



Request for Proposal for Lawn Services

The Village of Robbins is seeking proposals from qualified lawn care professionals to perform lawn care maintenance of village owned property.

Description The Village of Robbins

Robbins is a village southwest of Chicago in Cook County, Illinois, United States. The population was 4,629 at the 2020 census. Darren E. Bryant is the current mayor. It is the second oldest Black incorporated town in northern Illinois and was home to the country's first black-owned airport.

The administrative office of the Village of Robbins is located at 3327 West 137th St. Robbins, IL 60472

Scope of Work

- A. Mowing: Contractor shall mow grass continuously until all assigned projects are completed, or as weather permits.
- B. Edging: Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass with each mow.
- C. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.

Service Times

Services shall only be performed throughout the village during the hours of 7:00am – 3:00pm Monday through Friday.

Contract Period

The initial contract period will be for 30 days.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract. The equipment should include but not be limited to:

1. 4-6 Commercial Lawnmowers
2. Weed Eaters
3. Blowers

Insurance and Licenses

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of Illinois. It is also required that the Contractor be licensed and bonded in the State of Illinois.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Village of Robbins, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Village of Robbins or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the Village of Robbins or its officials (including the Mayor, Village Administrator, the Board of Trustees, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against Village of Robbins or its officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm during the awarded contract period from the first day of the contract. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

Payment Terms

Payment terms are NET 30 days following receipt of invoice upon approval of successful completion of scope of work by the Village of Robbins Public Works Director.

Invoices must be submitted to:

Village of Robbins

Attn: Accounts Payable

3327 W. 137 Street

Robbins, IL 60472

Evaluation Criteria

The Village of Robbins, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the village to ensure the Village of Robbins that quality workmanship is performed to achieve maximum results. The Village of Robbins reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Village of Robbins reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Village.

Proposal Information

- A. Proposals will be received by the Village of Robbins until June 8th, 2022 at 3:00pm. Proposals may be submitted by mail, email or delivered in person. **NO** faxed proposals will be accepted. The Village of Robbins must receive all proposals **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.

B. Each bidder must submit a proposal including:

1. Total monthly price for the performance of these services
2. Completed vendor profile and certification (attached)
3. Proof of General Liability insurance
4. Proof of Worker's Compensation insurance
5. RFP Acknowledgement Form
6. Proposal Form

Notification of Award

The successful Contractor will be notified in writing (5) days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, email Shuntai Sykes, ssykes@robbins-il.com, prior to the proposal deadline.

Contact person: Melvin Wells, Public Works Director
708-470-9893
Mwells@robbins-il.com

Proposal submission: Village of Robbins
3327 W. 137th Street
Robbins, IL 60472 (mailing)
Attn: Clerk Sharon Dyson

Submission Deadline: 3:00 pm on Wednesday, June 8th, 2022

VENDOR PROFILE & CERTIFICATION

- 1. Business Name: _
- 2. Business Owner(s) Name: _
- 3. Business Physical Address: _
- 4. Mailing Address (if different from above): _
- 5. Business Telephone: _____ Fax: _
- 6. Email address: _
- 7. Company Structure (corporation, partnership, sole proprietorship):
- 8. Primary Business Purpose: _
- 9. Years in Business: _
- 10. Federal Tax Identification Number: _
- 11. Years of doing work similar to the work sought in this bid request: _
- 12. References – list at least 3

Customer	Main Contact Person	Telephone Number

- 1. Attach a copy of licenses and bonds (include professional, state and/or local business or privilege licenses).
- 2. Attach a copy of insurances (Worker’s Compensation and Commercial General Liability)

REQUEST FOR PROPOSAL (RFP) ACKNOWLEDGEMENT FORM

RFP TITLE: Proposal for Lawn Services

Issue Date:

May 27, 2022

Contact & Telephone

Melvin Wells

Public Works Director

708-470-9893

Mwells@robbins-il.com

PROPOSAL DUE DATE & TIME: June 8th, 2022 3:00 P.M. CST

NOTE: Proposals received after the opening date and time will not be accepted.

The Village of Robbins solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be delivered to:

Village of Robbins
3327 W. 137th Street
Robbins, IL 60472 (mailing)
Attn: Clerk Sharon Dyson

Before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". NO faxed or emailed proposals will be accepted. The Village of Robbins will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER:

(FEIN): TELEPHONE NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS

FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE:

DATE: