

**LEGAL NOTICE**

**VILLAGE OF ALSIP, COOK COUNTY, ILLINOIS**

**INVITATION FOR BIDS**

NOTICE IS HEREBY GIVEN by the Mayor and Board of Trustees of the Village of Alsip, Illinois, that sealed bids will be received for the following:

Landscape maintenance for the following locations: Alsip Village Hall, Heritage I, Heritage II, Firehouse I Firehouse II, Water Pumping Station, Alsip Boat Launch and the Alsip Veteran's Parkway. Specifications are available in the Clerk's Office at the Alsip Village Hall between the hours of 8:00 a.m. to 8:00 p.m. Monday and 8:00 a.m. to 4:00 p.m. Tuesday through Friday.

Bids will be received until 3:00p.m. on Monday, January 30, 2023, at the Alsip Village Hall, 4500 W. 123<sup>rd</sup> Street, Alsip, IL. The bids will publicly be opened at the Village Hall Board Meeting at 7:30 p.m. on Monday, January 30, 2023.

No bids shall be withdrawn after the opening of the proposals without the consent of the Village of Alsip for a period of thirty (30) days after the scheduled time of closing bids.

The contractor shall be required to furnish sufficient insurance or guaranty of indemnity to the Village of Alsip against any and all claims which may arise for the damages to persons or property due to the negligence of himself, his employees or agents, during the performance of the said improvement and until the said improvement has been finally accepted as completed by the Village of Alsip.

The Mayor and the Board of Trustees of the Village of Alsip reserve the right to reject any and all bids, to waive any technicalities and to make any necessary decisions that are in the best interest of the Village of Alsip.

Dated this 10th day of January, 2023.

Mayor and Board of Trustees  
Village of Alsip  
Cook County, IL

Renee Harding  
Village Clerk

## **SPRING SERVICES**

### **Grounds**

- Clean up all accumulated winter debris and leaves from the grounds
- Mowing of the grass at approximately 2.5 inches
- Trimming grass along the buildings, plantings, light poles, and such obstructions
- Clean grass clippings from walks and paved areas
- Before cutting grass all debris and weeds will be picked up and removed manually

### **Planting Beds**

- Pre-emergent herbicide applied to stone, ground cover or mulched bed areas to inhibit weed growth
- Clean up accumulated winter debris and leaves from bed areas
- Cut back perennials that were left for winter interest
- Mulching all mulch beds to be freshened with approved hardwood mulch

## **SUMMER THRU FALL**

### **Grounds**

- Mowing of the grass at approximately 2.5 inches
- Trimming grass along the buildings, plantings, light poles, and other obstructions
- Clean up all grass clippings from walks and paved areas after mowing
- Mowing will be performed weekly (preferably same day unless a holiday falls then either the business day before or the next business day)
- All debris and clippings will be disposed of off site
- Edging will be performed once a month

### **Planting Beds**

- Post emergent herbicides applied to bed areas and cracks in cement and asphalt to control weed growth
- Manual weeding, dead heading and removing dead foliage from perennial plantings

### **Tree and Shrub Care**

- Evergreens and bushes will be trimmed 4 times per season
- Deciduous shrubs will be trimmed by cutting the current season's growth
- Deciduous formal hedges will be trimmed by cutting the current season's growth
- Deciduous trees pruned of suckers growth at the base of the tree
- Deciduous trees (all) will be pruned of lower branches which interferes with pedestrian or vehicular traffic
- Deciduous trees under 20 inches will be pruned of water sprouts.

