

**REQUEST FOR PROPOSAL
CRYSTAL LAKE PUBLIC LIBRARY
LANDSCAPE MAINTENANCE CONTRACT**

1. GENERAL INFORMATION

The Crystal Lake Public Library is accepting proposals for Landscape Maintenance for the library property located at 126 W. Paddock and for lawn mowing at 81 Crystal Lake Ave., Crystal Lake, IL. Work shall be performed during spring, summer and fall, 2023.

2. DESCRIPTION, PURPOSE AND OBJECTIVES

Requirements are outlined on the attached proposal form.

3. SITE INSPECTION QUESTIONS

A mandatory site inspection for all properties will be conducted by appointment. Interested parties can schedule an appointment with Mr. James Horan, Building Maintenance Manager, (815)526-5106.

4. QUESTIONS

Questions must be submitted in writing to the Library by fax, (815)459-9581 or email to kmigaldi@clpl.org by noon on Monday, January 23, 2023. The Library will post a written response on our website www.clpl.org in the form of an Addendum by end of day Wednesday, January 25, 2023.

5. PROJECT TIMELINE & SUBMITTAL REQUIREMENTS

A. Please note the following requirements of the Request for Proposal:

- Written Description on how submitter's Proposal meets RFP requirements. Include:
 - Number of years in business
 - List of public entities for which submitter has performed landscape maintenance and size of properties maintained and number of years company has provided those services
 - Description of what is included in spring and fall cleanups
 - Explanation of how submitter determines when mowing/weeding required
 - Description of typical visit:
 - Who comes?
 - Who is in charge of the crew?
 - Description of work
- Completed Landscape Maintenance Proposal Form. (Please write in \$0 if submitter does not intend to provide a service included on the Proposal Form.)
- References
- Certificate of Insurance
- Proposal valid 90 days after submission
- Original and One Copy and One Electronic Copy of your full submitted Proposal

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- B. The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria outlined on the form provided. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library.

- C. Submit proposals to: Karen Migaldi, Assistant Director, Crystal Lake Public Library, 126 Paddock Street, Crystal Lake, IL 60014. Proposals must be received by noon on Monday, February 6, 2023.

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<p>I. SPRING CLEANUP Includes picking up debris from Library grounds & city easements, raking beds & lawns, pruning dead branches, removing dead plant materials, raking redistributing mulch.</p>	<p># estimated occurrences</p> <input type="text"/>	<p>Cost per occurrence</p> <input type="text"/>
		<input type="text"/>
<p>II. FALL CLEANUP Includes picking up debris from Library grounds & city easements, raking beds & lawns, pruning dead branches, cutting back plant materials where appropriate, raking/redistributing mulch.</p>	<p># estimated occurrences</p> <input type="text"/>	<p>Cost per occurrence</p> <input type="text"/>
		<input type="text"/>
<p>III. LAWN CARE A. Mow, trim, general trash & brush pickup on Library grounds Turf height should be maintained at 2"-3" depending upon conditions. Frequency of mowing should be based on the rate of turf growth (e.g., mow when turf height is 3"-5" high).</p>	<p># estimated occurrences</p> <input type="text"/>	<p>Cost per occurrence</p> <input type="text"/>
		<input type="text"/>
<p>B. Edge curbs & sidewalks Use lawn edger not weed trimmer.</p>	<p># estimated occurrences</p> <input type="text"/>	<p>Cost per occurrence</p> <input type="text"/>
		<input type="text"/>
<p>C. Fertilize Spring & fall applications To perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category</p>	<p># estimated occurrences</p> <input type="text"/>	<p>Cost per occurrence</p> <input type="text"/>
		<input type="text"/>

III. LAWN CARE cont'd		
D. Crabgrass weed control Pre-emergent crabgrass weed control to be applied in spring. Post emergent control to be applied as appropriate. To perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category	# estimated occurrences	Cost per occurrence
E. Broadleaf weed control Pre-emergent broadleaf weed control to be applied in spring. Post-emergent control to be applied as appropriate. To perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category	# estimated occurrences	Cost per occurrence
F. Weed control at curbs & sidewalks As needed To perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category	# estimated occurrences	Cost per occurrence
IV. PLANTING BEDS		
A. Planting beds to be maintained at 90% weed free. Maintaining mulch is also a priority (See VI A - Miscellaneous - mulch) If applying chemicals to perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category	# estimated occurrences	Cost per occurrence
B. Deadhead annuals & perennials Snip dead flower heads from plants as needed throughout season.	# estimated occurrences	Cost per occurrence

