Request For Board Action

REFERRED TO BOARD: May 2, 2016 **AGENDA ITEM NO: 3**

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Consideration of a Resolution Authorizing the Village Administrator to execute an agreement with Langton Group for Lawn Mowing and Maintenance of Village Properties.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Bids were advertised for Lawn Mowing and Maintenance of Village Properties, and sealed bids were opened publicly on April 13, 2016 at 10:30 am. Competitive bids were submitted by five companies, with Langton Group having the lowest bid at $1,973.60 per cycle.

The Public Works Department is tasked with maintaining approximately 80 acres of Village property which is very time consuming and manpower demanding. Staff is constantly looking to improve operations and efficiency. By contracting out for this service it is felt that department staff will be better utilized to focus on more labor intensive and productive task on Village properties. Currently mowing takes four employees three days to cut and then trimming and maintenance occurs on the two days left in the week. The department is also maintaining equipment that is overdue for replacement. It is felt that the time works well with fleet needing to be replaced we seek an alternative way of maintaining grass. Contracting will also reflect a savings in other areas such as equipment maintenance, fuel, and seasonal hiring. Village staff will still have mowing to accomplish since not all properties were included, and high grass compliance will still need to be done. The department's focus will be on increasing beatification and a proactive attitude for our properties.

Outlined in the contract are specifications that pertain to maintenance criteria, expectations, and requirements. A mowing cycle is considered a week and in the week the company is expected to not cut the grass lower than three inches or let it get longer than four inches in height. The contract is expected to fine cut all areas defined, line trim around objects, and blow off all impervious areas so they are free of grass. The contract consists of 23 locations.

Once bid documents were reviewed efforts were continued to determine a proper recommendation. A site visit to the contractor's place of business was made. During the visit a tour of the facility and operations were made along with an interview with one of the owners and managers. Contact was also made with the list of references that the contractor submitted in their bid package.

FINANCIAL IMPACT: $59,208.00

DOCUMENTS ATTACHED:

1. Bid Contract
2. Bid Tabulation
3. Resolution

RECOMMENDED MOTION:

After respectful evaluation of the proposal submitted by specifications, and criteria it is the staff's recommendation to award to Langton. Move to approve the resolution authorizing the Village Administrator to sign the contract with Langton Group for the Lawn Mowing and Maintenance of Village Properties.

INVITATION TO BID

PROVIDE LAWN MOWING AND MAINTENANCE

OF VILLAGE PROPERTIES

The Village of Antioch, an Illinois municipal corporation (the "Village"), is seeking proposals from qualified landscape contractors to perform lawn mowing, weeding, and miscellaneous maintenance of Village-owned or maintained properties. Bids will be publically opened and read aloud at Village of Antioch Village Hall on April 13, 2016 at 10:30 am. All proposals should be addressed to:

Village of Antioch
Proposal for Lawn mowing and maintenance
Attention: Lori Folbrick
Village Clerk
874 Main St.
Antioch, IL 60002

Proposal packets are available online at http://www.antioch.il.gov or at the Antioch Village Hall, 874 Main St., Antioch, IL 60002.

Each bid must be accompanied by a Bid Guarantee in the form of a Bid Bond from a company or a cashier's check in the amount of ten percent (10%) of the bid and made payable to the client address. No bid shall be withdrawn for a period of thirty (30) days after the bid opening date without the consent of the Village. Checks or drafts of unsuccessful bidders will be returned as soon as possible after opening and checking the bids.

This contract is not subject to payment of Prevailing Wages. Each contractor is to submit their bid as indicated in the Specifications.

Faxed or Emailed bids will not be accepted.

The Village reserves the right to reject any or all bids and to waive any informality in bidding.

Award of Contract: The Village of Antioch Board of Trustees will make the final award of the proposal or contract.

SPECIFICATIONS

Mowing and Landscape Maintenance of Village Properties

DEFINITIONS:

The Term "Village" whenever used in the contract documents shall be interpreted to mean the Village of Antioch.

I. **Conditions**:

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the Contractor from performance of the duties and obligation required under the terms of this contract.

II. **Insurance Requirements:**

The Contractor will be required to meet the Village of Antioch insurance requirements. Unless otherwise specified the Contractor shall, before commencing satisfactory to the Village of Antioch an additionally named insured in the following amounts with specific coverage which includes underground, explosion, and collapse.

Property Damage	$1,000,000 (each accident)
Bodily Injury	$2,000,000 (each person)
	$1,000,000 (each accident)
Workmen's Compensation Insurance:	All Liability imposed Workmen's Compensation stature
Employer's Liability Insurance	$100,000
Contractual Liability Insurance	$500,000
Completed Operations Insurance	$500,000
Owned, Hired, and Non-Ownership Vehicle Bodily Injury and Property Damaged to the following Limits	

III. **Equipment List**:

All bidders must provide a list of equipment they will use to complete the work. The Village reserves the right to determine the capability of the equipment and the reserve acceptance or terminate the Contract due to improper or deficient equipment. The Village may conduct a visit to the contractor's business facility to inspect all equipment that will be used to perform work as described.

IV. **Scope of Work**:

A. The Contractor shall perform the maintenance, furnish all labor, equipment, and supplies for the mowing, string trimming, and cleanup services for the Village properties, (see map) for the period beginning approximately April 15, 2016 up to November 1, 2016. By mutual agreement with the Contractor, at the sole discretion of the Village, this contract may be extended for not more than two (2) additional periods under the same terms and conditions.

   a. The Contractor shall accomplish all lawn maintenance required under the contract during the hours allowed by the Village code which are 7:00 A.M. to 7:00 P.M. Monday through Saturday

and 9:00 A.M. to 6:00 P.M. on Sundays or holidays. The Public Works Department may grant, on an individual basis, permission to perform contract maintenance at other hours. All work shall be completed in a continuous manner, whereby the mowing, edging, trimming, etc., be completed before leaving the job site.

B. Contractor must notify Village representative of their work schedule, to allow for inspection of maintenance work as needed.

C. Prior to any mowing, remove litter from all sites. At no time shall any litter be mowed over.

D. FINE CUT MOWING – All lawn areas shall be mowed every week, throughout the growing season, unless otherwise directed by a Village representative. Areas to be mowed will be maintained at a height of three (3”). Grass will be cut weekly or when it is one inch (1”) higher than the specified height. Grass next to light poles, trees, fencing, any permanent objects etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. All grass clippings and debris, shall be removed from the sidewalks, parking lots, and streets etc. at the time cutting takes place.

   Lawn mower blades shall be clean and kept sharp and well-adjusted to provide a clean cut. Cutting grass too closely (scalping) shall be avoided. Mowing patterns shall be changed regularly to avoid rutting. Use small mowers for difficult or tight areas where larger commercial mowing units cannot maneuver. Mowing shall be done optimally when the grass is dry; however, mowing wet turf is acceptable. Bagging is not required, and grass clippings may be left on the grass providing no readily visible clumps remain on the grass surface after mowing. If clippings are excessive or diseased, they shall be removed after mowing to enhance overall turf appearance and to prevent matting, clumping and thatch buildup. In the case fungal disease outbreaks, clippings will be collected and disposed off-site until the disease is controlled.

   The final appearance after mowing shall present a neat appearance. Care shall be taken with mowing equipment to avoid obstructions such as trees, shrubs, utility boxes, signage, buildings, etc., and the Contractor shall be responsible for damage caused by its operations.

   The Contractor shall be responsible for damage to any plant material or site feature caused by the Contractor or his/her employees. The Contractor will be notified in writing of the specific nature of the damage and cost of repair. The Village will, at its option, invoice the Contractor for the payment, or reduce payment by the amount of the repairs to the Contractor.

   Mowing cycles shall commence on or April 15 and continue to November 1 subject to conditions. The estimated number of occurrences is between fifteen (15) and thirty (30) per year. The contractor shall inspect sites on a weekly basis. All lawn areas shall be mowed to maintain a height of three inches (3”), not to exceed four inches (4”) throughout the growing season, unless otherwise directed by a Village representative. At no time shall mowing remove more than one third (1/3) of the total leaf blade.

E. EQUIPMENT – All equipment and vehicles used by the Contractor shall be maintained and in good working mechanical condition.

F. SAFETY REQUIREMENTS

   a. Contractor will be responsible for high visibility vest for employees when working within 25 feet (25’) of roadways. Safety cones shall be used around equipment and roadway.

b. The contractor shall take all due precautions to avoid damaging the sprinkler heads, quick couplers and irrigation hoses. Any damage to the infrastructure by the contractor during the terms of this contract shall be repaired at the sole expense of the contractor within ten (10) days of the damage.

c. Working in the right-of-way shall be conducted in accordance with the Illinois Manual of Uniform Traffic Control Devices and the Illinois Department of Transportation Standard Drawings:

   i. 216-701901-04 Traffic Control Devices
   ii. 216-701006-05 Off Road Operations, 2L, 2W EOP FROM PAVEMENT EDGE 15' to 24"

G. CLEAN-UP OPERATIONS

a. Blow debris and clean off walkways, steps, and other hardscapes.

b. Haul and dispose of all materials in accordance with State and local ordinances.

H. MONTHLY REPORTS – During the growing season, submit monthly written reports outlining services performed, problems encountered, and any other concerns. The Contractor will be required to submit the monthly report by the 15th of the month, with the request for payment. Invoices submitted without completed monthly reports will be rejected.