- Deciduous and evergreen trees under 20 inches will be pruned of dead, broken, damaged, or deceased branches. This is to be performed when trees are dormant or during the growing season.
- Cultivating existing soil beds and tree wells to control weeds (this is to be done once a month)

## **NOVEMBER**

### **Grounds**

- Clean up all leaves and debris from grass
- Mowing of grass at approximately 1.5 inches
- Trimming grass along the buildings, plantings, light poles, and other obstructions
- Clean up grass clippings from walks and paved areas after mowing

### **Planting Beds**

- Cut back appropriate perennials for winter
- Clean up fall debris from bed areas

## **MISCELLANEOUS**

- In the fall months the Heritage II parking lot will need to be kept clean due to falling leaves (beginning the area of 3840 - 12440 Gas Light Square, but not limited to just those areas)
- All paper and other debris will need to be picked up before mowing
- All landscape debris, which is accumulated from work performed by the contractor, shall be removed at no charge to the Village of Alsip, unless otherwise agreed upon by the Village Department Head. The Contractor will not use the Village of Alsip's scavenger units, if used they will be subject to charges
- Certificate of Insurance needs to be provided at the time the Bid is submitted
- Proposals are to include a 3-year contract: April 1, 2023 through November 30, 2025
- A final clean up must be performed on November 30 to ensure all leaves are picked up
- All work is to be performed and completed in a professional manner
- The contractor will make every reasonable effort to perform service on the same day every week to avoid any inconvenience to the Village of Alsip. In the event of a holiday or rain the contractor may need to reschedule to either the business day before or the next business day following the normally scheduled day (not to exceed (3) three days)
- If the grass becomes too long the contractor will bag and dispose of all clippings off site at no additional charge to the Village of Alsip.
- All surcharges should be included in the contract, such as fuel and scavenger fees, etc.
- Ordinance 2-312: Local Preference in Purchasing and Contracting will apply to this bid

- Each individual location must be bid individually (monthly and annually)

Example:

Village Hall	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Heritage I	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Heritage II	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Firehouse I	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Firehouse II	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Pump Station	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Boat Launch	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)
Veteran’s Pky	\$1 (monthly)	\$2 (annually 2023)	\$3 (annually 2024)	\$4(annually 2025)

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TOTAL	\$8.00	\$16.00	\$24.00	\$32.00
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- All above listed locations might not be awarded
- Only one contract will be awarded
- All sites will need to be visited ***before*** submitting the bid
- Please contact Rodger Early at 708-768-3681 to schedule an appointment to visit locations no later than Friday, January 27, 2023 at 3:00pm.
- If an appointment is not scheduled and all locations are not visited with Rodger Early the bid will not be accepted

### LOCATIONS

- Alsip Village Hall                      4500 W. 123<sup>rd</sup> Street
- Alsip Heritage I                            11949 S. Ridgeway
- Alsip Heritage II                            3715 W. 123<sup>rd</sup> Street
- Alsip Firehouse I                            12600 S. Pulaski Road
- Alsip Firehouse II                            11946 S. Laramie Avenue
- Alsip Pumping Station                      117<sup>th</sup> and Kedvale Avenue
- Alsip Boat Launch                            Just off 127<sup>th</sup> Street and Laramie Avenue
- Alsip Veteran’s Parkway                      11801 S. Pulaski Road

**CERTIFICATE REGARDING SEXUAL HARRASSMENT POLICY**

\_\_\_\_\_ (contractor), does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that [he, she, it] has a written sexual harassment policy that included, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State Law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

By: \_\_\_\_\_  
Contractor

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

SUBSCRIBED and SWORN TO before me

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**NON-COLLUSION AFFIDAVIT**

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it included no understanding or agreements in restraint of trade"

**(If an Individual)**

Signature of Bidder \_\_\_\_\_ (Seal)

Business Address \_\_\_\_\_

\_\_\_\_\_

**(If a Partnership)**

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Of all Partners \_\_\_\_\_

Of the Firm \_\_\_\_\_

**(If a Corporation)**

Corporate Name \_\_\_\_\_

By \_\_\_\_\_

Business Address \_\_\_\_\_

**(CORPORATE SEAL)**

Name of Officers:    President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Attest: \_\_\_\_\_

Secretary

Name of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

(Contractors with 25 or more employees)

\_\_\_\_\_, having 25 or more employees, does hereby certify, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

\_\_\_\_\_  
Construction Manager

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC