and responsibilities under this Agreement.

DATED THIS _____ DAY OF _____ 20 ____, and duly executed:

_____
Name of Group as it is to appear on highway

_____ _____
Group President/Leader (Signed) Group Coordinator

_____ _____
Address Address

_____ _____
Telephone Telephone

APPROVAL

The Village recognizes and approves _____ _

as the adopting organization for _____for a

period of time beginning _____ , 20___ and ending _____20___

_____ _____
Staff initials Date

ADOPT-A-HIGHWAY PROJECT WAIVER

I, _____ on behalf of myself ("Adult Participant") or as parent/legal guardian of
(Participant Name/Legal Guardian)

_____ a minor child under the age of eighteen (18),
(Minor Child Participant), agrees and understands as follows:

The aforementioned volunteer ("Participant") desires to assist the Village of Downers Grove ("Village") and, if applicable, the County of DuPage ("County") in carrying out duties for the Village of Downers Grove Adopt-A-Highway Project(s) for calendar year 20_____.

That Participant understands and agrees to the following conditions concerning participation in this project:

a. That Participant's time and services are being donated, and at no time shall Participant be considered an employee of the Village or County or as an independent contractor of the Village or County;

b. That Participant assumes full responsibility for their conduct and actions, including any injury or damage that may result while assisting the Village or County;

c. That the Participant hereby agrees to indemnify, defend and hold harmless the Village and County, their officers, agents and employees from any and all claims, actions, suits or liability whatsoever arising out of participation in the Project.

d. Permission is granted to the Village to photograph or videotape any and all participants of this event for the purposes of publicity, public relations, advertising, newsletters and the like. Participant hereby discharges and releases the Village and County from any and all claims arising from the use of the photos, videotapes and any likeness thereof for the above-stated purposes.

Signature: _____ Date: _____
(Adult Participant or Parent/ Legal Guardian of Minor Child)

Telephone Number: _____ Minor's Date of Birth: _____ (if applicable)

In case of emergency, please provide the name and telephone number of the person or persons we should contact:

_____

Phone: _____

Please return the completed form to Public Works – 5101 Walnut Avenue, Downers Grove, IL 60515

Adopt-A-Highway

What is the Adopt-A-Highway Program?

It is a public service program that consists of volunteer groups or organizations participating in cleaning up litter along streets in Downers Grove.

It is a way to beautify our environment and build community involvement.

Who can participate?

Community or Neighborhood Groups

Service Organizations

Businesses

Churches

Schools

What does a group agree to?

The group selects a section of adoptable roadway. Adopts the area for a minimum of 2 years. Cleans up litter 4 times per year.

The Village of Downers Grove provides:

Safety equipment and training

Trash bags

Why Adopt-A-Highway?

It prevents litter that destroys our appealing landscape.

Your clean up efforts count! Help keep our Village clean, Adopt-A-Highway today!

Look for the Signs!

- Look for noticeably cleaner areas throughout the Village due to the efforts of volunteers removing litter and debris along Village roads.
- Look for more environmental awareness within our community.
- Look for the Adopt-A-Highway signs! A sign will be posted in recognition of the groups efforts.

If you are interested in participating in the Adopt-A-Highway Program or if you would like more information, please contact the Public Works Office at (630) 434-5460.

Village of Downers Grove DOWNERS GROVE *Public Works Department*

To be distributed to each group member participating in the collection of litter on the adopted section of highway.

VILLAGE OF DOWNERS GROVE
ADOPT-A-HIGHWAY

RULES AND REGULATIONS
SAFETY & REMINDER CHECK LIST

Roadsides are a dangerous place to work. The safety training your Group Coordinator provides your members prior to each litter collection event should cover the following points. Please review these matters and other safety issues your group may have.

Things to Remember to do Prior to Your Litter Collection Day

_____Notify the Public Works Department two (2) working days prior to your group's plans to collect litter. At this time schedule an appointment to pickup your garbage bags, safety apparel and safety signs.

_____Schedule and hold a safety training session with your group members that will be participating in the litter collection event. Points to remember are:

EVERYONE MUST OBEY ALL RULES, LAWS AND REGULATIONS OF THE VILLAGE OF DOWNERS GROVE, DUPAGE COUNTY AND THE STATE OF ILLINOIS.

- Everyone is to wear issued safety apparel during the entire clean up event. Other suggested clothing includes long pants, work boots and gloves. Insect repellent may be wanted during the warmer seasons.
- Warning signs must be posted as discussed with the Public Works department.
- Radios and individual headsets are not allowed during the collection event.
- Alcohol and drug use is prohibited during collection events.
- Work as one group, and work facing oncoming traffic.
- Make sure you have 1 adult supervisor for every 5 persons under the age of 18. No one under the age of 10 can participate.
- Designate a "look-out" person for the litter collection crew.

(over)

WALKING ON THE HARD SURFACE OF THE ROAD IS NOT ALLOWED.

- Do not distract passing drivers.
- Have a first-aid kit on hand.
- Stop work and take cover if the weather turns bad.
- Do not collect potentially dangerous items such as car batteries, sealed drums, animal carcasses, hypodermic needles, etc. Remember to inform the Public Works Department about these items.
- Remember to take breaks as needed.

Make sure your "look-out" person is keeping an eye on traffic, the weather, holes and other dangerous terrain and items. It is their job to help ensure the safety, happiness, and well being of the group.

_____Arrange car pooling to the collection site and where you will park.

_____During warm weather seasons choose a designated person to bring drinking water or refreshments.

4/11/13

VILLAGE OF DOWNERS GROVE
Potential Parkway
R.O.W. Adoption Sites

First Priority Sites (Village of Downers Grove Roadways)

South Entrance Marker Area: Dunham Road & Lemont Road Area

Main Street: Claremont Drive to Old Main (east side); Old Main Street to 75th Street (west side)

Dunham Road 71st Street to Lemont Road (both sides)

Fairview Avenue: 63rd Street to 75th Street (both sides)

73rd Street R.O.W.: Behind Grove Center (ok for small children groups, no traffic)

Gilbert Avenue along tracks: Jacqueline Drive to Cornell Avenue (both sides)

Inverness Avenue: Belmont Road to Lomond Avenue (north side)

Burlington Avenue: Walnut Avenue to Belmont Road (North & South sides)

Burlington Avenue: Maple Avenue to Cumnor Avenue (along tracks)

Maple Avenue: Burlington Avenue to Fairview Avenue & Fairview Avenue at Austin Street

Walnut Avenue: Burlington Avenue to Ogden Avenue (both sides)

Warren Avenue: Northcott Avenue to Belmont Road (south side)

Warren Avenue: Washington Street to Prospect Avenue

Havens Court: Dead end west of Forest (no traffic, good site for children)

Lacey Road: Esplanade Road South to the traffic light @ Finley Road (both sides)

Frontage Road: 400' east of Downers Drive to Scheldrup Street (includes basins)

Ogden Avenue alley R.O.W.: Woodward Avenue to Wilson Avenue

41st Street: West End Road to Williams Street (behind Dominick's)

Saratoga: Palmer Street to Norfolk Street

Highlighted areas are already "Adopted"

CONTRACTUAL SPECIFICATIONS

Mosquito Abatement 2019-2021

QUOTATIONS

Miscellaneous Tree and Vegetation Removal

III. DETAIL SPECIFICATIONS

A. Competitive Sealed Proposal

The Village of Downers Grove, an Illinois municipal corporation (hereinafter referred to as the "Village"), will receive sealed proposals from Contractors for mosquito abatement services identified in the solicitation. Proposals must be received by the date and time specified.

B. Informational Pre-proposal Conference

For the purpose of familiarizing proposers with the project, answering questions, and issuing addenda as needed for clarification of the proposal documents, an informational pre-proposal conference shall be held at the Downers Grove Public Works, 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 mosquito abatement services within the incorporated limits of Downers Grove. The specifications contained herein detail how abatement activities shall occur.

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 proposal 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 Terms and Conditions 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, judgement, experience, and efficiency of the Contractor
4. The quality of performance of previous mosquito abatement contracts or services. The Contractor shall have been actively engaged in the mosquito pest management industry for a period of at least three (3) years. The Contractor shall list at least four (4) municipal or other governmental references who can attest to the Contractor's previous satisfactory performance with similar contracts for mosquito abatement
5. The previous or existing compliance by the Contractor with laws and ordinances relating to the contract or service
6. The sufficiency of the financial resources and the ability of the Contractor to perform the contract or provide the service

7. The quality, availability and adaptability of the supplies, or contractual services to the particular use required
8. The number and scope of conditions attached to the proposal.

