

INSTRUCTIONS TO BIDDERS

LANDSCAPE MAINTENANCE SERVICES

2020, 2021 & 2022 SEASONS

FRANKFORT SQUARE PARK DISTRICT

A. GENERAL

1. **Bid preparation** shall be in accordance with the instructions contained herein
2. **Contact persons** for questions regarding this bid shall be directed to the following via e-mail :
 - a. **BIDING QUESTIONS**.....Jim Randall, Executive Director jrandall@fspd.org
 - b. **WORK SCOPE QUESTIONS**...Ed Reidy, Superintendent of Parks ereidy@fspd.org
3. **Scope of Work** includes the following :
 - a. Mowing Maintenance of all turfgrass areas defined in these bid documents
 - b. Landscape Bed Maintenance for areas defined in these documents
 - c. The period during which the services shall be performed for which bids are being solicited is from April 1st to October 31st of the years 2020, 2021 & 2022 inclusive.
See attached List of Sites (Bid Price Sheet), List of Maintenance Beds by site (Bed Maintenance Schedule) and site pictures defining mowing scopes per site(Exhibit-2)

B. CONTRACT DOCUMENTS

1. Advertisement for Bids
2. Instructions to Bidders
3. Bid Proposal Form & Bid Price Form*
4. Certification Sheets & Affidavit of Experience*
5. Turfgrass Mowing Maintenance Specifications
6. Landscape Bed Maintenance Specifications
7. Landscape Bed Maintenance Schedule & Landscape Bed Details per site
8. Exhibit-1 Indemnification and Insurance requirements
9. Exhibit-2 Site Photographs – Landscape Beds & Illustrating Mowing Scope in color

* NOTE: These documents must be returned as part of the bid submittal

C. EXAMINATION OF SITES AND DOCUMENTS

1. Bidders shall visit each site for which mowing and bed maintenance services are being solicited to become fully familiar with the access and any potential limitations of each site and to fully understand the scope of work at each site for which bids are being solicited.
2. Bidders shall fully examine all bidding documents to gain a full understanding of the requirements for bidding.
3. Failure to perform the above shall in no way entitle a bidder to additional consideration, compensation or relieve a bidder from any obligation with respect to their bid or to the Contract.

D. PREPARATION

1. Bids must be submitted on the Bid Proposal Form/Bid Price Form provided as part of the bidding documents.
2. The bidder shall not make any alterations or additions to the bidding documents provided.
3. Bidders may fill in the price blanks via ink or computer. Any corrections to any bid price must be initialed by the person signing the bid.
4. The bidders are allowed to bid on only the mowing services, only the bed maintenance services or both. If a bidder elects to bid on just mowing services or just bed maintenance services, they must provide bid prices for every site within the category.
5. No conditional bids will be accepted.
6. All submitted bids must include the Bid Proposal Form with the Bid Price Form, the Affidavit of Experience and any Certification forms included in the bid documents.
7. Partnerships shall sign in the firm name by one of the general partners. Corporations, including divisions of subsidiaries, shall state on the bid signature page the complete corporate name and be signed and attested to by authorized officers of the corporation and shall include the corporate seal. Associations and joint ventures shall include proper signatures by each person or firm.
8. Completed Bids must be received by the Frankfort Square Park District at their office at 7450 W Braemer Lane, Frankfort, IL 60423 on or before the time stated in the Advertisement for Bids. Bids submitted after the stated deadline may be returned unopened. No bids will be received via facsimile machine or by e-mail. Bids shall be submitted in a sealed envelope addressed to the Frankfort Square Park District and shall include the name of the bidder and marked as "BID FOR MOWING/BED MAINTENANCE" and the date of the opening.

E. BID OPENING AND METHOD OF AWARD

1. Bids shall be valid for sixty (60) calendar days from the date of opening and may not be withdrawn during that time period.
2. The bidder(s) and the District may agree to extend the acceptance period beyond sixty (60) days
3. The District reserves the right to reject any and all bids, to waive any technical deficiencies and acceptable irregularities and to award all portions of a single bid or portions of multiple bids as is in the best interests of the District.
4. Upon successful approval of an entire bid or multiple bid portions, the bidder(s) agree, prior to commencing with any work, to execute an Agreement with the Frankfort Square Park District for the full three (3) seasons of services covered by the bid(s). The successful bidder(s) shall provide acceptable proof of the required insurance within ten (10) days of the District's request for such.

F. BID SECURITY/BONDS REQUIRED

No bid bond or payment and performance bonds are required.

G. PREVAILING WAGES as the law applies

**CERTIFICATE OF UNDERSTANDING REGARDING
HOLD HARMLESS & INSURANCE COVERAGE REQUIREMENTS**

FRANKFORT SQUARE PARK DISTRICT
MOWING and/or LANDSCAPE BED MAINTENANCE

THIS IS TO CERTIFY THAT I, _____, President/Principal/Partner of _____
_____ (hereinafter referred to as the "Contractor"), have read and "Hold Harmless and Insurance Provisions" incorporated in the attached Proposal Document and possess full authority and power to legally bind said Contractor to same.

I, FURTHER AGREE AND CERTIFY, that if awarded a Contract for the above named project, I will direct our insurance agent or representative to provide any and all required insurance policies outlined in said "Hold Harmless and Insurance Requirements" to afford the required coverage for the Owners. the Village of South Holland, the Landscape Architect, the Ives/Ryan Group, Inc., the Engineer, Robinson Engineering and any and all other entities so named in said "Insurance Requirements" section.

I, FURTHER UNDERSTAND, that all expenses relating to the issuance of said policies of insurance will be solely at the Contractor's expense, and that the Contractor will pay all liability for failure to keep said insurance policies in full force and effect for the duration of the project and as required in said "Insurance Requirements". Additionally, I will not allow any reduction in any of the "Limits of Coverage" afforded in said policies. I further understand and agree that we, as Contractor, will be totally liable and responsible for any direct and/or indirect consequences arising from our failure to comply with these Insurance Requirements.

FINALLY, I UNDERSTAND AND AGREE, that if said Insurance Requirements are not fulfilled, we, the Contractor, will bear full responsibility for paying any and all costs of litigation, including but not limited to, settlement costs and attorney's fees resulting from any and all claims against the Owners and/or Landscape Architect and Engineer relating to the subject project.

Dated this _____ day of _____, 2006.

CONTRACTOR'S NAME:

ADDRESS: _____

WITNESS:

SIGNED BY: _____

(President/Principal/Partner

BY: _____

(SECRETARY/NOTARY)

(Typed/Printed Name)

CONTRACTOR'S TAX DELINQUENCY CERTIFICATION

As required under 65 ILCS 5/11-41.1-1, provisions require that the Contractor certify that there are no delinquent taxes outstanding that are otherwise due the Department of Revenue unless they are being contested in accordance with established procedures. The undersigned official of the Contractor certifies that there are no violations of the aforementioned act or if violations do exist, they are being contested properly.

Dated: _____

Contractor: _____

By: _____
(Signature)

Title: _____

STATE OF ILLINOIS)
COUNTY OF _____) - SS

I, the undersigned, a Notary Public in an for the State and County aforesaid, hereby certify that ____
_____ (Name of Signatory) appeared before me this day in person and, being first duly sworn on
oath, acknowledge that he/she executed the foregoing certifications as his/her free act and deed.

Dated: _____

(Notary Public)

(NOTARY SEAL)

CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1, et seq. ("Drug-Free Workplace Act"), the undersigned Contractor hereby certifies to the contracting agency that it will provide a drug-free workplace by:

- A. Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the grantee's or Contractor's workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such Contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) Notify the employer of any criminal drug status conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B. Establishing a drug-free awareness program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the grantee's or Contractor's policy of maintaining a drug-free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance program; and
 - 4) the penalties that may be imposed upon employees for drug violations.
- C. Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Contract or grant, and to post the statement in a prominent place in the workplace.
- D. Notifying the contracting agency within 10 days after receiving notice under page (b) of paragraph 3) of Subsection A from an employee or otherwise receiving actual notice of such conviction.
- E. 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 30 ILCS 5805.
- F. Assisting employees in selecting a course of action in the event during counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.

CONTRACTOR’S DRUG-FREE WORKPLACE CERTIFICATION (Continued)

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this Section.

Failure to abide by this certification shall subject the Contractor to the penalties in 30 ILCS 5806.

Dated: _____

Contractor: _____

By: _____

(Authorized Agent of Contractor)

Title: _____

STATE OF ILLINOIS)
COUNTY OF _____)

- SS

I, the undersigned, a Notary Public in an for the State and County aforesaid, hereby certify that _____ (Name of Signatory) appeared before me this day in person and, being first duly sworn on oath, acknowledge that he/she executed the foregoing certifications as his/her free act and deed.