The contractor shall provide the Owner with one contact person to whom all concerns can be addressed.

I. METHOD OF MEASUREMENT – This work will be measured for payment by cycle completed per location for the type of work specified.

J. BASIS OF PAYMENT

a. Mowing will be paid for at the contract unit price per cycle per location for the type completed. Only the initial mowing will be paid for during any given cycle. Any subsequent mowing required to obtain a height of not more than four inches (4"), or to disperse mowed material will be considered as included in the cost of the initial mowing.

b. The cost of inspections will not be paid for separately but shall be included in the cost of other items.

c. If, in the opinion of the Village of Antioch Public Works Department, the contractor has not or is not satisfactorily performing the work covered by this specification, and within forty eight (48) hours of receipt of a written demand from the Village of Antioch, for performance, has not cured any defect in performance specifically itemized in such demand, the Village of Antioch may, at its option:

   i. Withhold payment.
   ii. Consider all or any part of this contract breached and terminate the contractor, or
   iii. May hire another contractor to cure any defects in performance or complete all work covered by this specification for the remaining term of this contract.
   iv. Any demand for performance shall be specifically delivered to contractor by personal delivery or certified or registered mail.

The Village will make periodic inspections and follow up as needed with the contractor to discuss any issues etc.

V. Billing/invoicing:

All billing and invoicing will be done on a monthly basis with detailed itemized billing for each work item performed for each location. Billing will include the date, the work item performed, the cost per work item and the total cost.

VI. **Rejection of Bids**:

A. The Village reserves the right to cancel invitations for bids or request for proposals without penalty when it is in the best interest of the Village. Notice of cancellation shall be sent to all individuals or entities solicited.

B. The Village reserves the right to reject any or all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the Village. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.

C. Any bind not conforming with the specifications or requirements set forth by the Village in the bid request may be rejected.

D. Bids may also be rejected if they are made by a bidder that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

VII. **Award of Bid**:

A. Formal bid submission shall be tabulated and a recommendation shall be prepared by the Department Head making a purchase subject to the formal bid requirements and sent to the Finance Director for review. If an award is to be made to other than the lowest bidder or if the purchase was not included in the fiscal year budget, justification must be made in writing.

B. The items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a unit price is given. No additional payment will be made for such incidental work. The Contractor shall be responsible for identifying all costs to complete the project on time and in order to create a functional and operational system in accordance with the Plans and Specifications.

C. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.

D. The Public Works Director shall send a recommendation and tabulation of all formal bids received for purchases meeting the requirements to the Village Administrator and the Board of Trustees for consideration of awarding a formal contract.

E. All awards made in accordance with this code are final determinations.

F. Renewal Options: The contract shall be for a one year period, but may be extended on an annual basis at the option of the Village of Antioch in its sole and absolute discretion, for up to two additional years, on the terms in the bid document submitted in response to the request for proposal.

VIII. **Change Orders**:

A. After contract is awarded pursuant to the competitive bid procedures specified herein, additional purchases or modifications may be made under the contract, or the terms of the contract may be extended, without rebidding the materials, supplies, services or equipment involved, provided that the change order:

i. Is not of such a size or nature as to undermine the integrity of the original bidding process; and

ii. Is relevant to the original contract; and

iii. Does not exceed twenty percent (20%) of the contract amount; and

iv. Is approved by the Board of Trustees. However, the Village Administrator, or his/her designee can approve change orders for amounts that are not greater than twenty thousand dollars ($5,000.00). The Village Board shall be informed of any such Village Administrator approved change order at the next Village Board Meeting.

B. Change orders for contracts for public improvements shall be as provided by state law.

IX. **Construction Contracts**:

A. The bidder must comply with all applicable laws prerequisite to doing business in the state.

B. The bidder must have a valid Federal Employer Tax Identification Number or Tax Identification Number (for individuals).

C. The bidder must provide a Statement of Compliance with provisions of the State and Federal Equal Opportunity Employer requirements.

D. The bidder must provide evidence of any professional or trade license required by law or local ordinance for any trade or specialty area in which the Contractor is seeking a contract award. Additionally, the Contractor must disclose any suspension or revocation of such material changes to the Contractor's status, at any time, must be reported in writing to the Village within 14 days of its occurrence. Failure to comply with this requirement is grounds for the Contractor to be deemed non-responsible.

E. The bidder must provide the name and addresses of all known Subcontractors, the general type of work to be performed by these Subcontractors and the expected amount of money that each will receive under the contract. If at any time during the term of the contract a Contractor adds or changes any Subcontractors, he or she shall promptly notify, in writing, the Village Public Works Director or their designee of the names and addresses of each new or replaced Subcontractor and the general type of work to be performed.

F. The bidder must provide an affidavit indication all incomplete work under Contractor and all pending Contractors, along with a schedule of the expected completion of each such contract.

X. Additional Items

A. CONTRACT REQUIREMENTS

The successful bidder will be required to enter into a contract with the Village of Antioch consistent with the terms of this Request for Proposal which should contain the following terms**:**

i. Wage Rate Requirements

a. The type of work under this contract is not subject to prevailing wages per the Illinois Department of Labor's Prevailing Wage Landscaping.

B. INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, save and hold the Village, its trustees, officers, employees, agents, attorneys and lenders (collectively the "Indemnitees") harmless from and against all loss and expense (including, but not limited to, reasonable attorney's fees and other costs and expenses) by reason of the liability imposed by law upon the Indemnitees, or any of them, for damages because of bodily injury, occupational sickness or disease, including death, resulting therefrom, sustained by any employees of Contractor or subcontractors, while performing the work or while at the site where work under the Contractor, or sustained by any person or persons other employees of Contractor, however such injuries may be caused, whether attributable to a breach of statutory duty or administrative regulation or otherwise, and such injuries for which liability is imputed to the Indemnitees, or any of them, or claims for property damage because of injury to or destruction of tangible property, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the work or the failure to protect the work or site, or the condition of the work, the site, adjoining land or driveways, or streets or alleys used in connection with the performance of the work. Without limiting the generality of the foregoing, the defense and indemnity set forth in this section includes, subject only to the limitations contained in this section, all liabilities, damages, losses, claims, demands and actions of account of bodily injury, death or property loss to an Indemnitee or to any other person or entities, whether based upon, or claimed to be based upon, statutory, contractual, tort or other liability of any Indemnitee. In addition, such defense and indemnity shall include all liabilities, damages, losses, claims, demands and actions for defamation, false arrest, malicious prosecution or any other infringement or similar rights.

The provisions of the indemnity provided for herein shall not be construed to indemnify any Indemnitee for its own negligence. If any, to the extent not permitted by law or to eliminate or reduce any other indemnification, right or remedy which the Village is otherwise entitled to assert.

If any claim indemnified hereunder has not been settled or discharged when the work is completed, final payment of the Contract Sum shall not be due, unless and until Contractor provides a bond or other security equal to one hundred and fifty percent (150%) of the amount of such claim in a form and substance satisfactory to the Village. In any and all claims against any Indemnitee or any of its agents or employees by any employee of Contractor, anyone directly or indirectly employed by him or anyone for whose acts he may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under Worker's Compensation acts or other employees benefit acts.

C. SEXUAL HARRASSMENT

During the entire term of the contract, Contractor shall have in full force and effect a written Sexual Harassment Policy, which complies with the Illinois Human Rights Act (775- ILCS5/1-101 et.seq.) including at least the following: 1) a statement on the illegality of sexual harassment; 2) the definition of sexual harassment under Illinois Law; 3) a description of sexual harassment, utilizing examples; 4) an internal complaint process, including penalties; 5) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights

Commission ("Commission"); 6) directions on how to contact the Department and the Commission; and 7) protection against retaliation as provided by Section 6-101 of the Act.

D. DRUG FREE WORKPLACE

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, The Contractor certifies and agrees that it will provide a drug free workplace by:

i. Publishing a Statement:

   a. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace.
   b. Specifying the actions that will be taken against employees for violations of such prohibition.

ii. Notifying the employee that, as a condition of employment on such Contract, the employee will:

   a. Abide by the terms of the statement; and
   b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

iii. Establishing a drug free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The Contractor's policy for maintaining a drug free workplace;
   c. Available counseling, rehabilitation, or assistance programs; and
   d. Penalties imposed for drug violations.

iv. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.

v. Notifying the contracting agency within ten (10) days after receiving notice of any violations as listed above.

vi. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.

vii. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.

viii. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

ix. The Contractor will be required to sign a Drug Free Workplace Certification.

E. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS

Before an employer commences work on a public works project as defined in 820 ILCS 130/2, the employer shall have in place a written program which meets or exceeds the program requirements in the Substance Abuse Prevention on Public Works Projects Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services. At a minimum, the program shall include all of the following:

i. A minimum requirement of a nine (9) panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.

ii. A prohibition against the actions or conditions specified in 820 ILCS 265/10.

iii. A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee

before commencing work on a public works project is not required if the employee has been participating in a random testing program during the ninety (90) days preceding the date on which the employee commenced work on the public works project.

iv. A procedure for notifying an employee who violates 820 ILCS 265/10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of 820 ILCS 265/20.

F. NON-COLLUSION

The Contractor is barred from bidding for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts. The Contractor will be required to sign the Non-Collusion Certification.

G. INELIGIBLE CONTRACTORS OR VENDORS

The Contractor shall certify their review of the village debarment list found at www.antioch.il.gov and to further comply with all provisions of the Village Code. Each proposal, bid or quotation must also include a listing of all intended subcontractors.