E. Proposer Investigations

Before submitting a proposal, 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 its proposal submission, failure to have made such investigations and examinations will in no way relieve the Contractor from its obligations to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the Contractor for additional compensation.

F. Quantities

Whenever a proposal is sought for services, the quantities 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.

G. Proposal Review and Award of Contract

The Village shall review and evaluate all proposals submitted in response to this RFP. This includes reviewing each proposal for compliance with the minimum proposal requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

Proposals will then be evaluated and rated in accordance with the evaluation criteria. These evaluation criteria include:

- Conformance to Requirements. Degree to which proposal meets technical needs of the Village. Exceptions will detract from overall rating.
- Clarity of Proposal. Degree to which proposal clearly and concisely follows the Request for Proposal. Answers must include and correspond to questions.
- Service. How the Contractor proposes to deliver service.
- References. Discussions with the Proposer's existing and any former clients.
- Costs. The total cost of abatement services for each year and the sum total cost for all 3 years.

The Village reserves the right to conduct pre-award discussions and/or pre-contract negotiations with any or all responsive and responsible Contractors who submit proposals determined to be reasonably acceptable of being selected for award. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission of proposals and prior to award of a contract.

The Village may conduct negotiations with the top Contractor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and

conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

The Village will select the highest rated, fully qualified and best suited Contractor for mosquito abatement services. Should the first selected Contractor be unable to fulfill the terms of the contract, the Village reserves the right to enter into a contract with the 2nd selected Contractor. If the Village does not find that any Contractor's solution(s) meet the needs and requirements, the Village is not obligated to enter into any agreement.

H. Term of Contract

The In accordance with terms mentioned in Section 27.1 above, the contract term shall be three (3) complete calendar years starting from date of award (approximately May 1 of 2019) and ending December 31 of 2021.

I. Surveillance and Monitoring of Mosquito Populations

The Contractor shall coordinate with the Village Forester on a weekly basis as to the status of mosquito populations in the area. This includes but is not limited to the House Mosquito (*Culex pipens*) and the Floodwater Mosquito (*Aedes vexans*). Both parties shall convey observed or reported mosquito problems, including data from State of Illinois and DuPage County Health Department traps. If the Contractor has mosquito abatement contracts in other adjacent communities, the Contractor shall report if and when these communities are observing high levels of mosquito populations (including but not limited to both House and Floodwater mosquitos) and if and when a spraying is scheduled.

J. Larval Control

The Contractor shall perform one (1) application of up to 4180 roadside catch basins, inlets and manholes by bicycle using the extended residual slow release mosquito larvicide Natular^{TM}XRT for up to 180 day control. The Village Forester shall approve any and all alternative products proposed.

Subject to need and as authorized by the Village Forester, the Contractor shall perform one (1) booster application in late August of up to 400 catch basins, inlets and manholes by bicycle using the extended residual slow release mosquito larvicide Natular^{TM}T30 for up to 30 days for late season control. The Village Forester shall approve any and all alternative products proposed.

Both applications shall be performed via bicycle to reduce the Village's carbon footprint. GIS data for both applications showing the number and location of treated basins must be available for review after each application.

K. Adult Control

As authorized by the Village of Downers Grove, the Contractor shall furnish sufficient equipment, equipment operators and material to conduct ground ultra low volume (ULV) applications of synthetic pyrethroid mosquito adulticide Duet along up to 167 miles of improved or semi-improved streets within the incorporated Village limits. The ULV application shall be performed with truck mounted equipment with flow controls to guarantee

95% accuracy in chemical output. Equipment shall be properly calibrated such that the chemical flow rate is consistent with the Illinois Environmental Protection Agency's labeled maximum for truck specifications. Applications shall be made between sunset on the day the Village requests treatment and sunrise on the following day. In the event weather conditions change during the application period which reduces the effectiveness of the ULV application, the Contractor shall terminate the application and shall complete the application at a time when weather conditions are favorable for a ULV application as approved by the Village. The Village Forester shall approve any and all alternative products proposed.

L. Trade Name

In cases where an item is identified by a manufacturers name, trade name, catalog number, or reference, it is understood that the Contractor proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated therein by the Contractor. Reference to a specific manufacturer, trade name or catalog is intended to be descriptive but not restrictive and only to indicate to the prospective Contractor articles that will be satisfactory. The Village Forester reserves the right to approve as an equal, or to reject as not being an equal, any article the Contractor proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith. If alternate product other than the product listed is proposed the Contractor must submit the alternate with their proposal.