Dated: _____

(Notary Public)

(NOTARY SEAL)

CONTRACTOR’S SEXUAL HARASSMENT POLICY CERTIFICATION

_____ (“Contractor”),
having submitted a bid/proposal for _____ to the _____
_____ hereby certifies that said Contractor has a written sexual
harassment policy in full compliance with 775 ILCS 5/2-105(A)(4).

Dated: _____

Contractor: _____

By: _____
(Authorized Agent of Contractor)

Title: _____

STATE OF ILLINOIS)
COUNTY OF _____) - SS

I, the undersigned, a Notary Public in an for the State and County aforesaid, hereby certify that ____
_____ (Name of Signatory) appeared before me this day in person and, being first duly sworn on
oath, acknowledge that he/she executed the foregoing certifications as his/her free act and deed.

Dated: _____

(Notary Public)

(NOTARY SEAL)

CONTRACTOR’S PREVAILING WAGE ACT CERTIFICATION

I, _____, having been first duly sworn, depose and sate that I am the

(insert “sole owner”, “partner”, “president”, or other proper title)

and the authorized agent of _____, which has submitted a proposal to, and is entering into a contract with, the Village of South Holland for the performance of the landscape work for the as described in the contract documents, and hereby certify on behalf of said company that :

All prices quoted in this Proposal reflect the Illinois Prevailing Wage Act (current version).

and that

The minimum wages, overtime rates and fringe benefits stated in said Act will be paid by the undersigned Contractor to all laborers, workers, mechanics and owner/operators employed under this contract including subcontractors and their employees.

and that

Certified Payroll Records must be submitted to the Village of South Holland on a monthly basis along with a statement affirming that such records are true and accurate in accordance with all the provisions of (Public Act 94-0515).

Signature of Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO BEFORE
me this _____ day of _____, 20_____.

NOTARY PUBLIC

(NOTARY SEAL)

BID PROPOSAL FORM

LANDSCAPE MAINTENANCE SERVICES

2020, 2021 & 2022 SEASONS

for the

FRANKFORT SQUARE PARK DISTRICT

(also referred to as the "District")

BID TO: Executive Director
Frankfort Square Park District
7450 W Braemar Lane, Frankfort, IL 60423

BID FOR: Frankfort Square Park District Turfgrass Mowing and
Landscape Bed Maintenance for the 2020, 2021 &
2022 seasons

BID FROM: Name: _____
Address _____

Contact Person: _____
E-Mail: _____
Phone: _____
Date: _____

A. BIDDING CONTRACTOR UNDERSTANDINGS & COMPLIANCE

1. The undersigned Bidding Contractor hereby offers and proposes to furnish for the bid prices quoted herein at the Contractor's sole cost, all required personnel, transportation, equipment, materials, labor, dumping fees, insurance, bonds, permits and any other items required per these bidding documents necessary to provide the specified Mowing Services and Landscape Bed Maintenance Services for the sites and time period defined and stated in these documents. Further the Contractor agrees if this Bid Proposal is accepted in full or in part by the District, the Contractor will perform the scope of work in the manner and at the times herein prescribed and in accordance with the requirements therein set forth and is fully responsible for the means of access to each site, methods, techniques, sequences and safety procedures and programs incident thereto. The Contractor agrees to perform all specified work in the Contract in a good and workmanlike manner.

2. By submitting this bid, the bidding Contractor certifies the following:

a. That the Contractor has visited the sites for which mowing and bed maintenance service are being solicited and that the Contractor fully understands the challenges and potential limitations of each site regarding the scope of work required, access to the site etc..

b. That the Contractor has fully examines all of the bidding documents and has become familiarized with all of the requirements of the scope of work.

c. That in submitting this bid the Contractor declares that the only persons or parties interested in the proposal as principals are those names herein; and that the proposal is made without collusion with any person, firm, corporation or public agency.

d. That the Contractor understands that the District reserves the right to reject any and all bids, to waive any and all technicalities or irregularities in a bid, to accept a bid in whole or in part and to accept a bid or partial bids that after obtaining advice from the District Board is in the best interest of the Frankfort Square Park district.

e. That the Contractor agrees to comply with all applicable codes. Laws, ordinances and regulations of the Frankfort Square Park District, Frankfort township, Will and Cook Counties, the State of Illinois and the Federal Government including but not limited to health and sanitation, age, prevailing wage, workers compensation, sales tax and equal employment as applicable.

f. That the Contractor represents and certifies to the District that it is not barred from entering into this Contract as a result of violations of either Section 33E-e or Section 33E-4 of the Illinois Criminal Code (Public Contracts). Any breach by the Contractor for the forgoing laws, regulations and rules shall constitute a breach by the Contractor of this Agreement.

B. PAYMENT

Provided the District receives invoices for monthly services rendered not later than the 1st day of the month, the District shall make payment to the Contractor no later than the thirtieth (30th) day of the same month. If the District receives applications for payment after the 1st day

of the month, the District shall make payment no later than sixty (60) days after receipt of the application for payment for services received by the District. Invoices will be received at the District office:

Frankfort Square Park District

7540 W Braemer Lane

Frankfort, IL 60423

C. CONTRACTOR EMPLOYEES

The Contractor shall maintain policies of employment as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, national origin or age. Such action shall include, but no limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting the policies of non-discrimination.
2. The Contractor shall, in all solicitations or advertisements for employees places by them or on their behalf, state that all qualified applicants will receive consideration for employments without regard to race, religion, color, sex, national origin or age. Contractor shall also and in addition to the provision set out in this Section XIX, remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.) and the Illinois Human Rights Act Article II Employment (775 ILCS 5/2-101 et seq.)
3. All Contracts for work herein are subject to the provisions of the Equal employment Opportunity Clause of the Illinois Fair Employment Practices Commission.
4. Pursuant to section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.)(“Rights Act”), all Contract and Subcontractors must have in force and effect a written sexual harassment policy which includes at a minimum the following provisions:
 - a. A statement of illegality of sexual harassment;
 - b. The definition of sexual harassment under Illinois law;
 - c. A description of sexual harassment utilizing examples;
 - d. An internal complain process; including penalties;
 - e. The legal resource, investigative and complaint process available through the Illinois Depart of Human rights (“Department”) and the Illinois Human rights Commission (“Commission”)
 - f. Directions on how to contact the Department and the Commission; and
 - g. Protection against retaliation as provided by Section 6-101 of the Rights Act.

4. The Contractor understands, represents and warranties to the District that Contractor is in compliance with Section 2-105 of the Rights Act for the entirety of the Work Periods. A violation of Section 2-105 is cause for the immediate cancellation of this Contract. However, any forbearance of delay by the Owner in cancelling this Contract shall not be construed as, and does not constitute the District's consent to such violation and a waiver of any rights the District may have, including without limitation, cancellation of this Contract. There will be no subcontractors involved in this contract.

D. REJECTION OF BIDS

The Frankfort Square Park District Board of Commissioners reserves the right to reject and refuse any or all Bids, in whole or in part, and to reject Bids of any person or firm who is debarred from the award of a contract for public works projects or who is not provided with the necessary capital, materials, machinery or supervisory personnel to execute the work to be contracted.

E. INSURANCE REQUIREMENTS

The Contractor shall provide proof of insurance meeting the minimum requirement as defined per the attached EXHIBIT NO.1 INDEMNIFICATION AND INSURANCE within ten (10) days of the District's request for said insurance certificates.

F. DATE OF DELIVERY

The Contractor must adhere to the time periods of delivery of Mowing Services and/or Planting Bed Maintenance Services as set forth in the Mowing and Bed Maintenance Specifications.

G. TAXES

The Frankfort Square Park District, being a governmental body, receives statutory exemption from the Illinois Sales Tax. Therefore all bid prices that include materials should not include Illinois Sales Tax.

H. QUESTIONS

Bidding questions regarding this Bid should be directed via e-mail to Mr. Jim Randall, executive Director of the Frankfort Square Park District at jrandall@fspd.org through_____.

Scope of Work or site location questions may be directed via e-mail to Mr, Ed Reidy, Superintendent of Parks, Frankfort Square Park District at ereidy@fspd.org through_____.

BID PRICE FORM

MOWING & LANDSCAPE BED MAINTENANCE

FRANKFORT SQUARE PARK DISTRICT SITES FOR 2020,2021,2022

Bidders may submit bid prices on Mowing Services only, Landscape Bed Maintenance Services only or both Mowing and Landscape Bed Maintenance Services for each site as applicable. Bid prices shall be considered Lump Sum prices for all required work within the category for each individual site on a monthly or per task basis as indicated below. All bid prices shall be firm for the duration of the three (3) maintenance seasons of 2020, 2021 & 2022. All prices quoted shall be all inclusive including all required equipment, materials, labor, insurance etc. per the specifications included as part of these bidding document. **Quote bid prices in rounded off dollars.**

BID PRICES

SITE	MOWING		LANDSCAPE BED MAINT.	
	April 1-Oct 31 Monthly L.S.	Spring Cleanup L.S.	June, July Aug & Sept L.S.Per Month	Fall Cleanup L.S.
1. Arbor Park (7751 Brookside Glen Dr.Tinley Pk.)	_____	_____	_____	_____
2. Brookside Bayou Park (7603 Brookside Glen Dr. Tinley Park)	_____	_____	_____	_____
3. Candle Creek Park (19910 Waterview Trail)	_____	_____	_____	_____
4. Champions Park (20130 Rosewood Drive)	_____	_____	_____	_____
5. Community Center (7540 W Braemar Lane)	_____	_____	_____	_____
6. Community Park (20261 S Graceland Lane)	_____	_____	_____	_____
7. Crystal Lake Park (19911 Crystal Lane Way)	_____	_____	_____	_____
8. Hawthorne Lakes Park (8305 Auburn Lane)	_____	_____	_____	_____

- 9. **Hoffman Park** (8007 W Kingston Drive) _____
- 10. **Hunter Prairie Park** (7420 W North Ave) _____
- 11. **Indian Boundary So.**(19930 S Frankfort SqRd) _____
- 12. **Indian Prairie Park** (7540 W Braemar Lane) _____
- 13. **Kingston Park** (7922 Kingston Dr) _____
- 14. **Lake of the Glens Park incl Com Ed ROW** _____
(8380 Brookside Glen Drive)
- 15. **LaPorte Meadows Park** (19959 Wildflower Ln) _____
- 16. **Lighthouse Point Park** _____
(20620 Holland Harbor Drive)
- 17. **Lincoln Way North Park** _____
(19933 S Frankfort Square Road)
- 18. **Odyssey Park** (45 Odyssey Drive) _____
- 19. **Plank Trail Park** (21442 Plank Trail Drive) _____
- 20. **Union Creek Park** (199900 S 80th Ave Tinley Pk) _____
- 21. **White Oak Park** (20751 82nd Ave) _____
- 22. **Woodlawn Park** (449 Woodlawn Drive) _____
- 23. **Kiwanis Park** (20216 W. Pine Hill Rd) _____

- 24. **Lakeside 80th Avenue Detention Pond** _____
(19725 S. 80th Ave)
- 25. **Magnolia Park** (7920 Magnolia Dr) _____
- 26. **Mary Drew Parkway** _____
(19900 S 80th Ave Tinley Park)
- 27. **Ridgefield Park** (7408 ½ Ridgefield Lane) _____
- 28. **80th Avenue Parkway** _____

WORK NOT INCLUDED ABOVE

The following work categories are specifically not included in the work scope above for which bid prices have been solicited:

- 1. Disease and insect control of turfgrass and plant materials
- 2. Fertilization and weed control of turfgrass
- 3. Turfgrass damage repair from snow plowing etc.
- 4. Dethatching or core aeration of turfgrass
- 5. Plant material replacement
- 6. Watering
- 7. Tree removal
- 8. Annual flower supply, and planting

SUPPLEMENTAL BID PRICES

S-1 Perform **Core Aeration** of all turfgrass areas in Sites 1 thru 28 inclusive
(Lump Sum for 1-annual performance)....._____

S-2 **General Landscape Maintenance Labor** (cost per person) _____per hr.

S-3 Additional one (1) round of **String Trimming** for all turfgrass areas for
Sites 1 thru 28 inclusive (Lump Sum for 1-additional round)....._____

The Bidder hereby represents that the prices contained in this BID PROPOSAL are neither directly or indirectly the result of an agreement with anyone and that he (she) has not, by himself (herself) or others, had any secret understanding with anyone with respect to any provisions contained in the Bid Proposal.

Date: _____ Name of Bidder: _____
Signature: _____
Print Name & Title: _____
Company: _____
Address: _____

ATTEST:

By: _____ Date: _____
Notary Public

SEAL My commission expires _____

ALL BIDS SHALL BE SIGNED BY A PRINCIPAL OF THE BIDDING COMPANY. INDIVIDUALS AND PARTNERSHIPS SHALL HAVE BID SIGNATURES NOTARIZED. IF THE BIDDER IS A CORPORATION, THE BID SHALL BE STAMPED WITH THE FIRM'S CORPORATE SEAL.

The Frankfort Square Park District hereby accepts the forgoing BID as identified in this Proposal either in whole or in part as indicated.

TOTAL AMOUNT: \$ _____

ACCEPTED AND APPROVED:

By: _____ Date: _____

Name & Title

ATTEST:

By: _____ Date: _____
Notary Public

SEAL My commission expires _____

FRANKFORT SQUARE PARK DISTRICT

LANDSCAPE BED MAINTENANCE SCHEDULE

2020, 2021 & 2022 Seasons for Sites 1 thru 22

APRIL 1 – MAY SPRING MAINTENANCE PROGRAM

- Spring Cleanup (leaves & other vegetation debris, trash etc.)
- Ornamental grasses cut back (4-9" +/-) and cuttings removal
- Pre-Emergent (PREEN) granular herbicide application
- Mulch replenishment to maintain a three inch (3") layer
- Bed Edging (where planting beds are adjacent to turfgrass)
- Spring pruning (see Pruning Specs)
- Report Submittal detailing the completed Spring Maintenance Program

JUNE

- Weed monitoring & control as needed (see Specs)
- Pruning if needed (see Specs)
- Removal of spent spring bulb leaves (not until they are limp & yellowing)

JULY

- Weed monitoring & control as needed (see Specs)
- Bed Edging (2nd-round)

AUGUST

- Weed monitoring & control as needed (see Specs)
- Pruning as needed (see Specs)

SEPTEMBER

- Weed monitoring & control (see Specs)
- Fall Pruning (see Specs)

OCTOBER FALL MAINTENANCE PROGRAM

- Fall Cleanup (cut back perennials, remove leaves and other plant debris, trash etc.)

NOTE: DO NOT CUT BACK ORNAMENTAL GRASSES UNTIL SPRING

- Mulch replenishment surrounding woody plants to maintain a three inch (3") layer
- Fall pruning as needed
- Report Submittal detailing the completed Fall Maintenance Program

TURFGRASS

MOWING MAINTENANCE SPECIFICATIONS

2020, 2021 & 2022 Seasons for Sites 1 thru 28

Weekly Mowing Season: Week of April 15th to October 31st each year

Mowing Height: Maintain between 2 ½" and 3 ½"

Mowing Operations Hours: Monday – Friday 9am – 5pm

1. Debris Cleanup shall be performed prior to each mowing involving the removal and disposal of all encountered paper, cans, bottles, sticks, stones and other debris and objects which will present a hazard or unsightly mess if thrown from a mower during mowing operations.

2. Mowing Operations shall be performed at least once every seven (7) days, or more if needed, to maintain the turfgrass at the specified maintained height of 2 ½" to 3 ½". Turf mowers shall be rotary type and shall be maintained and in good operating order. No tractor tow behind type mowers shall be allowed for this work. As the District requires a top quality cut all cutting blades shall be maintained in a sharpened condition or replaced if needed to accomplish such. All of the Contractor's vehicles and equipment shall be clearly identified with the Contractor's company name printed on them. All equipment or tools required to perform this maintenance work within the scope of this Contract shall be provided by the Contractor and all shall meet all applicable safety standards, codes and laws as they apply. The Contractor shall provide an adequate number of competently trained personnel with sufficient supervision to provide the services required by this Contract. Any Contractor's employee whose actions or appearance is reasonably detrimental or objectionable to the District, shall be immediately removed from the District premises upon request by the Frankfort Square Park District.

3. String Trimming shall be performed once every twenty-one (21) days around all objects, site amenities, fencing, plant material, sidewalks or pathways where a mower cannot adequately cut all grass blades.

3. Turfgrass Clippings generated from mowing and string trimming operations may remain in place if they are evenly distributed and do not present an unsightly appearance. If deemed unsightly the clippings shall be removed and disposed of off of the District sites. No piles, windrows or blankets of clippings may remain at the completion of mowing operations.

4. Clean Up operations shall be performed at the completion of all mowing operations including the removal of grass clippings from playground surfaces, planting beds, tree rings and fences. Grass clippings shall be blown from all hard surfaces such as walkways, paths parking lots, shelters etc.