Bids received from any listed contractor in response to an invitation for bids shall be entered on the abstract of bids and rejected. Proposals, quotations, or offers received from any listed contractor shall not be evaluated for award or included in the competitive range, nor shall discussions be conducted with a listed offer or during a period of ineligibility. If the period of ineligibility expires or is terminated prior to award, the village may, but is not required to, consider such proposals, quotations, or offers.

H. COMPLIANCE WITH LAWS AND REGULATIONS

In connection with the performance of the work, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligation or duty upon the Contractor.

IN WITNESS WHEREOF the parties hereto have executed or caused to be executed by their duly authorized agents, this contract in DUPLICATE, each of which shall be deemed original, on the day and year first written.

_____

James Keim, Village of Antioch Administrator Date

Attest _____ Title_____

_____

(Printed Name of Contractor)

_____

Address Date

_____

City State Zip Code

_____

Signature of Authorized Representative

_____

Title Date

DRUG FREE WORKPLACE CERTIFICATION

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, The Contractor certifies and agrees that it will provide a drug free workplace by:

Publishing a Statement:

A. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace.

B. Specifying the actions that will be taken against employees for violations of such prohibition.

C. Notifying the employee that, as a condition of employment on such Contract, the employee will:
   1. Abide by the terms of the statement; and
   2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

D. Establishing a Drug Free Awareness Program to inform employees about:
   1. The dangers of drug abuse in the workplace;
   2. The Contractor's policy for maintaining a drug free workplace;
   3. Available counseling, rehabilitation, or assistance programs; and
   4. Penalties imposed for drug violations.

E. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.

F. Notifying the contracting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

G. Imposing a sanction on, or requiring the satisfactory participation in a Drug Abuse Assistance or Rehabilitation Program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.

H. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.

I. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he/she is authorized to execute this certification on behalf of the designated organization.

_____
(Printed name of Contractor)

_____
Address

_____
City State Zip Code

_____
Signature of Authorized Representative

_____
Title Date

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

_____

(Printed Name of Contractor)

_____

Address

_____

City State Zip Code

_____

Signature of Authorized Representative

_____

Title Date

ELIGIBLE CONTRACTOR AND SUBCONTRACTOR CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 1-19-16 of The Village Code regarding ineligible contractors.

_____

(Printed Name of Contractor)

_____

Address

_____

City State Zip Code

_____

Signature of Authorized Representative

_____

Title Date

STATE AND FEDERAL EQUAL OPPORTUNITY EMPLOYER CERTIFICATE

The Undersigned Bidder agrees to comply with all State and Federal Equal Opportunity Employer laws.

_____

(Printed Name of Contractor)

_____

Address

_____

City State Zip Code

_____

Signature of Authorized Representative

_____

Title Date

REFERENCES

VILLAGE OF ANTIOCH

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: _____

Address: _____

City, State, Zip Code:_____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

If additional sheets are needed, please make copies.

SUBCONTRACTORS

VILLAGE OF ANTIOCH

Provide the name, contact information, and value of work for each and every subcontractor which will be employed on this project.

Subcontractor No. 1: _____

Address: _____

City, State, Zip Code:_____

Telephone Number: _____

Value of Work Subcontracted: _____

Nature of Work Subcontracted: _____

Subcontractor No. 2: _____

Address: _____

City, State, Zip Code:_____

Telephone Number: _____

Value of Work Subcontracted: _____

Nature of Work Subcontracted: _____

Subcontractor No. 3: _____

Address: _____

City, State, Zip Code:_____

Telephone Number: _____

Value of Work Subcontracted: _____

Nature of Work Subcontracted: _____

If additional sheets are needed, please make copies.

EQUIPMENT LIST

VILLAGE OF ANTIOCH

Provide the name, contact information, and value of work for each and every subcontractor which will be employed on this project.

Name	Make	Model	Year	Use (Fine Cut/Rough Cut/Etc.)

If additional sheets are needed, please make copies.

CONTRACTOR BID AGREEMENT

TO: Village of Antioch
874 Main Street
Antioch, IL. 60002

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of the Village of Antioch, Owner, and being familiar with all conditions surrounding the work, including availability of labor and material, does hereby propose to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the Contract documents and at the price provided.

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and Contract documents, including the invitation for bids.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the Village within seven (7) days of the cause.

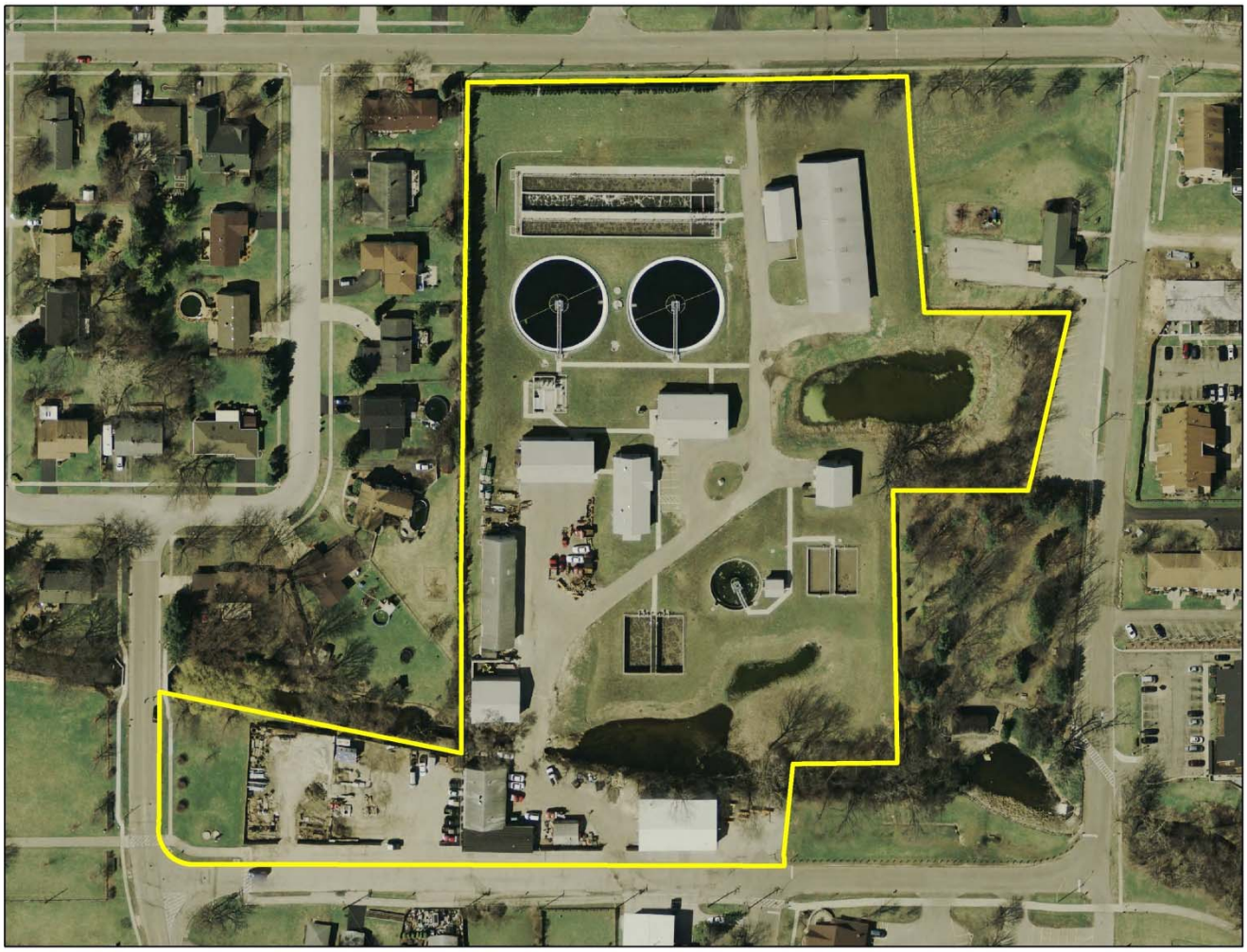
Signed: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____