M. 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, Village 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.

N. Proof of Purchase

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

O. 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 at no additional cost to the Village.

P. 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.

Q. Clean Up

The Contractor shall, during the progress of the work, remove and dispose of all materials and product containers. The Contractor shall remove all materials, tools, vehicles and equipment from the Village after a spraying application has been completed. The Contractor shall not store any materials, tools, vehicles or equipment on Village facilities.

R. Unauthorized Product Application

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.

S. Treatment Area Maps

A map of incorporated Downers Grove shall be distributed at the informational pre-proposal meeting. Various Village maps can be found at the Village's website at http://www.downers.us. Before any planned application and treatments, the Contractor and Village Forester shall review routes, streets and catch basin locations.

T. 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 insecticide treatment. The Contractor must possess valid Illinois Pesticide Applicators licenses and be authorized to purchase the items needed to perform mosquito control at the time the proposal 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.

U. National Pollutant Discharge Elimination System (NPDES) Permit and Annual Report

In accordance with the provisions of the Illinois Environmental Protection Act, the Illinois Pollution Control Board and Rules and Regulations (35 Ill. Adm. Code, Subtitle C, Chapter 1), and the Clean Water Act, the Contractor shall obtain a NPDES Permit. This includes filing an Annual Report with the Illinois Environmental Protection Agency (IEPA). The Annual Report is to include the NPDES permit number, contact information, the pesticide use pattern and target pests, and the total amount of each pesticide product applied for the reporting year by the USEPA pesticide registration number(s). A copy of the NPDES permit and Annual Report shall be supplied to the Village as proof of coverage.

V. **Response Time and Completion Timeframes**

Once notified by the Village Forester of the need to apply larvicides, the Contractor shall schedule the work for early June. Once larvicide applications have begun, all applications within the Village limits shall be completed within a two (2) week timeframe unless changes are approved by the Village Forester. Subject to need, timing of booster applications shall be discussed with the Contractor.

Once notified by the Village Forester of the need for a adulticide spray application, the Contractor shall schedule the work to occur within a two week timeframe. Once spraying has begun, all spraying applications within the Village limits shall be completed within a 24-hour timeframe unless changes are approved by the Village Forester. Subject to need, if a second application is warranted, the Contractor shall schedule the work to occur within a two week timeframe. Once spraying has begun, all spraying applications within the Village limits shall be completed within a 24-hour timeframe unless changes are approved by the Village Forester.

W. **Endangered Species and Pollinator Gardens**

The Village contains areas of high potential zones for an endangered species (Rusty Patched Bumble Bee). The Contractor must indicate adult mosquito control treatment protocol to be followed and 3 areas where this protocol has been utilized in Illinois.

The Village areas and pollinator gardens will be identified and discussed with the awarded Contractor.

X. **Hotline, Call List and No Spray List**

The Contractor shall maintain a hotline number which residents may call to inquire about spraying, or ask to be placed on either a call list or no spray list, or both. The Contractor shall notify all on the call list at least 24 hours prior to scheduled spray activities. The Contractor shall honor the no spray list by turning off their spray equipment at each address that requests such.

Y. **Contractor Personnel and Equipment**

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. 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 equipment shall have the Contractor's name in a visible location.

The Contractor shall employ only competent and efficient employees. 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 mosquito abatement specifications. 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.

Z. Automatic Vehicle Location (AVL) and Global Positioning System (GPS)

Contractor shall provide complete AVL/GPS technology for the purpose of tracking abatement activities. The AVL/GPS system shall be accessible via the internet on a secure website available to authorized Village staff, with a login and password. The AVL/GPS system shall include and initiate broadcasting data when abatement activities are activated or to begin.