5. Scheduling consistency is desired as the District requires, whenever possible, that each site be mowed on the same day of the week from week to week during the season. If weather conditions or unstable turfgrass conditions precludes the normally scheduled mowing operations, such shall be rescheduled to the next possible day, not the regularly scheduled day of the following week. The Contractor shall make every reasonable effort to perform the required services so as to avoid inconvenience to park patrons and those participating in scheduled activities. When mowing schedule modifications are needed due to weather conditions (e.g., drought, wetness) or other needs of the District, the Contractor and the Superintendent of Parks shall confer and come to a decision based on the District's needs, on a site to site basis. Modifications in work frequency and payments may be negotiated. Such may include the District's option to require make up mowing, for missed weekly work, as an extension of services at the end of the regular season, depending on weather conditions. The Contractor shall provide the Superintendent of Parks with a schedule at the beginning of each season indicating which day of the week each site under contract will be mowed each week and shall contact the Superintendent of Parks whenever said schedule cannot be met or whenever any change, temporary or permanent, to the schedule is needed.

6. Damage to the turfgrass shall be minimized as much as possible. Care shall be taken by the Contractor to avoid ruts, scalping, tire marks from turning operations etc. The Contractor shall also avoid damage to adjacent trees, shrubs and other objects in the landscape and shall refrain from making turning marks on all hardscape surfaces including walkways, pathways, sports courts etc. The Contractor shall be responsible for the repair of any damage caused to Park District, School District and/ or neighbors' properties (e.g., fences, sheds/garages, vehicles, landscaping etc) by the maintenance operations.

LANDSCAPE BED MAINTENANCE SPECIFICATIONS

2020, 2021 & 2022 Seasons for Sites 1 thru 22

Monthly Bed Maintenance Season: April 1st to October 31st each year

Maintenance Operations Hours: Monday –Friday 9am – 5pm

A. WEED MONITORING & CONTROL IN PLANTING BEDS AND TREE RINGS

The Landscape Maintenance Contractor shall inspect all planting beds and tree rings monthly and perform appropriate weed control methods as required during the maintenance program period to provide weed free beds. Required weed control methods include the following:

- 1. Pre-emergent Herbicide** application, in early Spring of each growing season covered by this Landscape Maintenance Contract, of a granular long term pre-emergent weed preventer herbicide (PREEN EXTENDED CONTROL WEED PREVENTER or approved equivalent). The material shall be applied according to the manufacturer's specifications. Apply prior to replenishing the planting bed and tree ring mulch.
- 2. Liquid Weed Killer** application (COMPARE-N-SAVE WEED KILLER concentrate or approved equivalent,) per the manufacturer's specifications. Subsequent to the application of the pre-emergent weed killer herbicide prior to mulch replenishment, the Contractor shall monitor all planting beds and tree rings once monthly, at a minimum, and perform weed eradication via a "controlled wand spraying" of any observed weeds. Caution shall be taken to limit the herbicide spraying to the weed plants only. Personnel applying the liquid herbicide shall be fully trained, experienced and, if required, licensed to apply the chemicals.
- 3. Hand pulling** (mechanical removal) shall be performed only in limited situations confined to immediately prior to pre-emergent herbicide application and mulch replenishment every Spring or when a large previously undetected weed (12" tall +) has been sprayed but due to its size is unsightly.

Any herbicide use on school properties will need prior approval.

B. PLANTING BED MAINTENANCE

All landscape planting beds and tree rings designated for maintenance shall receive the following:

1. Mulch shall be replenished during the Spring Maintenance period subsequent to the completion of the required pre-emergent week preventer granular herbicide. All beds and tree rings shall be brought up to a minimum depth of three inches (3") not to exceed four inches (4"). Mulch shall not come directly in contact with tree trunks and no "mulch volcanoes" are allowed. Mulch shall also be replenished during the Fall Cleanup period to maintain a three inch (3") layer over root systems going into the winter season. With prior communication mulch shall be provided by FSPD.

2. Bed Edging for all landscape beds and all tree rings adjacent to turfgrass shall be performed two (2) times per maintenance season, once during the Spring maintenance period and a follow up in July. The work may be performed manually or with a power edger. The edge cuts shall be at least two inches (2") deep.

3. Spent Spring Bulb Leaf Removal shall be performed via cutting at ground level, NOT PULLING. This operation shall not occur until the bulb leaves have ceased their provision of nutrients to the bulbs, meaning they have become limp and are yellowing or browning out. Bulb leaves shall not be cut when green and erect. All cutting shall be disposed of off the District sites.

C. PRUNING OF WOODY SHRUBS & PLANT MATERIALS

All woody plant materials should be inspected and pruned, if and as needed, once during the period of the Maintenance Contract which is March 1st –October 31st. Pruning should be performed during the proper time of the year for each plant species. In addition to the required potential annual pruning, the Contractor shall inspect from time to time all plant material while performing other routine landscape maintenance for broken branches, water shoots and sucker growth. Dead, broken or hazardous branches shall be removed promptly at all times upon their discovery throughout the period of the Maintenance Contract. During these inspection events, the Contractor shall also observe plants for any signs of diseases or insect infestations and report such promptly to the District.

Only personnel experienced in proper pruning techniques shall be utilized for the pruning operations. Proper pruning equipment shall be used and all cutting edges shall be kept properly sharpened. ONLY PRUNING THAT CAN BE SAFELY PERFORMED FROM THE GROUND IS INCLUDED IN THIS MAINTENANCE PROGRAM (i.e., pole saws & pole pruners)

Deciduous & Coniferous Shrubs should receive one (1) annual pruning for the removal of dead, diseased or injured wood. THE EXCEPTION IS THAT IN CERTAIN LOCATIONS DESIGNATED BY THE DISTRICT, SHRUBS SHALL BE PRUNED BACK AS HEAVILY AS NEEDED REGARDING HEIGHT RESTRICTIONS FOR OPEN VIEWING.

The pruning of shrubs via power shears is strictly prohibited except for designated hedges. There shall be no shearing "haircuts", "rounding off", "balls" or "balls on a stick", "hockey

pucks” or any other unnatural shaping. Shrubs planted in groups shall be allowed to grow together into single masses. Additionally shrubs shall be allowed to attain their natural shape without any artificial shaping via shearing.

Only hand clippers and lopping shears both with scissor type cutting surfaces shall be used.

All deciduous shrubs shall be pruned in the Spring except those which bloom after June 30th. These types should not be pruned until after blooming has ended. The general rule of thumb for all shrubs is to prune, if and as needed, AFTER FLOWERING.

The schedule for pruning shrubs is as follows:

a. EARLY SPRING (Early April- for non flowering shrubs and late flowering shrubs) such as:

Cononeaster acutifolia, Cornus racemose, Euonymus alatus & Compacta, Euonymus fortunei (cultivars), Hydrangeo (cultivars), Rhododendron (cultivars), Ribes alpinum, Spireas (cultivars), Viburnum dentatum, Viburnum lentago, Viburnum trilobum, Taxus (cultivars) Dwarf Conifers.

b. LATE SPRING (Early flowering shrubs-blooming before June 30th - prune after flowering thru June 30th)

Forsythia, Syringa, Viburnum juddii, Viburnum ‘Alleghany’

c. SUMMER (June 15th – July 31st Hedges-only situation where shearing is allowed)

Ribes, Buxus, Taxus

d. FALL (October-blooms on new growth)

Buddleia, Hibiscus, Hydrangeo paniculata (cultivars), Spirea, Shrub Roses

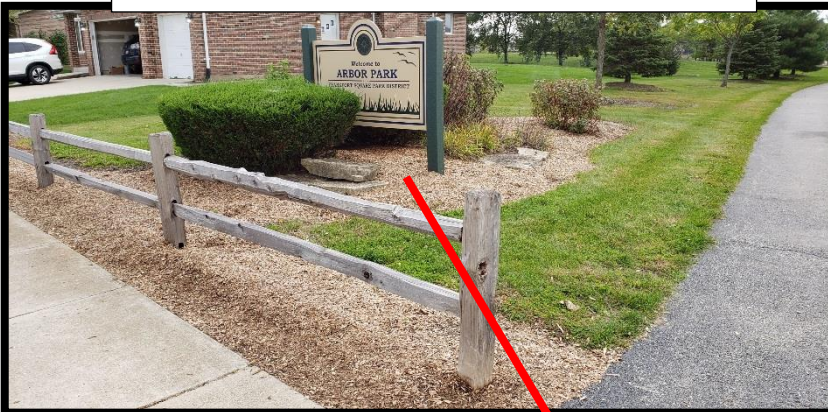
Arbor Park

7751 Brookside Glen Drive

Tinley Park

Approximately 4 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

Landscape bed maintenance spec at park entrance



Mowing, string trimming & clean up around fitness equipment



Mowing, string trimming & clean up around picnic shelter, playground equipment, bocce court, tree rings...