Public Works/WWTP Facility
796 Holbek Dr., Antioch, IL 60002

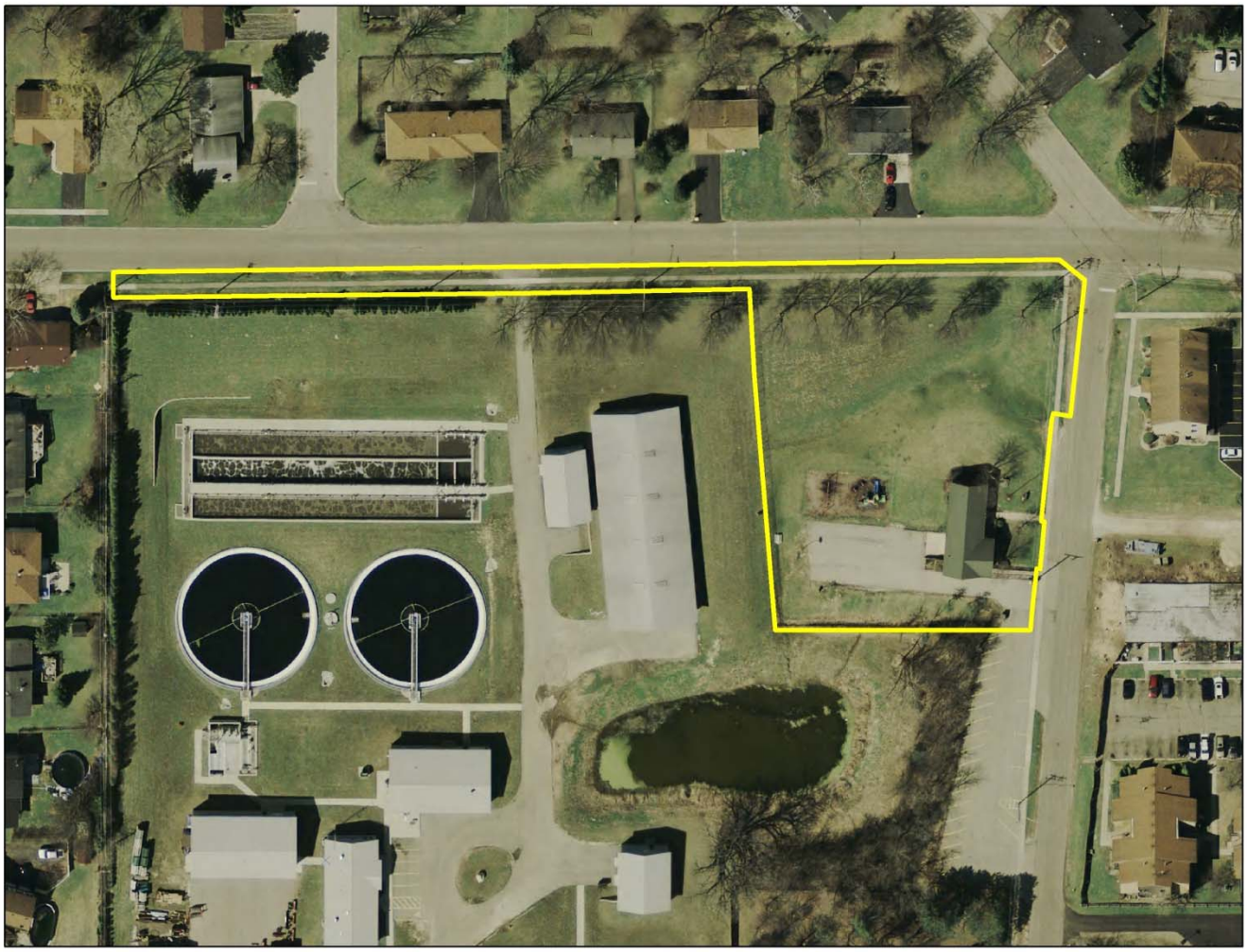
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 4 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. Most of this area is open from 6:00am-3:30pm Monday through Friday otherwise facility gate is closed.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Scout House Property
770 Cunningham Dr., Antioch, IL 60002

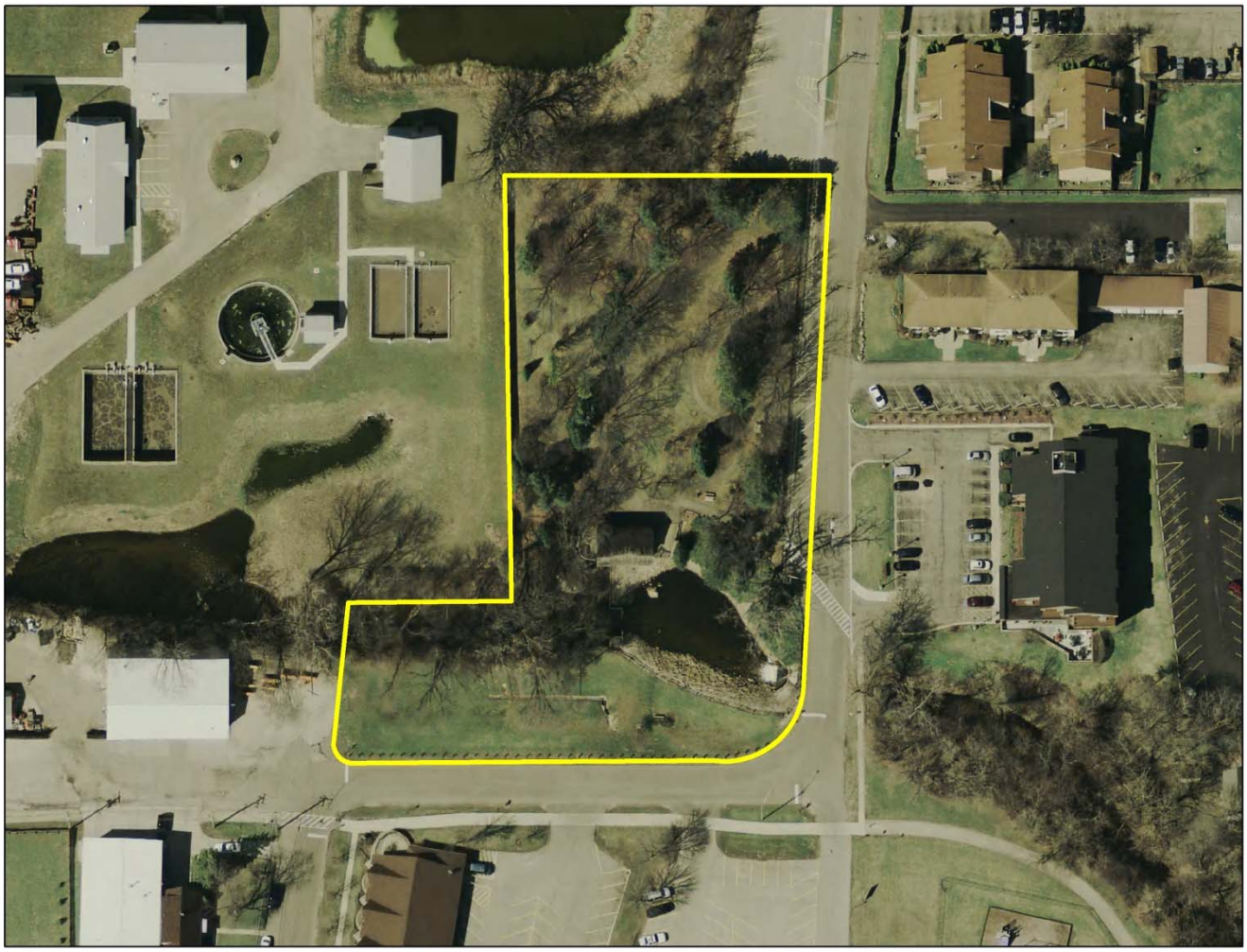
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 1 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. School and day camp operations are done here. At times property may be used for activities. Maintenance should be scheduled at a time to avoid conflict.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Hiram Buttrick Sawmill
Corner of Cunningham Dr. and Depot St., Antioch, IL 60002

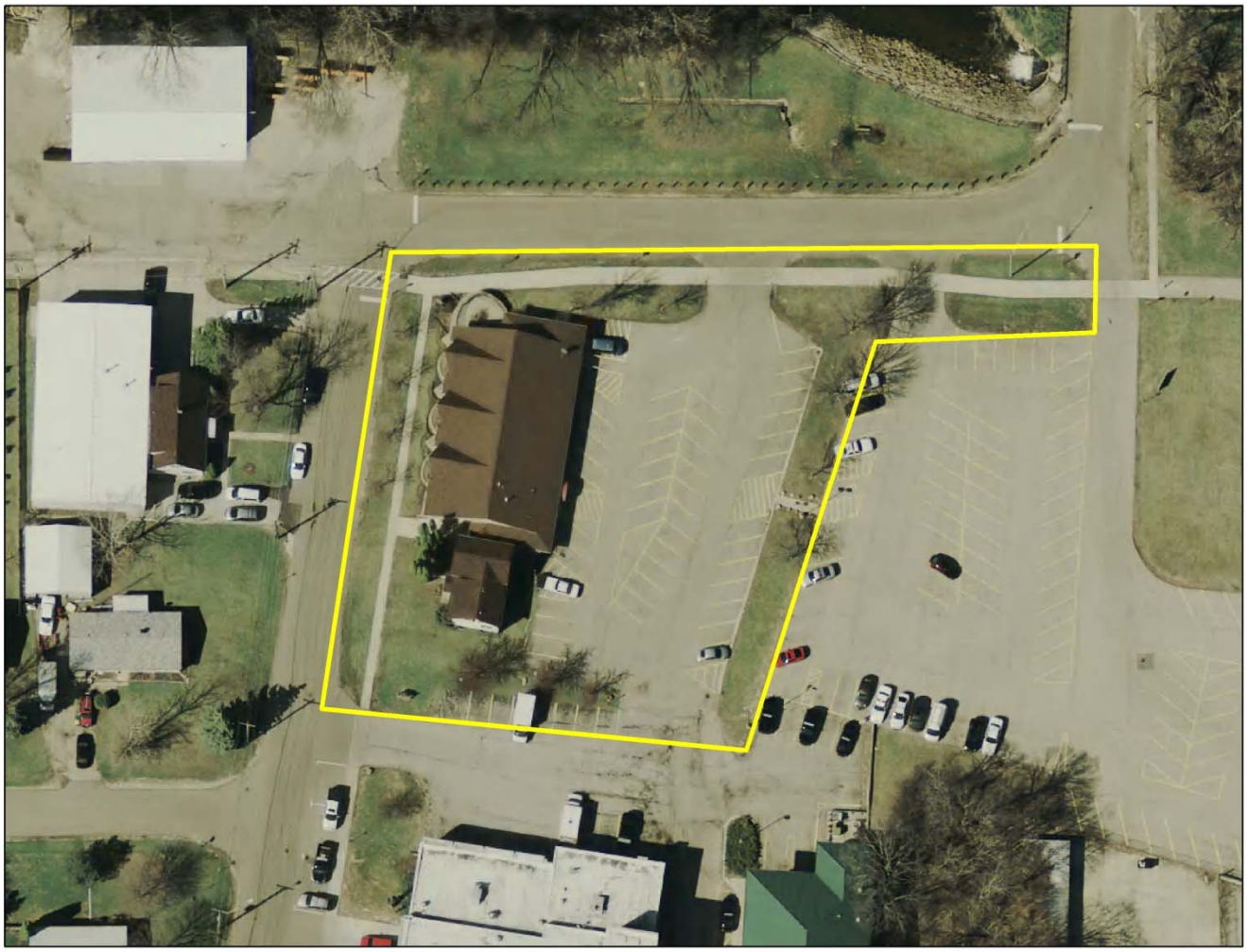
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 1 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Senior Center Property
817 Holbek Dr., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .15 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Parks Building Property
806 Holbek Dr., Antioch, IL 60002