In order for the Village to monitor the efficiency of the spraying operation, the following information shall be provided by the AVL:

- SPEED: The speed of the vehicle during the abatement operation shall be monitored. The AVL shall be able to determine when the vehicle is performing the operation and report the vehicle speed. This speed shall be measured in one mile per hour increments. The AVL shall be able to measure speeds accurately from a minimum of 3 miles per hour to a maximum of 40 miles per hour.
- TRACKING: The accuracy of the vehicle's location shall be to within 50 feet or less of the actual location. The AVL shall show the following but not limited – spray on or off, and the location of a single vehicle or all the vehicles. It is preferred that the vehicle's location be displayed on street map window with user controlled sizing and placement. Data shall be submitted at a minimum, to include but not be limited to 30 second intervals to the secured website for monitoring.
- MANAGEMENT REPORTS: As a minimum, daily management reports on all the vehicles shall be provided by the AVL to include routes traveled, and the time of day the routes were traveled.
- RELIABILITY: The AVL shall maintain a 95% performance level.
- COVERAGE: The AVL coverage area shall include all of the Village of Downers Grove.
- FREQUENCY: All monitored functions shall be available upon the request of the Village's inspector/representative or his/her designee.

In order for the Village to monitor the efficiency of the larvicide applications, the following information shall be provided by the GPS technology:

- TRACKING: The accuracy of the GPS's location shall be to within 5 feet or less of the actual location.
- MANAGEMENT REPORTS: As a minimum, daily management reports on all the bicycles shall be provided to include routes traveled, and the time of day the routes were traveled.
- COVERAGE: The coverage area shall include all of the Village of Downers Grove.
- FREQUENCY: All monitored functions shall be available upon the request of the Village's inspector/representative or his/her designee.

AA. 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.

AB. Workdays, Working Hours, and After Hours Contact

The Contractor shall schedule larvicide activities between 7:00 a.m. and 5:00 p.m., and adulticide spraying activities between the hours of 7:00 p.m. and 7:00 a.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.

AC. Traffic Control

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.

AD. 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.

AE. Unsatisfactory 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 by written notice, immediately correct such deficient service or work. In the event the Contractor fails, upon written notice, to correct the deficient service or work, 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 as stated in Section 28.2 above. 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.

AF. 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 item basis for all of incorporated Downers Grove. The contract unit prices shall remain firm for the contract term.

The 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.

AG. Questions during the Proposal 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

AH. Proposal Form Submission

Each proposer shall submit:

1. Proposers must submit an original and one (1) duplicate copy on CD or Flash Drive of the total Proposal
2. Completed Cover page
3. Unit Prices and Extensions
4. Phone numbers for 24 hour contact and Hotline phone number
5. A listing of the equipment operators with pesticide licenses
6. A list of equipment
7. Description of how the service is to be provided. Include previous experience and examples from other municipalities. List at least four (4) municipal or other governmental references who can attest to the Contractor's previous satisfactory performance with similar contracts for mosquito abatement. Include names, addresses and phone numbers. The Contractor must indicate adult mosquito control treatment protocol to be followed for an endangered species (Rusty Patched Bumble Bee) and 3 areas where this protocol has been utilized in Illinois.
8. Signature block completed including an after-hours phone number other than an answering machine.
9. W-9 form
10. Proposer's Certification and applicable insurance information supplied
11. Completed Suspension or Debarment Certificate
12. Completed Campaign Disclosure Certificate.

IV. PROPOSAL / MOSQUITO ABATEMENT

The undersigned Contractor offers to provide to the Village of Downers Grove, an Illinois municipal corporation, mosquito abatement services at the following prices and conforming to the terms and conditions of this RFP.

A. Unit Prices and Extensions

List Unit Prices, Extensions and Totals for each year. The Village Forester shall approve any and all alternative products proposed.

May 1, 2019 to December 31, 2019.

Description	Unit Price per Catch Basin/Mile	Extension Total (Unit times # Basins/Miles)
Application larvicide Naturlar^{TM}XRT to up to 4180 catch basins		
Application larvicide Natular^{TM}T30 to up to 400 catch basins		
1st spray adulticide Duet to entire Village up to 167 miles		
2nd spray adulticide Duet to entire Village up to 167 miles		
Total for Mosquito Abatement Services		

Attach all pertinent labels and SDS sheets

January 1, 2020 to December 31, 2020.

Description	Unit Price per Catch Basin/Mile	Extension Total (Unit times # Basins/Miles)
Application larvicide Naturlar™XRT to up to 4180 catch basins		
Application larvicide Natular™T30 to up to 400 catch basins		
1st spray adulticide Duet to entire Village up to 167 miles		
2nd spray adulticide Duet to entire Village up to 167 miles		
Total for Mosquito Abatement Services		

January 1, 2021 to December 31, 2021.