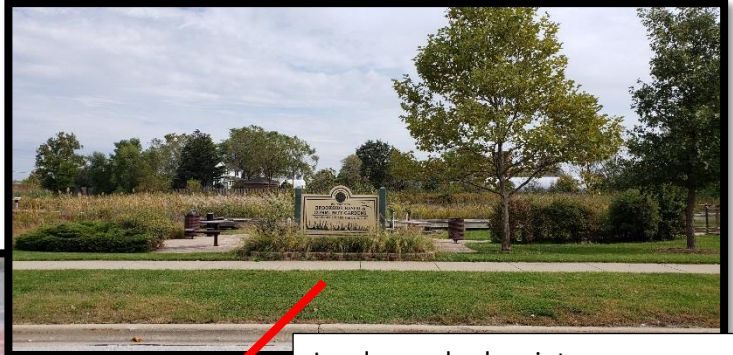


Brookside Bayou Park
7603 Brookside Glen Drive
Tinley Park

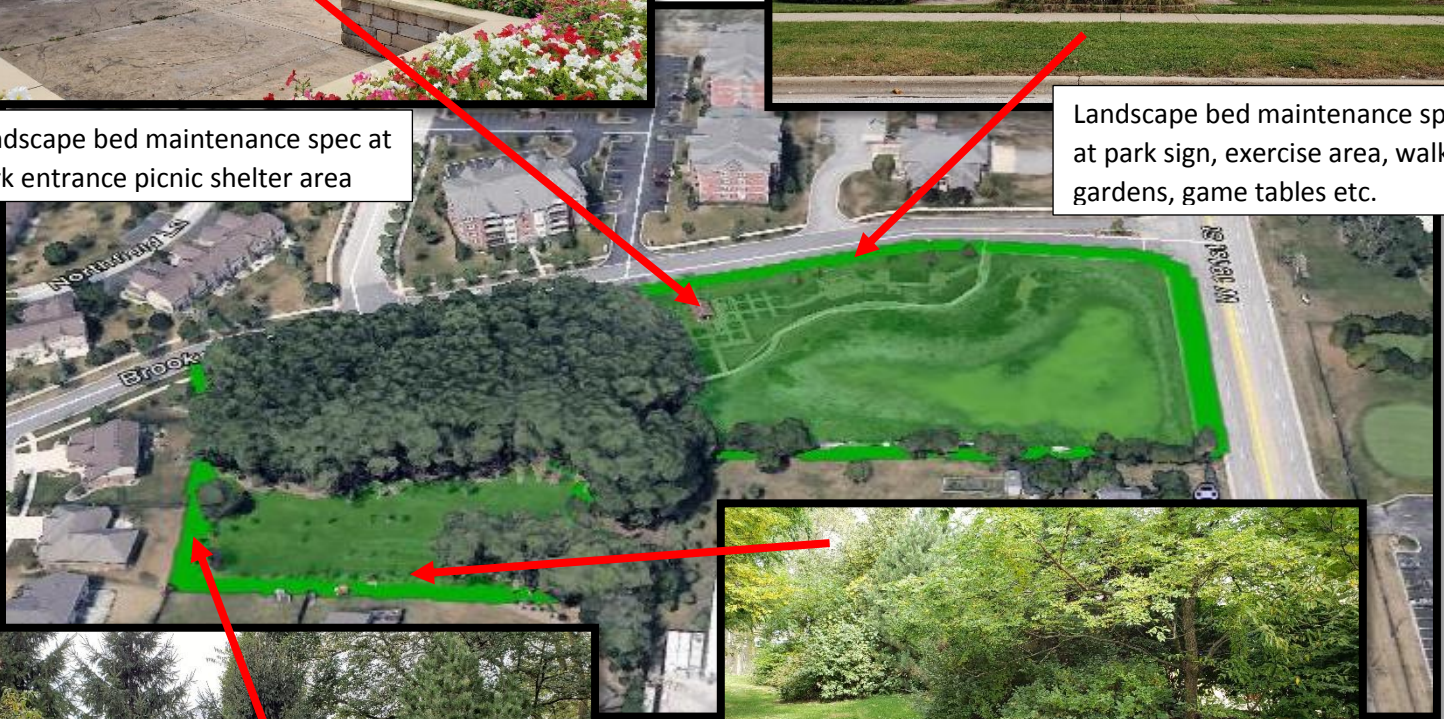
Approximately 2 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park entrance picnic shelter area



Landscape bed maintenance spec at park sign, exercise area, walks, gardens, game tables etc.



Landscape bed maintenance spec in rear of the park along property lines with neighbors.



Candle Creek Park
19910 Waterview Trail
Frankfort

Approximately 2.5 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign



Landscape bed maintenance spec along row of evergreen trees

Champions Park
20130 Rosewood Drive
Frankfort

Approximately 15 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign

Mowing, string trimming & clean up around picnic shelter, sport fields, sport courts, playground equipment, ice rink railings, tree rings...

Mowing, string trimming & clean up around small ballfield should be aware the area stays wet longer than other areas. Care should be taken not to create mud, ruts, turf damage... a return trip to monitor the turf conditions and playability may be needed.

Community Park
20261 S. Graceland Lane
Frankfort

Approximately 6 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

Mowing, string trimming & clean up around picnic shelter, gardens, parking lot, fences, sport courts, playground equipment, tree rings...