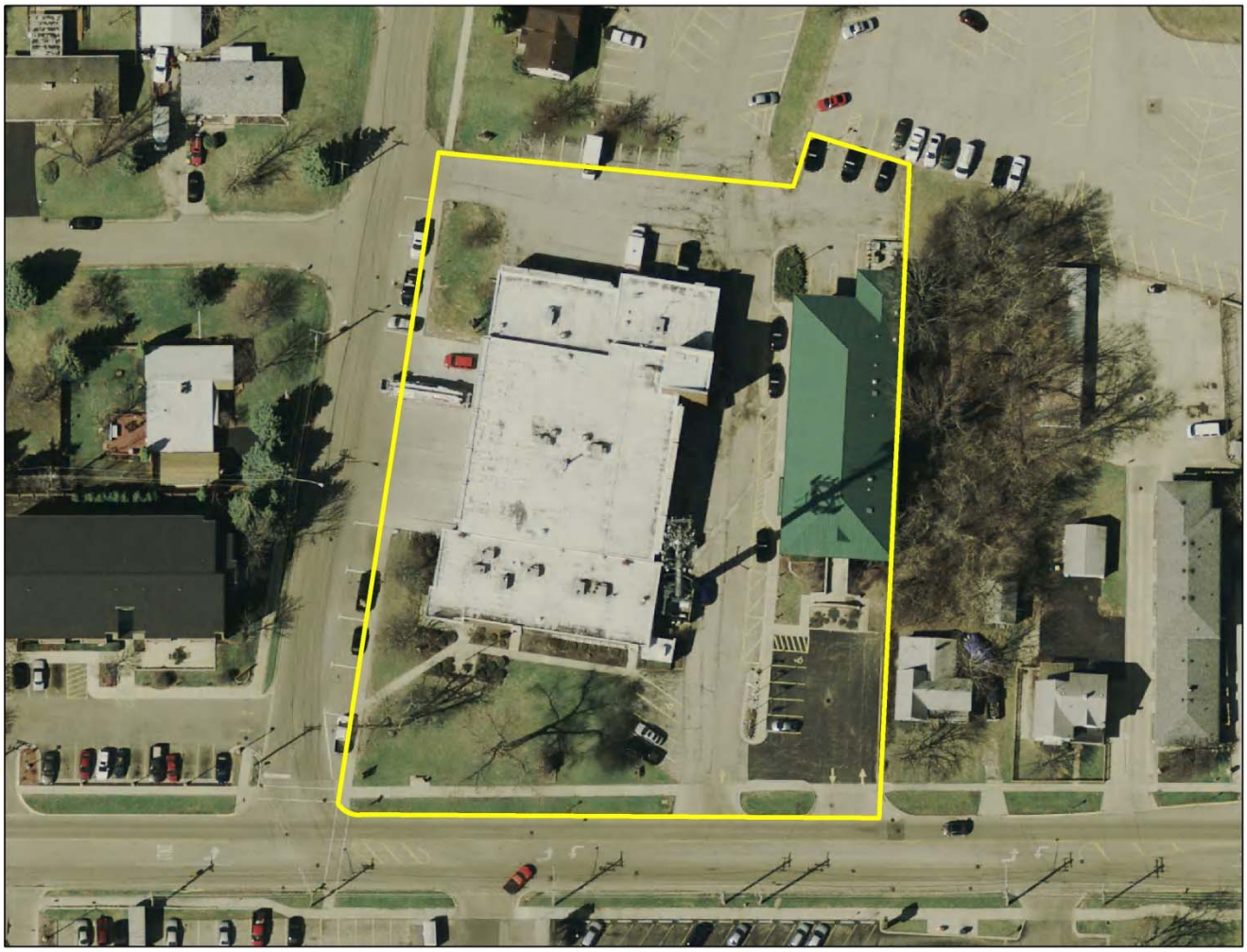
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .15 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. School and day camp operations are done here. At times property may be used for activities. Maintenance should be scheduled at a time to avoid conflict.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Fire Department and Police Department Properties
895 Holbek Dr., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .50 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Osmond Park Property
579 Valley view Ct., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 3.50 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

West Mini Park
Adjacent to 892 Main St., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .08 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

East Mini Park
993 Main St., Antioch, IL 60002

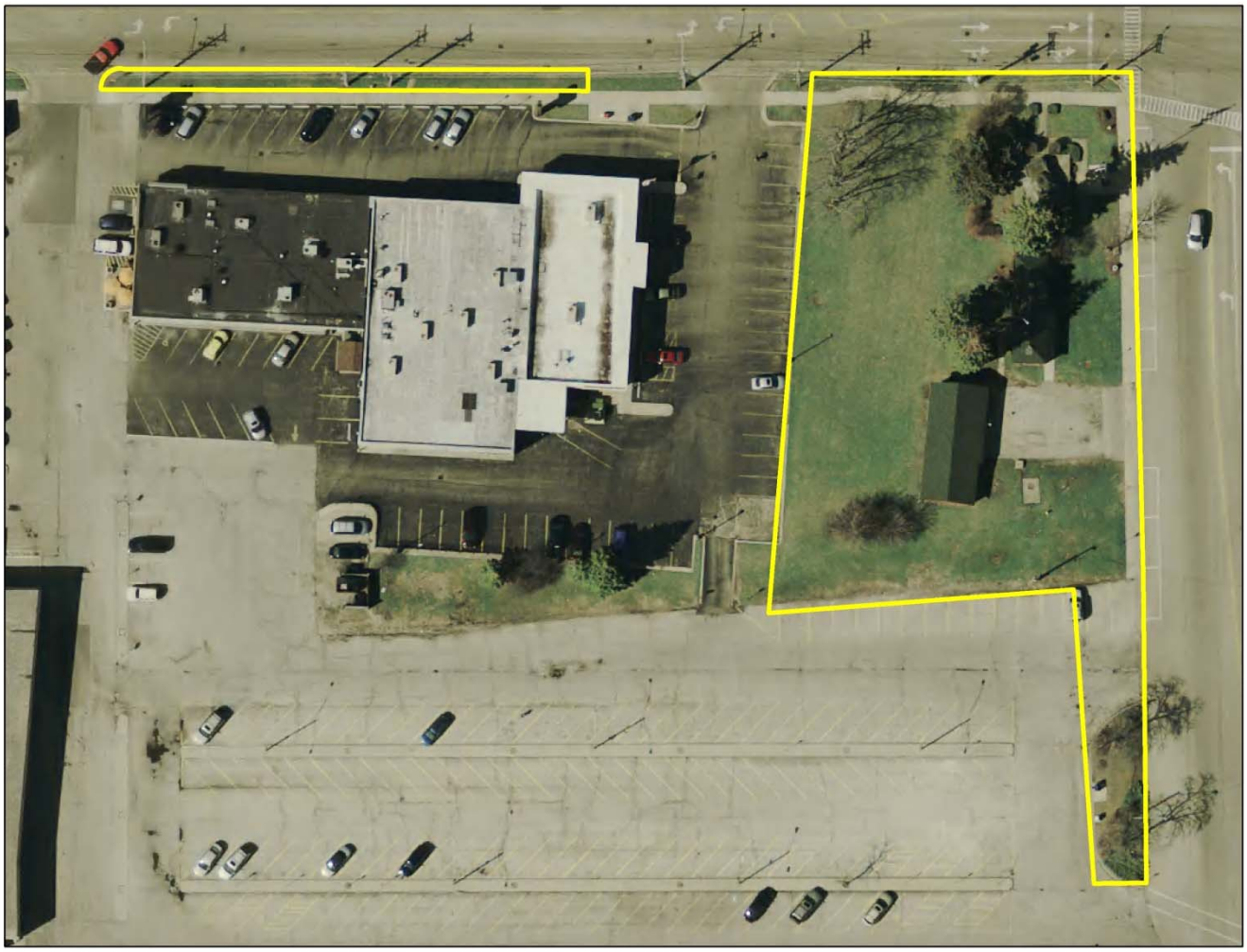
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .08 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Tank Property
876 Toft St., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .50 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Village Hall Property
874 Main St., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately .15 acre of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. Maintenance of this property shall take place on Monday.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Orchard Extension Property
354 East Depot St., Antioch, IL 60002