Description	Unit Price per Catch Basin/Mile	Extension Total (Unit times # Basins/Miles)
Application larvicide Naturlar™XRT to up to 4180 catch basins		
Application larvicide Natular™T30 to up to 400 catch basins		
1st spray adulticide Duet to entire Village up to 167 miles		
2nd spray adulticide Duet to entire Village up to 167 miles		
Total for Mosquito Abatement Services		

COMBINED Total all 3 years = _____

B. Phone Numbers

Name and phone number of 24- hour contact_____

_____

Hotline Phone Number _____

C. Personnel

Attach a list of licensed equipment operators who shall be present each workday. Each operator must be able to provide proof of a valid pesticide operator's license.

D. Equipment

Attach a list of equipment

E. Description of service

Attach a description of how the mosquito abatement service shall be provided. Include previous experience and examples from other municipalities, including AVL/GPS technology.

Miscellaneous Tree and Vegetation Removal Quotation Request

The Village of Downers Grove Forestry and Grounds Division is requesting quotations on miscellaneous tree and vegetation removals per the following specifications.

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 quotation 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. 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, judgement, experience, and efficiency of the Contractor
4. The quality of performance of previous tree and vegetation removal contracts or services with the Village or other municipalities within the last five (5) years.

Contractor Investigations

Before submitting a quote, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the work specified 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 quote 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.

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 tree and vegetation removal activities.

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 ***(Applicable on a Per Project Basis)***
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 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.

Term of Contract:

The contract term shall be the calendar year of 2018 from the time of award until completion. 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.

Locations, Quantities and Notification by Village:
The Village Forester is anticipating needing removal work in a variety of woody or shrubby locations including but not limited to parkways, alleys and unimproved right-of-ways throughout the incorporated Village limits. Lists containing the address, identification and description of trees/vegetation to be removed shall be submitted (phone, e-mail, fax, in person, etc.) to the Contractor from time to time. Exact quantities are unknown at this time. The Village Forester shall submit work locations such that total expenditures for all removal work do not exceed $7,000.00 on an annual basis.

Tree, Vegetation and Stump Removal Specifications:

1. **Tree and Vegetation Removal:** The Contractor shall remove all trees and vegetation designated for removal by the Village Forester or Forestry representative. Before removal, the Contractor must verify that the tree and vegetation is clearly identified at the corresponding address. Removal shall consist of cutting down each tree or vegetation in a safe manner to a point four inches above the adjacent ground level. Stumps shall be flush and level without pointed wood fibers projecting upward. The Contractor shall remove and dispose of all tree limbs, tree trunks and vegetation sections from the site in accordance with applicable ordinances and regulations of the Village of Downers Grove, DuPage County, and the State of Illinois. The Contractor shall use caution and good judgment during tree removal operations particularly when deciding if it may be appropriate to "flop" a tree, or how to make the final trunk cut of a "limbed" out tree. Sidewalks, curbs, streets, and manhole structures shall always be protected from the impact of falling wood by use of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

2. **Site Appearance and Clean up:** Limbs and trunks temporarily placed in the parkway areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lie on the parkway overnight. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Brush, logs, and woodchips generated by work described in this contract shall be the responsibility of the Contractor. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job. Aside from the stump left, the site shall be returned to the same state it existed in prior to the removal.

3. **Protection Private:** Equipment shall not enter upon private property unless the property owner(s) consent or the Village Forester has obtained signed right-of-entry release forms for the required removal. In addition, desirable vegetation surrounding a removal shall be disturbed as little as possible.

4. **Stump Removal:** The Contractor may be asked to remove all tree and vegetation stumps designated by the Village Forester or Forestry representative to a point eight inches (8") below the adjacent ground level. Additionally, the Contractor may need to remove all surface and sufficient subsurface roots as may be necessary to eliminate "humps" in the lawn area adjacent to the stump. If needed, restoration of the area will be discussed with the Contractor and paid as a separate item.

Site Clean-Up:
The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Site clean-up shall include the removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job.

Wood and Chip/Grinding Debris Disposal:
Disposal of logs, wood chips and grinding debris generated by work described within this contract shall be the responsibility of the Contractor. The Contractor may deliver chips to the homes of Village residents as requested by the residents without charge, at a time convenient to the Contractor. Wood chips shall be left only on private property and not on the parkway or in the street. Any logs requested by the residents shall be given free of charge and shall not be from elm or diseased trees unless properly handled by the Contractor. Logs left at the homeowner's request must be on the resident's property and not the parkway. Logs left in the right-of-way shall be viewed as debris to be cleaned up.