Landscape bed maintenance spec at flag pole planter

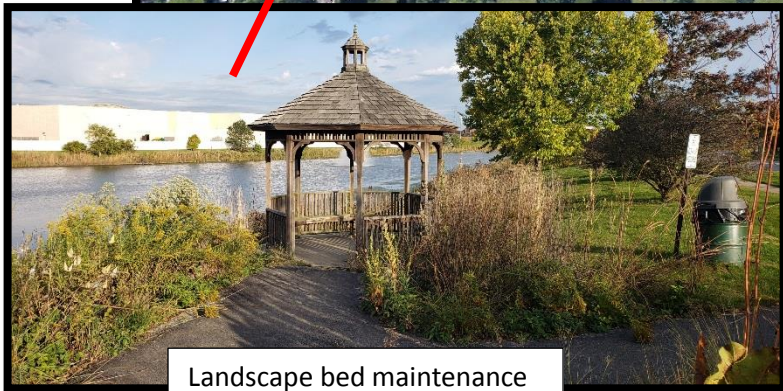


Landscape bed maintenance spec at south-east corner planter

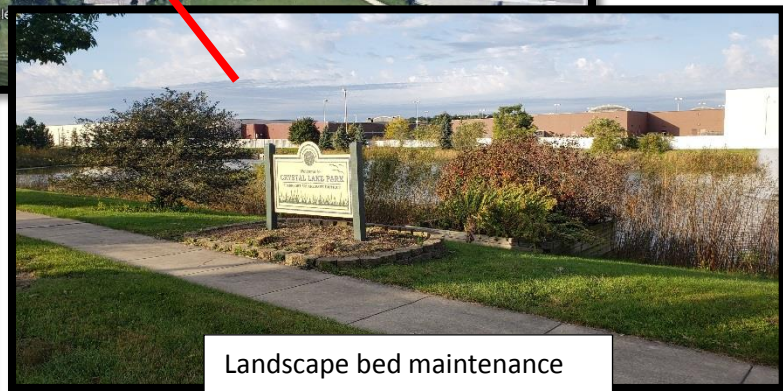


Crystal Lake Park
19911 Crystal Lake Way
Frankfort

Approximately 5 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at gazebo



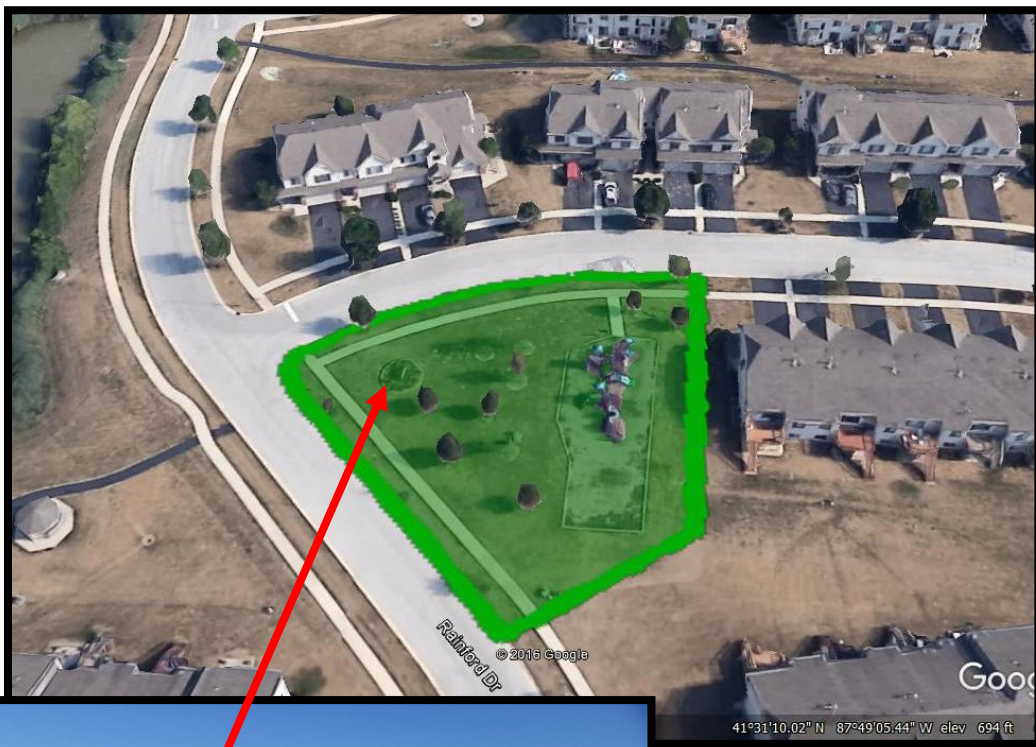
Landscape bed maintenance spec at park sign

Hawthorne Lakes Park

8305 Auburn Lane

Frankfort

Approximately 1 acre of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance
spec at park sign

Hoffman Park
8007 W. Kingston Drive
Frankfort

Approximately 3 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign

Summit Hill Jr HS & Hunter Park

7420 W. North Ave

Frankfort

Approximately 18 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

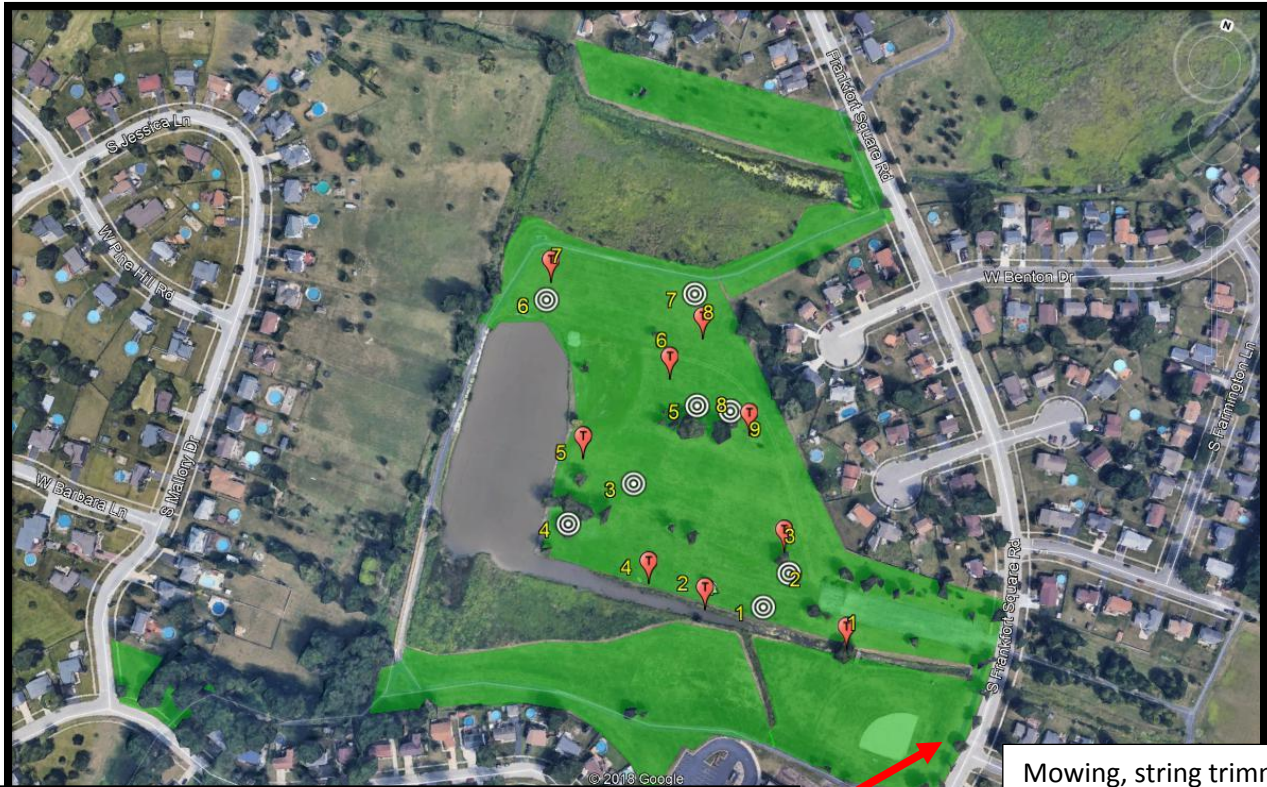
Mowing, string trimming & clean up in and around Jr HS rubber track should take care as not to damage, leave mower marks, clippings or debris on the new (Summer '19) rubber track.



Mowing, string trimming & clean up around picnic shelter, parking lot, fences, sports fields, sport courts, playground equipment, tree rings...

Indian Boundary South Park
19930 S. Frankfort Square Road
Frankfort

Approximately 19.5 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up around parking lot, fences, sports fields, disk golf tees & targets, tree rings...



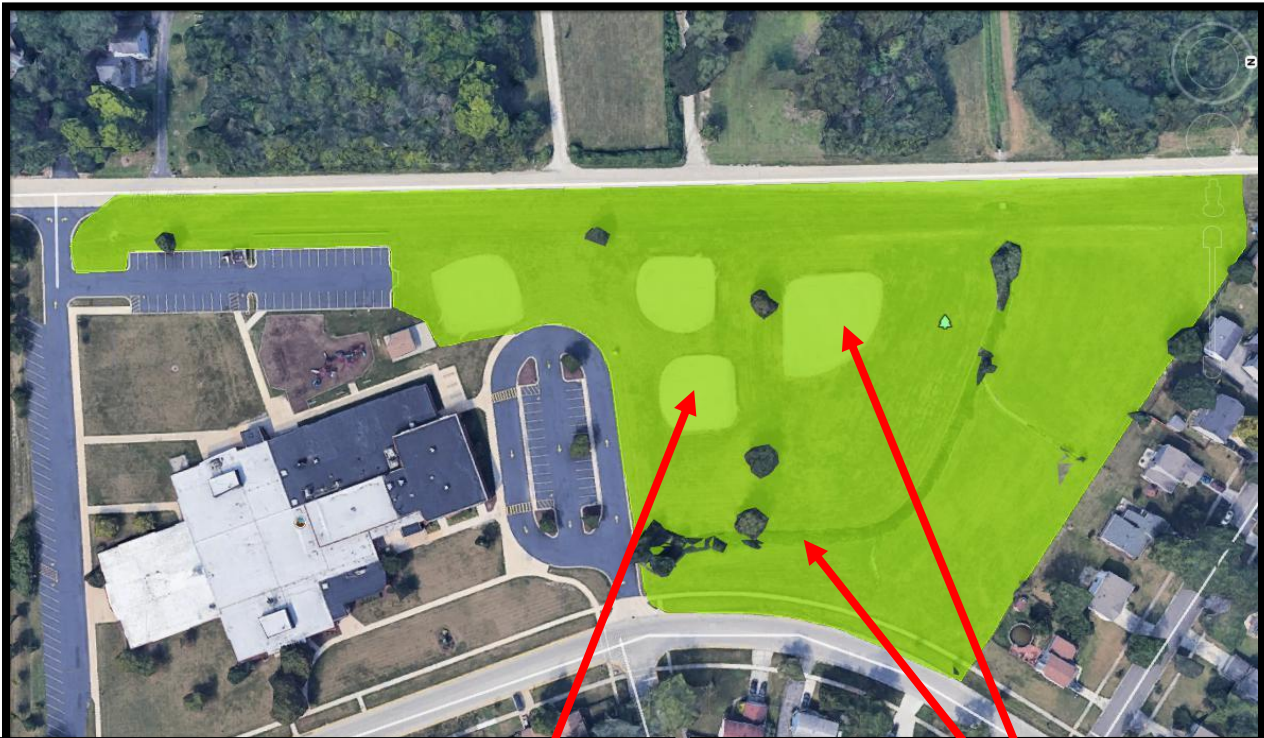
Landscape bed maintenance spec at park sign

Indian Trail ballfields

20912 S. Frankfort Square Road

Frankfort

Approximately 9 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up around picnic shelter, parking lot, curbs, guardrails, fences, sports fields, storm-water drainage culverts, tree rings...