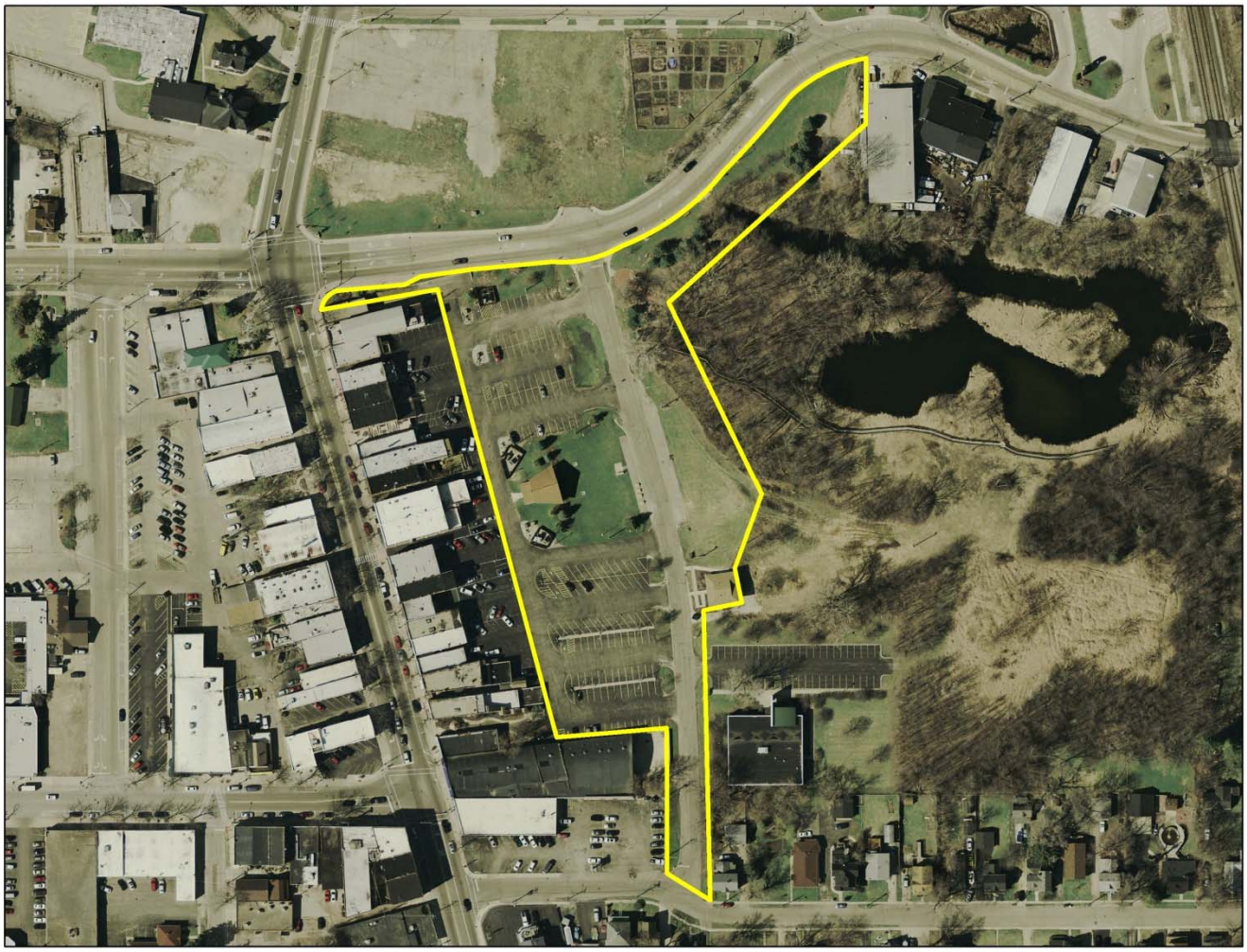
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 2 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. In the Northeast corner of the property there is a community garden. Inside the fence area should not be included.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Bandshell Property
900 Skidmore Dr., Antioch, IL 60002

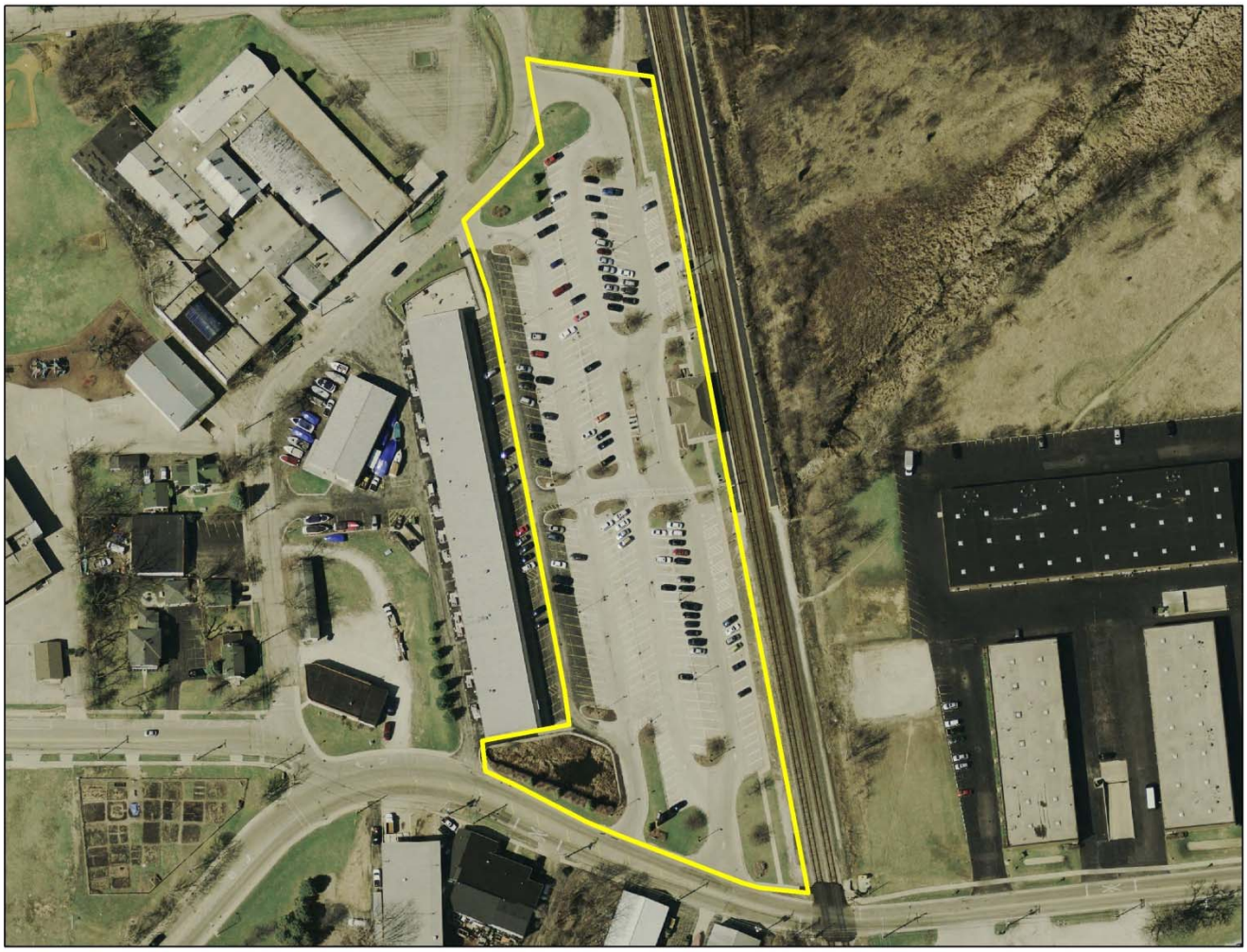
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 2 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. An irrigation system is installed in the area adjacent to the bandshell for that grassy area only. Events are held at this location on a regular basis during the summer and maintenance shall be scheduled to avoid conflict.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Train Station Property
305 W. Depot St., Antioch, IL 60002