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V. TREE & SHRUB CARE		
A. Edge around trees & shrubs As directed by Library staff upon recommendation of landscape contractor.	# estimated occurrences	Cost per occurrence
	<input type="text"/>	<input type="text"/>
		<input type="text"/>
B. Fertilize As directed by Library staff upon recommendation of the landscape contractor. To perform this task, contractor must have a current Illinois Applicators License for commercial use in this Category	# estimated occurrences	Cost per occurrence
	<input type="text"/>	<input type="text"/>
		<input type="text"/>
C. Prune Pruning consists of keeping hedge along east fence a minimum of 6' in height; keeping hedge & roses around exterior sign to below bottom of sign text; shaping all other hedges/shrubs on property.	# estimated occurrences	Cost per occurrence
	<input type="text"/>	<input type="text"/>
		<input type="text"/>
D. Deadhead flowering shrubs	# estimated occurrences	Cost per occurrence
	<input type="text"/>	<input type="text"/>
		<input type="text"/>
VI. MISCELLANEOUS		
As directed by Library staff upon recommendation of landscape contractor		
A. Mulch Mulching consists of spreading 3 truckloads of mulch provided by the City of Crystal Lake, usually in July of each year.	# estimated occurrences	Cost per occurrence
	<input type="text"/>	<input type="text"/>
		Total cost
		<input type="text"/>

VI. MISCELLANEOUS cont'd			
	B. Water	# estimated occurrences	Cost per occurrence
	This consists of watering trees, shrubs & flowers during drought conditions or as directed by Library staff. Watering turf is not normally necessary.		
			Total cost
VII.	81 Crystal Lake Ave.	# estimated occurrences	Cost per occurrence
			Total cost
VIII.	Illinois Applicators License		
	An Illinois Applicators License for commercial use is required for some parts of this proposal. Submitter will be required to furnish a copy of the license when providing services described in these sections of the proposal.		
	Does the submitter or individual(s) who will be assigned to this contract have an Illinois Applicators License?		
	Yes _____	No _____	
IX.	Tax Exempt Status		
	The Crystal Lake Public Library is not subject to either state sales tax or federal excise tax. All submitted proposals will exclude these taxes.		
X.	Certificate of Insurance		
	The successful company will file with the Crystal Lake Public Library a Certificate of Insurance showing complete coverage of all insurance required, duly executed and notarized by an insurance company or agent prior to commencement of any and all work. The contractor will name the Board of Trustees of the Crystal Lake Public Library as an insured party in all coverage. The limits of the General Liability should be a minimum of \$2,000,000 General Aggregate, \$1,000,000 Each Occurrence, \$50,000 Fire Damage and \$5,000 Medical Expenses. The Workmen's Compensation coverage should be a minimum of \$100,00 Each Accident, \$500,000 Disease Policy Limit and \$100,000 Disease Each Employee.		
	The Certificate of Insurance will provide that the coverage will be maintained in full during the term of the contract and not be terminated or reduced without the prior written approval and thirty (30) days notice to the Crystal Lake Public Library.		
	Crystal Lake Public Library will be named as an additional insured.		
XI.	Independent Contractor		
	Contractor shall be an independent contractor and not an agent or employee of the Library.		

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XII.	Hold Harmless and Indemnification Agreement The successful company will hold harmless and indemnify the Library against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of occupancy, use, service, operation or performance of work under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the company, and any employee, agent or representative of the company or other subcontractor.
XIII.	Damage to Library Property From Causes Other Than Submitter Negligence Nothing in the above paragraphs will be considered to preclude the Library from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss or destruction of, or damage to property in the custody and care of the submitter for such loss, destruction or damage to Library property. The submitter will do nothing to prejudice the Library's right to recover against third parties for any loss, destruction of or damage to the Library's property, and upon the request of the Library the submitter will, at the Library's expense, furnish to the Library all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Library in obtaining recover).
XIV.	CRITERIA FOR AWARDDING CONTI The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria outlined on the form provided. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library.
XV.	COMMUNICATION SUPERVISOR MUST BE ABLE TO COMMUNICATE IN ENGLISH WITH LIBRARY REPRESENTATIVE & MUST BE ON SITE TO OVERSEE ALL WORK. Supervisor shall coordinate with Library Staff to minimize interference with Library patrons and staff.
XVI.	LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR OFF-SITE DISPOSAL OF BRUSH, CLIPPINGS, BRANCHES, WEEDS, ETC.
XVII.	ASSIGNMENT Assignment of this contract or any part thereof or any funds to be received there under by the Contractor shall be subject to the approval of the Crystal Lake Public Library.
XVIII.	DEFAULT The contract may be canceled or annulled by the Crystal Lake Public Library Board of Library Trustees in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms.

XIX. REFERENCES

List names, street and e-mail addresses and telephone numbers of three references for whom your firm has performed this type of work during the previous season.

1.	Company name:	
	Contact name:	
	Street address:	
	e-mail address:	
	Phone number:	

2.	Company name:	
	Contact name:	
	Street address:	
	e-mail address:	
	Phone number:	

3.	Company name:	
	Contact name:	
	Street address:	
	e-mail address:	
	Phone number:	

XX. PAYMENT

The Library Board of Trustees approves bills for payment on the 3rd Wednesday of each month. Bills should be submitted to the Library Administrative Office on a monthly basis, no later than the 1st Monday of the month in order to be included in the monthly accounts payable. Bills received after the deadline may not be processed until the following month.

COMPANY:		
	SIGNED:	
PRINT NAME:		
TITLE:		
DATE:		

Accepted by: _____

Title: _____

Date: _____