Island Prairie Park
7540 W. Braemar Lane
Frankfort

Approximately 55 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

Landscape bed maintenance spec at Community Center and Splash Park landscape beds



Landscape bed maintenance spec at Community Center and Splash Park landscape beds



Landscape bed maintenance spec at Community Center and Splash Park



Landscape bed maintenance spec at park sign



Landscape bed maintenance spec at Community Center and Splash Park landscape beds



Kingston Park
7922 Kingston Drive
Frankfort

Approximately 7.5 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up around playground, curbs, guardrails, fences, storm-water drainage culverts, tree rings...



Landscape bed maintenance spec at park sign

Kiwanis Park
20216 W. Pine Hill Road
Frankfort

Approximately 10 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up around playground, sports fields, parking lot, curbs, guardrails, fences, storm-water drainage culverts, tree rings...



Lakeside Park
19725 S. 80th Ave

Tinley Park

Approximately 6.5 acres of mowing, string trimming: various trees, signposts, utilities, walks etc...

The detention pond on 80th Ave between Frankfort Square Rd & Lakeside Dr



Mowing, string trimming & clean up around walks, storm-water drainage culverts, tree rings...



**Lake of the Glens Park
8380 Brookside Glen Drive**

Tinley Park

Approximately 26 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up in low areas should be aware the turf stays wet longer than other areas. Care should be taken not to create mud, ruts, turf damage... a return trip to monitor the mowing conditions may be needed.

Mowing, string trimming & clean up around playground, path, curbs, guardrails, fences, storm-water drainage culverts, tree rings...



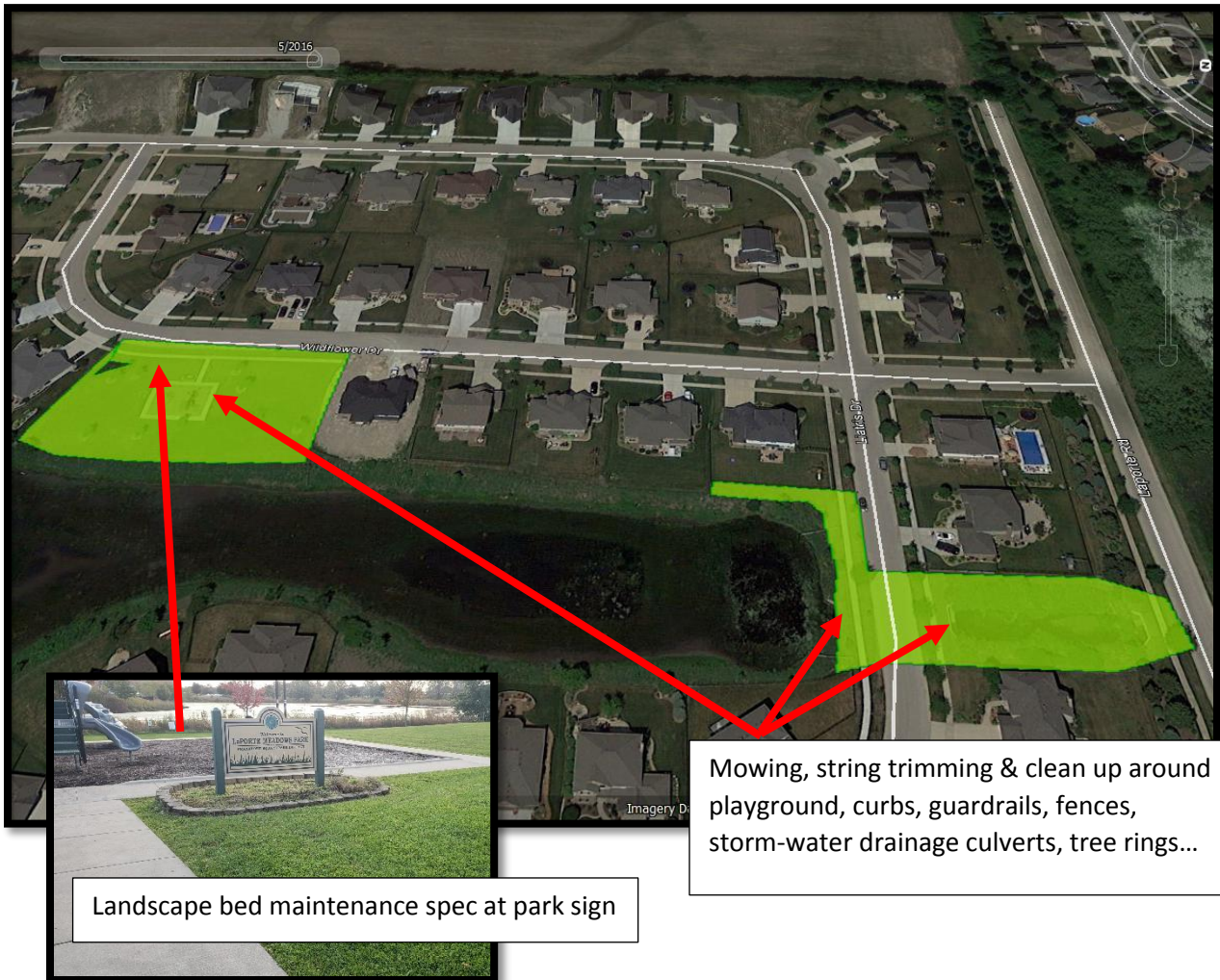
Landscape bed maintenance spec at park sign

LaPorte Meadows Park

19959 Wildflower Lane

Frankfort

Approximately 1 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

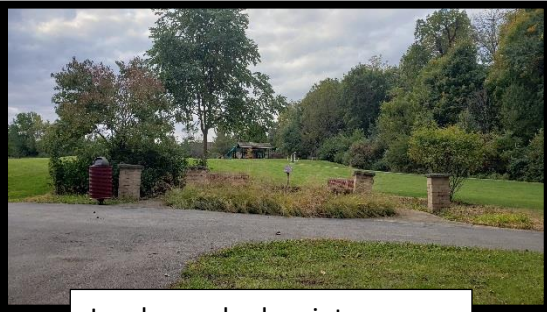


Landscape bed maintenance spec at park sign

Mowing, string trimming & clean up around playground, curbs, guardrails, fences, storm-water drainage culverts, tree rings...

Lighthouse Pointe Park
20620 Holland Harbor Drive
Frankfort

Approximately 10 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park bench entry area.



Landscape bed maintenance spec at park sign.



Landscape bed maintenance spec at picnic shelter area.



Landscape bed maintenance spec at playground area.

Lincoln Way North Park
19933 S. Frankfort Square Road

Frankfort

Approximately 1 acre of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign



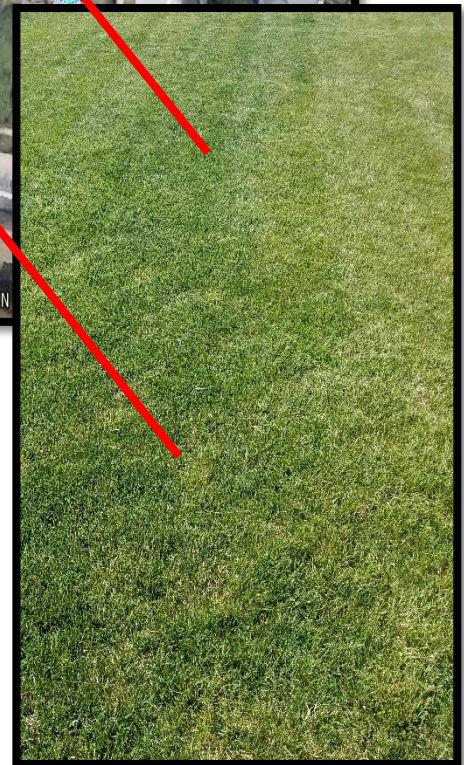
Landscape bed maintenance spec at dedication bench area



**Magnolia Park
7920 W. Magnolia Drive**

Frankfort

Approximately 1.25 acre of mowing, string trimming: various trees, signposts, utilities, walks etc...