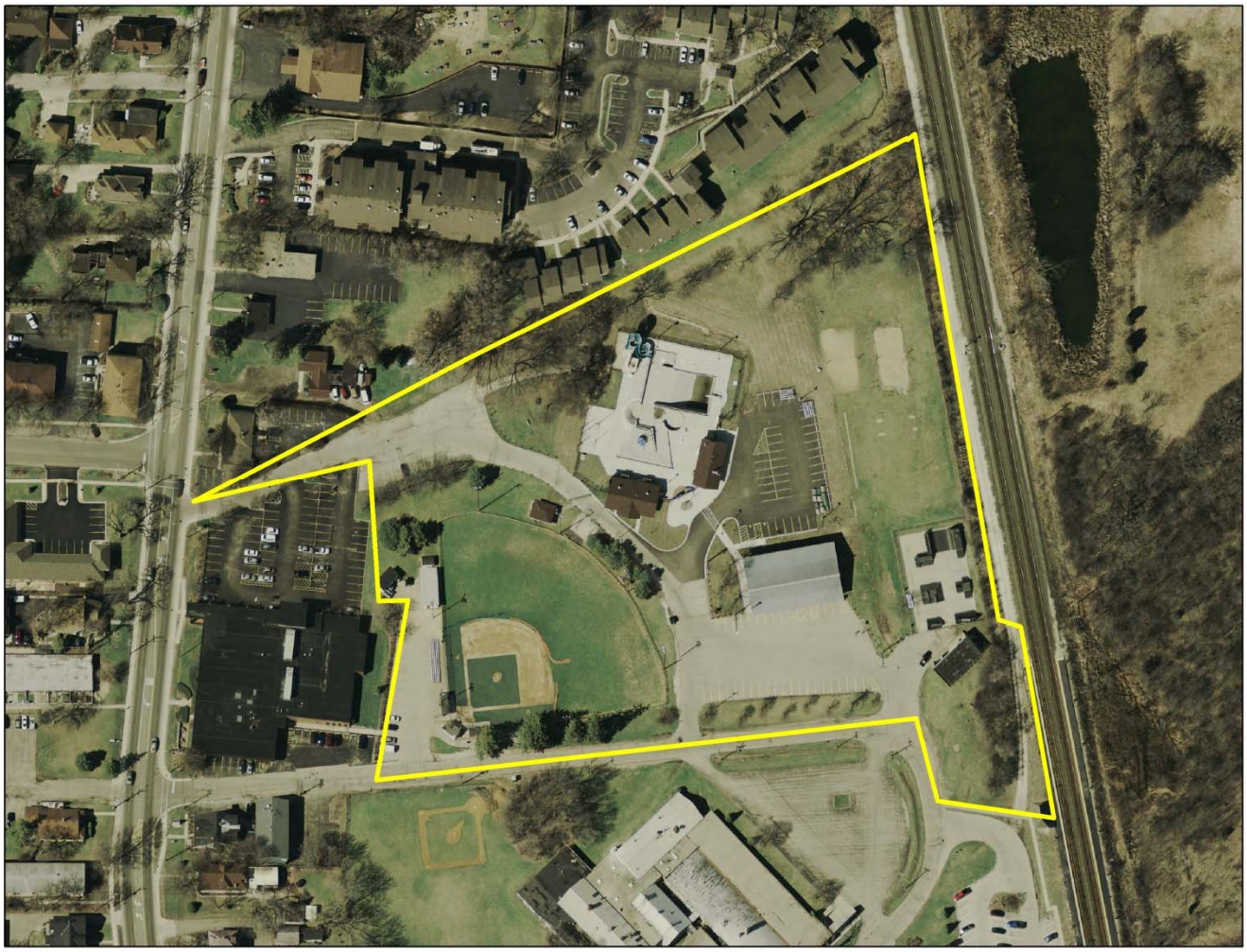
General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 1 acre of maintainable area. This location has many small areas. Many areas are located in a parking island.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Williams Park Property
739 Main St., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within property.

Specifications: Approximately 3.5 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. The around the pool that is fenced in shall not be included. The ball diamond and that fenced in area shall not be included.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Tim Osmond Sports Complex
96 W. Depot Drive, Antioch, IL 60002

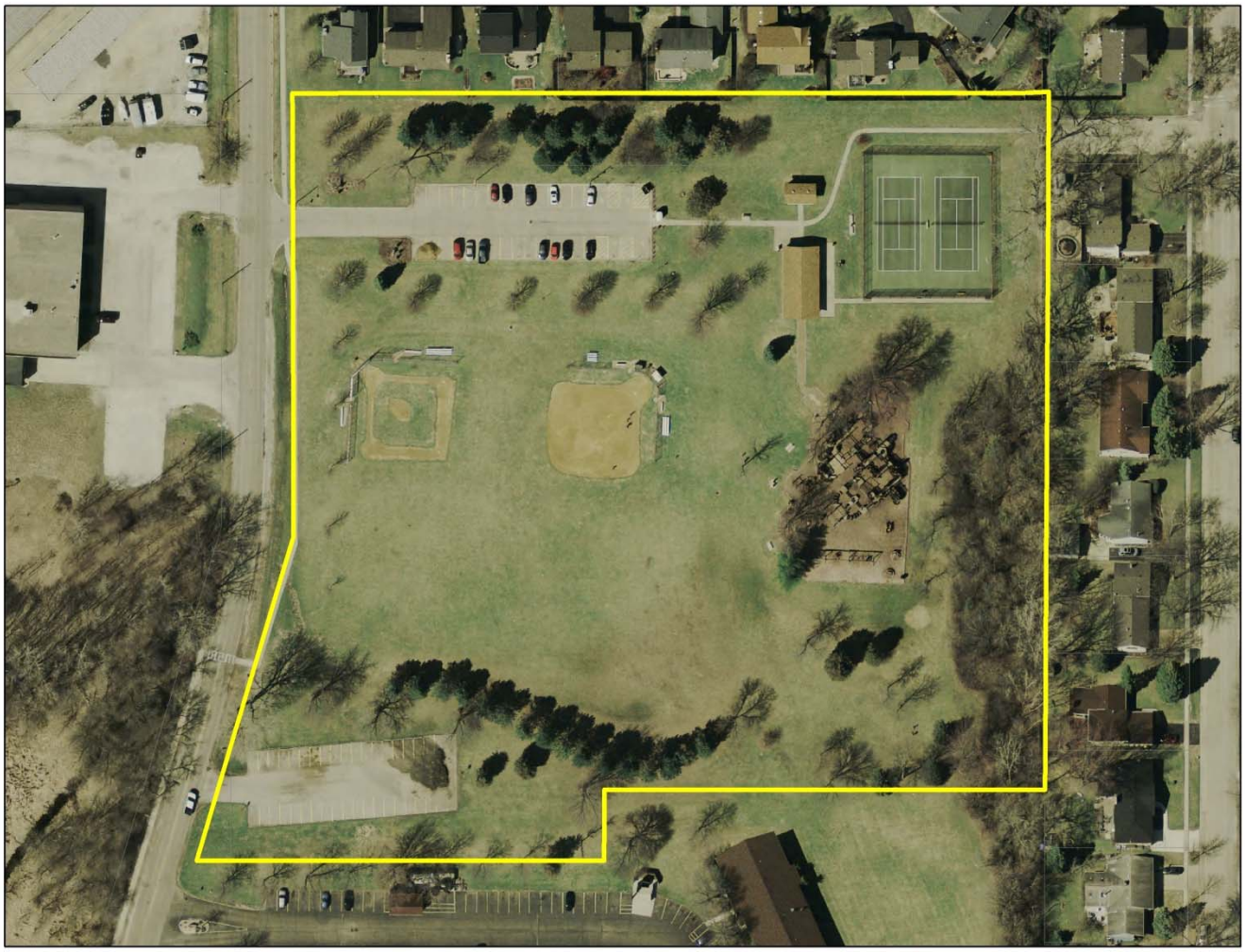
General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 7 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. The shaded areas are not to be included.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Centennial Park Property
601 Anita Ave, Antioch, IL 60002

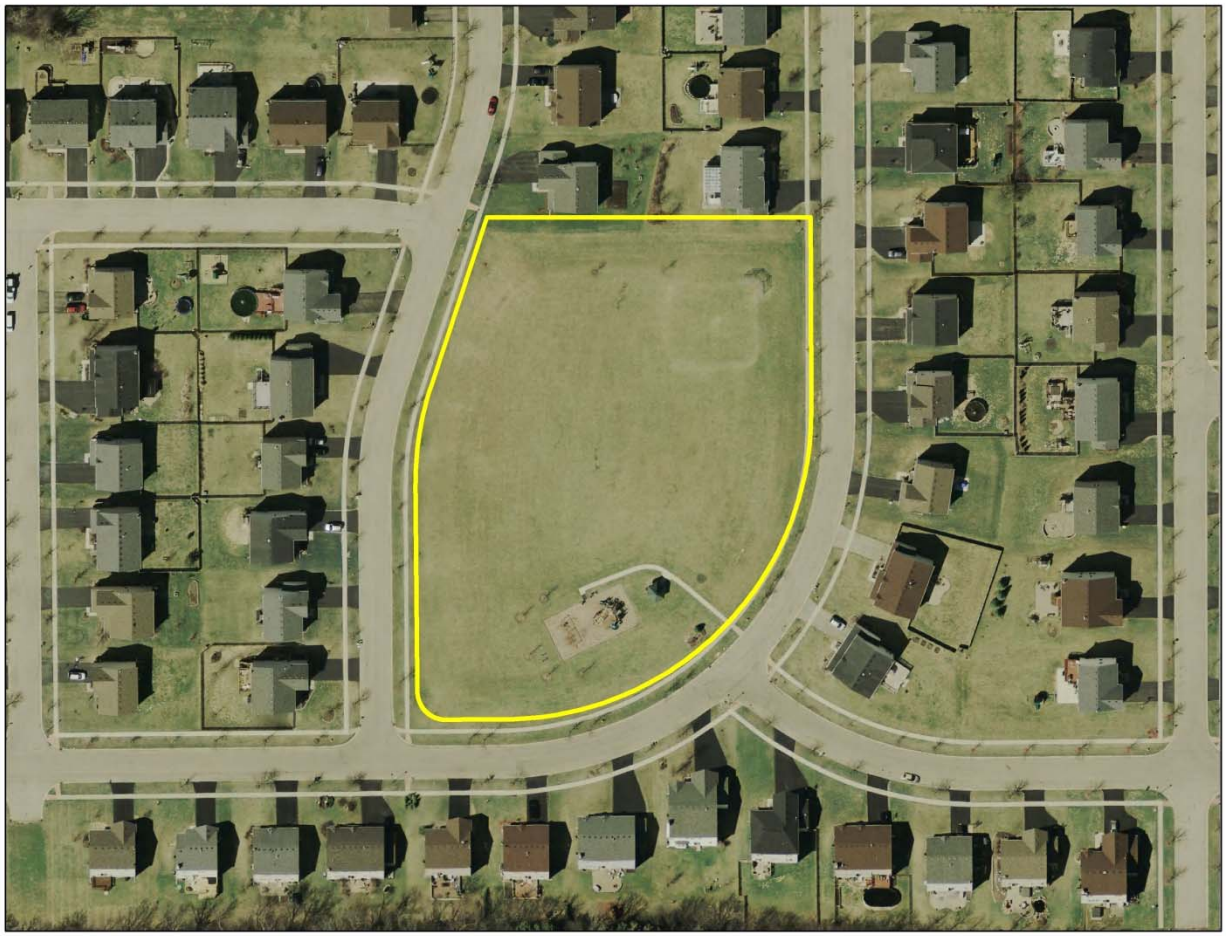
General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 6.5 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Trevor Creek Park Property
358 Kennedy Drive, Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 3 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Antioch Manor North Park Property
339 Donin Dr., Antioch, IL 60002

