

**Joliet Township Government  
Invitation for Bid  
GT 2020-03, Oakwood Cemetery Grass Cutting Services**

Joliet Township Government is requesting sealed bids for grass cutting for the 2020 Spring/Summer seasons, for the Oakwood Cemetery.

**INSTRUCTIONS:**

- A. Sealed bids will be received at the Office of the Township Clerk, 175 W. Jefferson Street, Joliet, IL 60432, until 9:30 a.m. on Friday, March 20, 2020. Bidders and/or interested persons are welcome to be present at the bid opening. Bids will not be awarded at that time.
- B. All bids must be sealed and clearly marked "Joliet Township Grass Cutting Services, Oakwood Cemetery Bid No. – GT2020-03."
- C. All bids must be presented on the bid forms provided.
- D. The pricing shall be fixed for one (1) year of the term. The contract is for the term beginning April 1, 2020 and terminating March 31, 2021. With an optional 1 year renewal for the 2021 Spring Summer Season April 1, 2021 and terminating March 31, 2022.
- E. All bid documents must be printed and signed. Late bids will not be accepted.
- F. All bidders will be required to submit bid security in the form of a certified check or cashier's check payable to the Township of Joliet in the amount of Two Hundred and Fifty Dollars (\$250.00).
- G. Joliet Township reserves the right to reject any and all proposals, parts of any and all proposals or to waive technical errors or omissions in submitted proposals. No submitted bid may be withdrawn until a period of thirty (30) days after the bid opening date, without written consent of the Township.
- H. All bids must be presented with a Certificate of Liability Insurance for property damage and automobile comprehensive general liability.
- I. The contract shall be subject to the provisions of the Prevailing Wage Act (820 ILCS 130/1 et seq.) to the extent required by law. In addition, all bidders must comply with the Responsible Bidders Act of the State of Illinois.
- J. The legal notice, published Tuesday, March 10, 2020 in the Joliet Herald-News, is made part of this document.
- K. Bidders are highly encouraged to make a pre-bid site visit. Visits can be pre-scheduled and arranged by contacting the Township Supervisor at 815-726-4781 .**

**SPECIFICATIONS**

- The location is: Oakwood Cemetery, 1200 East Cass Street (Lincoln Highway/Route 30), Joliet, Illinois. Located at the intersection of Walnut and Cass Streets. The main area and the lower grave site area.

- The contractor shall begin mowing and trimming grass in the spring as conditions allow and continue through the entire growing season, with the final mowing to occur as seasonal grass growth stops in the fall (as directed by the Township Supervisor).
- The turf consists of different types and blends of grasses. Mowing of the grass areas will occur at a mowing height of 3 inches.
- The Contractor shall demonstrate competency of identifying existing and predictable hazards in the surrounding area and take prompt corrective measure to eliminate them. The Contractor will remove and replace all floral or commemorative items, etc. to their proper place while performing mowing services (where necessary).
- Do not mow new sod, new seed, and grass matted areas with riding mowers until they have become established turf as deemed by the Township Supervisor.
- All trimming will be accomplished with hand held devices using nylon string that will cut the grass at the same 3 inch height as the mowed areas.
- All clippings resulting from the trimming will be kept on mowed turf grass areas only. Any clipping deposited on roadways, headstones or markers, or other non-turf grass areas will be removed the same day as the trimming event that produced them.
- The Contractor agrees to replace and/or repair anything damaged as a result of grass cutting and trimming. This includes but is not limited to turf, shrubbery, trees, benches and curbs stones and monuments. All repairs must meet the approval of the Township Supervisor and shall be completed by no later than November 1 of each year.
- All work must be performed by the contractor. Subcontracting is not allowed.

### **CONTRACT CONDITIONS:**

- The contract is for the term beginning April 1, 2020 and through October 31, 2020 plus a (1) year option, if exercised.
- The Contractors personnel is required to be fully clothed at all times. The staff shall not engage in loud or boisterous behavior, or use profane or abusive language at any time on Government property. The use of intoxicating beverages and illegal drugs on the premises is strictly prohibited.
- The Contractors personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items shall be placed or leaned on headstones or monuments.
- The Township Supervisor will address any issues resulting in unsatisfactory service, as outlined in the bid/contract.

- The Contractor shall obtain all necessary licenses and/or permits required to perform this work. The Contractor shall take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. The Contractor shall be responsible for any injury to himself, his employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his or her employees fault or negligence. The Contractor shall maintain workmen's compensation, personal liability, automobile liability and property damage insurance. Evidence of coverage is required before commencing work under this contract (copy of Certificate of Insurance).
- Joliet Township is tax exempt and will provide a copy of the Illinois Department of Revenue governmental exemption.
- Invoices must include separate charges for each cutting, detailing dates for when mowing and trimming and other work was completed.
- Invoices should be submitted, in a timely manner. Payment will be processed within thirty (30) days of the receipt of the invoice, assuming no discrepancies exist. All invoices are subject to approval by the Township Supervisor and Board of Trustees.

**THIS DOCUMENT MUST BE RETURNED WITH BID**

GRASS CUTTING – OAKWOOD CEMETERY  
Bid Opening: Friday, March 20, 2020 9:30 a.m.

Pricing Per Year (Spring 2020 through Fall 2020)

Facility	Cost/cut & trim	Total Cost/year
Joliet Township Government/Oakwood Cemetery, 1200 East Cass Street, Joliet, Illinois		

REFERENCES – Please list (3) three:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SUBMITTED BY:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

By submitting this document, you agree to the bid instructions, specifications and contract conditions.

Signature/Title: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

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

**ADVERTISEMENT TO BID  
JOLIET TOWNSHIP GOVERNMENT  
Oakwood Cemetery Grass Cutting Contract  
PROJECT No. GT2020-03**

The **Joliet Township Government**, does hereby invite sealed bids for the Oakwood Cemetery Grass Cutting Contract, Project No. GT2020-03.

Bids will be received at the Office of the Township Clerk, Joliet Township Government Office, 175 W. Jefferson Street, Joliet, IL 60432, **before 9:30 a.m. on Friday, March 20, 2020.** Thereafter all proposals received will be publicly opened at the Town Hall meeting room, 175 W. Jefferson Street, Joliet, IL 60432, at the north end of the Township Building and the bid price read aloud.

Instructions to Bidders: Plans and proposal forms may be obtained from the Office of the Township Clerk, 175 West Jefferson Street, Joliet, IL 60432. Monday through Friday from 8:30 AM to 12:00 PM and from 1:00 PM to 4:00 PM. Questions regarding the plans and proposed forms can be directed to the Clerk at 815-726-5239 or [clerk@joliettownship.net](mailto:clerk@joliettownship.net). Electronic forms can be accessed at [www.joliettownship.net](http://www.joliettownship.net). All proposals must be accompanied by a bank cashier's check, bank draft, or certified check for \$250.00.

In addition, all bidders must comply with the Responsible Bidders Act of the State of Illinois. The successful bidder will be required to provide a Certificate of Insurance as set forth in the Invitation to Bid and the general terms and conditions. The Joliet Township Government reserves the right to reject any and all bids, part of any and all bids, or to waive technical errors or omissions in bids.

The Contract shall be subject to the provisions of the Prevailing Wage Act (80 ILCS 130/1 et seq.) to the extent required by law.

No bidder may withdraw their bid within 30 days after the actual date of the opening thereof.

Dated: March 10, 2020

Daniel L. Vera  
Supervisor

Beth Ann May  
Clerk