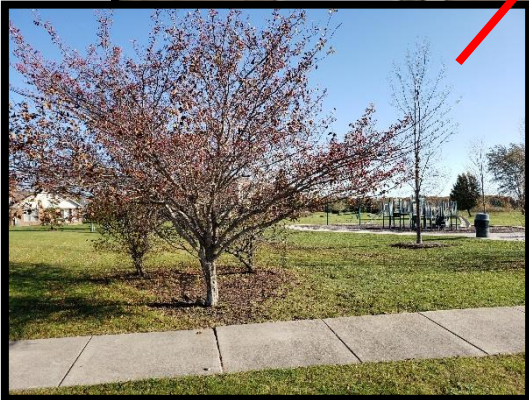


Mowing, string trimming & clean up along east property line behind homes should be aware the drainage swale stays wet longer than other areas. Care should be taken not to create mud, ruts, turf damage... a return trip to monitor the turf conditions may be needed.

**Odyssey Park
45 Odyssey Drive**

Tinley Park

Approximately .5 acre of mowing, string trimming: park amenities, various trees, signposts, utilities, walks etc...



Landscape bed maintenance spec at corner landscape bed



Landscape bed maintenance spec at park sign

Plank Trail Park
21442 Plank Trail Drive
Frankfort

Approximately 3 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths etc...



Mowing, string trimming & clean up around Plank Trial Park. Approximately 1 acre located at the corner of Plank Trail Drive & Brittany Drive.

Mowing, string trimming & clean up around Plank Trial storm water detention pond. Approximately 2 acres located between the townhomes on East Plank Trail Court and the single family homes on Brittany Drive. Access the area at the end of East Plank Trial court, parking in the guest parking areas only.

Landscape bed maintenance spec at park sign

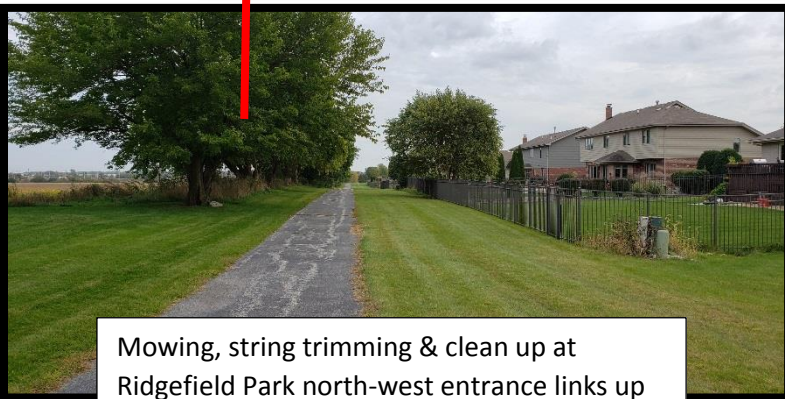


Ridgefield Park

7408 ½ Ridgefield Lane

Tinley Park

Approximately 5 acres of mowing, string trimming: fences, various trees, signposts, utilities, walks, paths etc...



Mowing, string trimming & clean up at Ridgefield Park north-west entrance links up with the 80th Ave / Brookside Glen pathway.



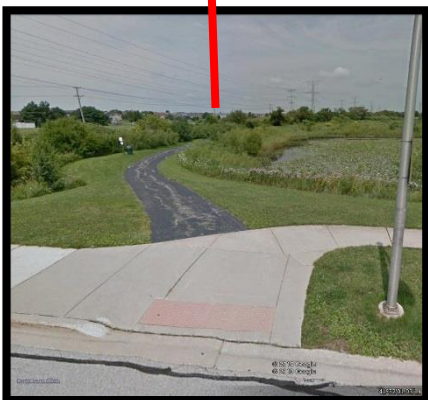
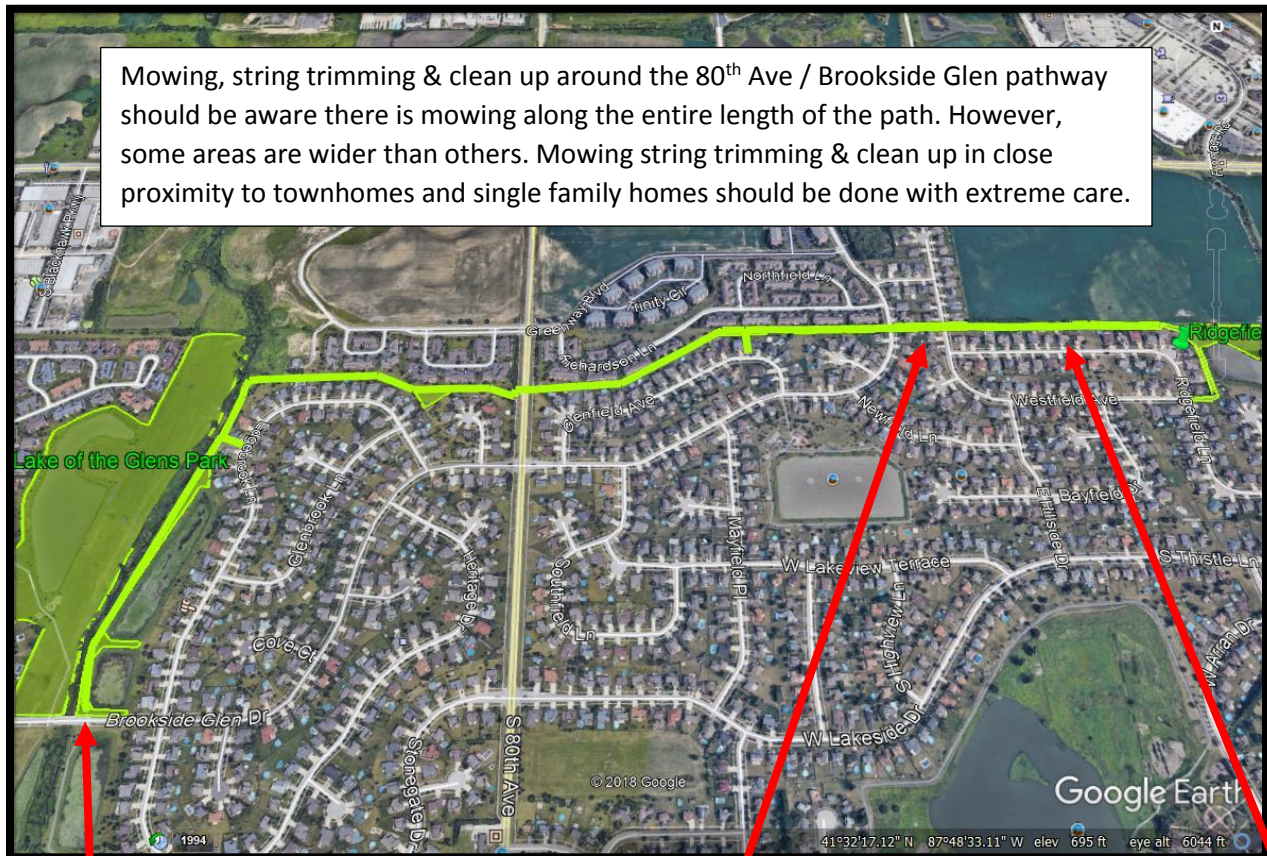
Mowing, string trimming & clean up around Ridgefield Park should be aware low areas stay wet longer than others. Care should be taken not to create mud, ruts, turf damage... a return trip to monitor the turf conditions may be needed.

80th Ave / Brookside Glen pathway

Lake of the Glens Park / Brookside Glen Drive to Ridgefield Park

Tinley Park

Approximately 7.5 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Rogus School
20027 S. 88th Ave
Tinley Park

Approximately 9 acres of mowing, string trimming: amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Mowing, string trimming & clean up along north property line behind homes should be aware the detention pond & drainage swale stays wet longer than other areas. Care should be taken not to create mud, ruts, turf damage... a return trip to monitor the turf conditions may be needed.

Square Links Golf Course

7861 W. St Francis Road

Frankfort

No Mowing–Landscape bed maintenance spec at retaining wall & parking lot hill



Union Creek Park

19900 S. 80th Ave

Tinley Park

Approximately 70 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...

Landscape bed maintenance spec around dog park & playground area



Mowing, string trimming & clean up around picnic shelters, playground equipment, sports fields fences, bleachers, benches, tree rings...



Landscape bed maintenance spec inside & out of football fence line



Landscape bed maintenance spec at park sign



White Oak Park

20751 82nd Ave

Frankfort

Approximately 4 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign

Woodlawn Park
7449 Woodlawn Drive
Frankfort

Approximately 4 acres of mowing, string trimming: park amenities & fences, various trees, signposts, utilities, walks, paths, lots, parking stops etc...



Landscape bed maintenance spec at park sign