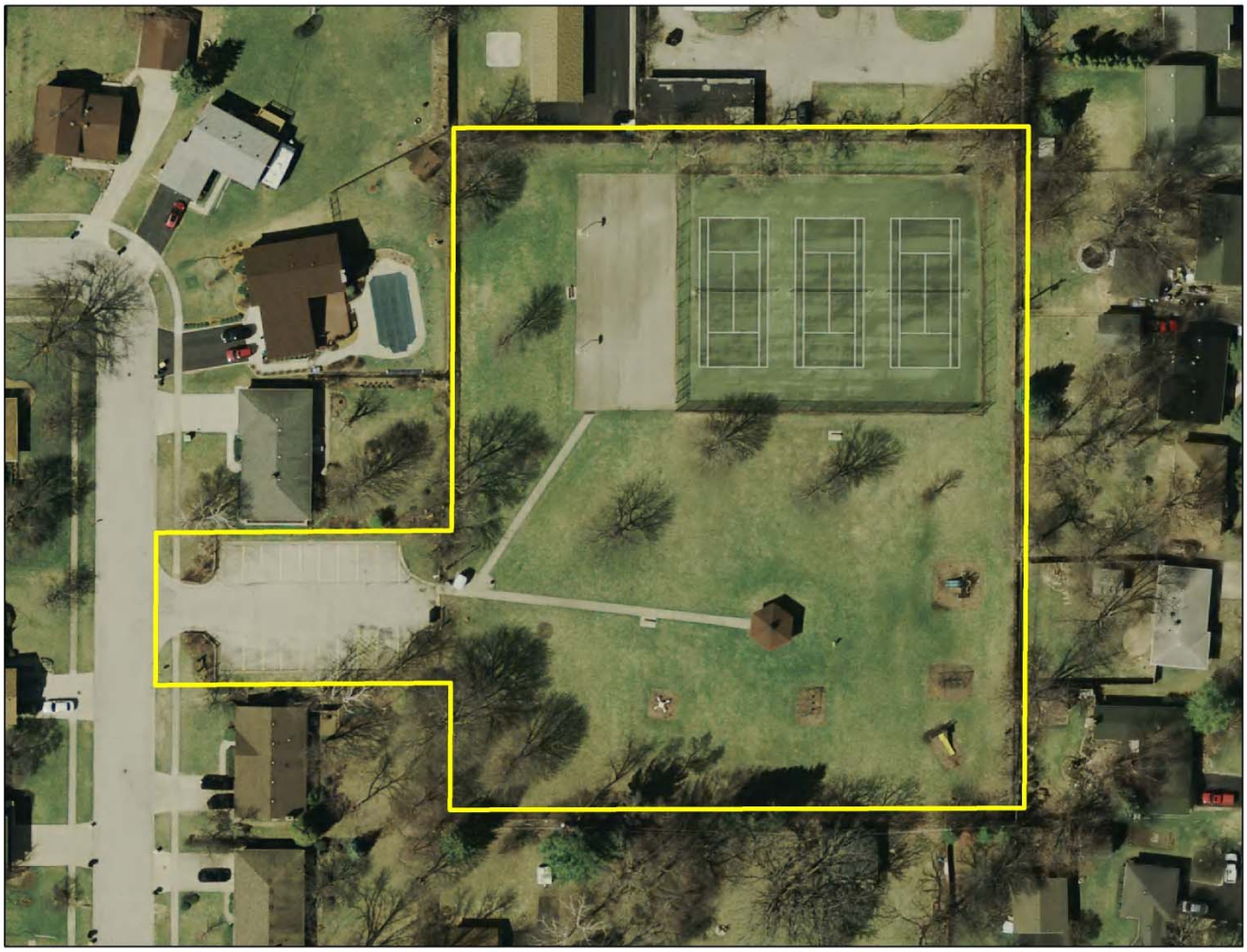
General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 4 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.



Jensen Park Property
611 Alima Terr., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 2 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Pedersen Park Property
680 IL Route 173, Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 3 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Sprenger Park Property
1197 Deercrest Dr., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 13 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract. This park has a pedestrian path that shall have a 5 foot area mowed alongside the path on both sides of the path. There is a large amount of prairie grass at this location that will not be included.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Mary's Park Property
1198 Deercrest Dr., Antioch, IL 60002

General Description of Scope: Mow and trim all grass areas within park property.

Specifications: Approximately 3.5 acres of maintainable area.

Special Considerations: Normal operations should be followed for this property as stated in the contract.

I hereby bid $_____ per cycle including mowing / line trimming, and will honor this bid as a unit price throughout the contract terms.

This is a reference of the property for your utilization. To accurately bid this property please visit the property.

Landscape Maintenance	
Location	2016
Public Works/WWTP Facility	$_____ per cycle
Scout House Property	$_____ per cycle
Hiram Buttrick Sawmill	$_____ per cycle
Senior Center Property	$_____ per cycle
Parks Building Property	$_____ per cycle
Fire Dept & Police Dept Properties	$_____ per cycle
Osmond Park	$_____ per cycle
West Mini Park	$_____ per cycle
East Mini Park	$_____ per cycle
Tank Property	$_____ per cycle
Village Hall Property	$_____ per cycle
Orchard Extension Property	$_____ per cycle
Bandshell Property	$_____ per cycle
Train Station Property	$_____ per cycle
William Park Property	$_____ per cycle
Osmond Sports Complex	$_____ per cycle
Centennial Park	$_____ per cycle
Trevor Creek Park	$_____ per cycle
Antioch Manor North Park	$_____ per cycle
Jensen Park	$_____ per cycle
Pedersen Park	$_____ per cycle
Sprenger Park	$_____ per cycle
Mary's Park	$_____ per cycle
Total Cost	$_____

Village of Antioch
Lawn Mowing and Maintenance of Village Properties
BID OPENING: April 13, 2016 @ 10:30 AM

Name and Address	Amount
Mitch's Green Thumb Landscaping 7800 Industrial Ct Spring Grove, IL	Proposal Signed Bid Bond 10% $4,615.00 per cycle
Knaack PO Box 1385 Lake Villa, IL	Proposal Signed Bid Bond (Lic.&Permit) $2,656.50 per cycle
*Langton Group 4510 Dean St. Woodstock, IL	Proposal Signed Bid Bond $1,973.00 per cycle
Acres Group 610 W. Liberty St Wauconda, IL	Proposal Signed Cashier's Check $9000 $3,185.00 per cycle
Soil Specialties 34470 N. Stanley Ingleside, IL	Proposal Signed Money order $500.00 $3,415.00

***Apparent Low Bid

RESOLUTION 16 - _____

A RESOLUTION ACCEPTING THE LAWN MOWING AND MAINTENANCE OF VILLAGE PROPERTIES BID IN THE AMOUNT OF $1,973.60 PER MOWING CYCLE AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH LANGTON SNOW SOLUTIONS D/B/A LANGTON GROUP.

WHEREAS, the Village of Antioch, Lake County, Illinois (the "Village") is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois, and

WHEREAS, the Village advertised for bids to be opened publicly on April 13, 2016 at 10:30 a.m., with five bids submitted, and

WHEREAS, the Village staff reviewed all bids and their contents. Further review of Langton Group was made with a site visit and interview by staff, and

WHEREAS, Langton Snow Solution D/B/A Langton Group was the lowest bidder at $1,973.60 per cycle. After complete review it is staff's recommendation to award bid to Langton,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MAYOR AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, LAKE COUNTY, ILLINOIS, to accept the Lawn Mowing and Maintenance of Village Properties bid in the amount of $1,973.60 and authorize the Village Administrator to execute an agreement with Langton Snow Solutions D/B/A Langton Group.

ADOPTED by the Mayor and Village Board of Trustees of the Village of Antioch, Lake County, Illinois, and this 2nd day of May, 2016.

APPROVED this 2nd day of May, 2016.

AYES:
NAYS:
ABSENT:

_____
Lawrence M. Hanson, Mayor

ATTEST:

_____
Lori K. Folbrick, Village Clerk

DRAFT