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. 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.

Protection of Overhead Utilities:
Tree removal operations may be conducted in areas where overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to their operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

Contractor Personnel and Equipment:
The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. 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 equipment needs to have the Contractor's name in a visible location to avoid possible parking tickets. All vehicles and equipment shall abide by the Traffic Control standards listed in the upcoming section. All vehicles and equipment shall have the appropriate items to avoid damage to public and private property (example – boards or pads for outriggers to avoid depressions, etc…)

All individuals shall be familiar with the removal specifications. 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.

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.

Safety Standards
All equipment to be used and all work to be performed shall be in full compliance with the most current revision of the *ANSI Z133.1-2017 Safety Requirements for Arboricultural Operations*, or as amended.

Contractor personnel exposed to public vehicular traffic shall wear warning vests or other suitable garments marked with or made of reflectorized material. At a minimum, this includes ANSI Class 2 garments.

Traffic Control
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. The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD) current edition, the State of Illinois *Illinois Vehicle Code,* the Illinois Department of Transportation *Highway Standards*, and the Illinois Department of Transportation *Handbook of Traffic Engineering Practice for Small Cities.* All personnel, signs, barricades, and any other items or devices necessary shall be provided by the Contractor. The

Village shall make no separate payment for this work. Traffic control shall include but not be limited to the following:

1. All work vehicles shall be positioned on the same side of the street as the work site.
2. Whenever possible the work site on a two lane street or highway shall be confined to one traffic lane leaving the opposite lane open to traffic.
3. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
4. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection that may be necessary.
5. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
6. Warning signs such as "Men Working" shall be diamond shaped having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 36 inches by 36 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
7. Cones used as daytime channeling devices shall be at least 18 inches tall, conical or tubular in shape with a broadened base, and orange in color. Cones shall be spaced equal in feet to the posted speed limit or closer along the taper length.
8. Channeling devices such as cones shall be positioned to provide adequate taper length before the work area to guide traffic through the work area. Tapers approaching the work zone shall be:
   - 150' minimum for posted speed limits 35 mph or higher
   - 50' minimum for posted speed limits 30 mph or less
9. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.
10. For lane closures on multilane highways, appropriate warning signs such as "Right Lane Closed" and channeling devices at the appropriate intervals shall be used depending on the speed limit.
11. Should complete street closure be required for a maximum of 8 hours on any given day in order to complete contract work, the Contractor shall notify the Forestry Division and the Police Department, and the appropriate barricades (at least 3 Type II barricades at each intersection), and "Road Closed" and "Detour" arrow signs used to direct traffic around the work area.
12. Flaggers shall be appropriately dressed (orange vest, etc.) to alert motorists, shall stand in a conspicuous position facing approaching traffic, and shall use the proper traffic control sign and IDOT flagging procedures when directing traffic.

Removal Timeframe

Generally, all removal work is to be completed within a two-week timeframe. The Village Forester or Forestry representative shall coordinate all removal activities with the awarded Contractor.

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.

Unsatisfactory 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.

Prevailing Wage Act

This contract is not subject to the Prevailing Wage Act.

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, 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 all removal work described herein at an hourly unit price. The quoted hourly unit prices shall remain firm for the contract term, or until all removal work is complete.

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.

Quotation Price for Misc Tree and Vegetation Removal Work - 2018

SERVICE and All Required Personnel	Price per Hour
Bucket reach 50' & personnel	$_____
Climber	$_____
Chipper truck & personnel	$_____
Other (please describe)	$_____

_____

_____

Total Costs for all work locations combined will not exceed $7,000.00 on an annual basis

Contractor Name and Information:

Company Name:_____

Contact Name:_____

Address:_____

Office Phone #:_____

Fax #:_____

Name and phone number of 24- hour contact_____

_____

Number of Days Quotes Are Good For:_____

Signature:_____

Date:_____

Insurance

Are you willing to comply with the Village's preceding insurance requirements and supply a certificate before the award of the contract?_____

Insurer's Name_____

Agent _____

Street Address _____

City, State, Zip Code _____

Telephone Number _____

Quotation Submittal

Quotes are due by Friday April 27, 2018

Please submit pages 9 and 10

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
E-mail kvonderheide@downers.us