



NOTICE TO BIDDERS AND INVITATION FOR BIDS 2026 Oakwood Cemetery Grass Cutting Services

RETURN ALL PAGES WITH BID
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RECEIPT OF BIDS

Joliet Township Government will receive sealed proposals for GRASS CUTTING SERVICES for the OAKWOOD CEMETERY until **1:30 PM Central Standard Time on THURSDAY, MARCH 12, 2026**, at the Office of the Town Clerk, 175 West Jefferson Street, Joliet, Illinois 60432. Bids will be opened and read in the Town Hall Meeting Room in the Township Government Building immediately thereafter.

SEALED BID REQUIREMENT

All bids must be submitted in sealed envelopes or packages clearly marked **“SEALED BID – OAKWOOD CEMETERY GRASS CUTTING GT2026-01 – [COMPANY NAME]”** and delivered to the Office of the Town Clerk at 175 West Jefferson Street, Joliet, Illinois 60432. Electronic bids submitted via email will not be accepted.

CONTRACT DOCUMENTS

Specifications and bid forms may be obtained from the Office of the Town Clerk, at 175 West Jefferson Street, Joliet, Illinois 60432, Monday through Friday 8:30 AM to 12:00 PM and 1:00 PM to 4:00 PM, excluding legal holidays. Electronic forms can be accessed at **www.joliettownship.net** (click on "Bids"). Bid proposals must be submitted on the forms provided. Sealed envelopes or packages containing bids shall be addressed to the Township Clerk and plainly marked **"BID PROPOSAL FOR OAKWOOD CEMETERY GRASS CUTTING GT2026-01"** on the outside of the envelope.

QUESTIONS, CHANGES, CLARIFICATION

Any questions must be submitted in writing to the Town Clerk by email at **clerk@joliettownship.net** or by phone at (815) 726-4781 x309. The cut-off for questions shall be **4:00 PM CST on THURSDAY, MARCH 5, 2026**. Replies and/or addenda will be posted on the Township website and emailed to all known potential bidders by **4:00 PM CST on FRIDAY, MARCH 6, 2026**. Receipt of any addenda must be acknowledged in writing as part of the Bidder's Proposal. No oral comments will be made to any Bidder as to the meaning of the Bid and Specifications. Answers will be provided in writing to all potential bidders.

PRE-BID SITE VISIT

Bidders are highly encouraged to make a pre-bid site visit. Visits can be pre-scheduled and arranged by contacting the Cemetery Liaison, Paul Cabay at (815) 726 4781 extension 312. The Township will not be responsible for any misunderstandings regarding site conditions that could have been resolved through a pre-bid visit.

RIGHT TO REJECT BIDS

Joliet Township Government reserves the right to waive technicalities and to reject any and all proposals.

AWARD OF CONTRACT

Unless all bids are rejected, the contract award will be made to the lowest responsive responsible bidder, in accordance with 60 ILCS 1/85-30. The Township Supervisor will make his recommendation to the Township Board of Trustees at a subsequent regular or special meeting. Bids will not be awarded at the time of opening.

INSTRUCTIONS TO BIDDERS

Oakwood Cemetery Grass Cutting Services – GT2026-01

1. DEFINITIONS

The term "Township" whenever used in the contract documents shall be construed to mean Joliet Township Government. The term "Supervisor" shall mean the Township Supervisor of Joliet Township or his authorized representative. The term "Clerk" shall mean the Town Clerk of Joliet Township or his/her authorized representative. The term "Contractor" shall mean the successful bidder awarded the contract.

2. 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 obligations imposed under the terms of this contract.

3. BID FORMS

Bids shall be submitted upon the form provided and all blank spaces in the form shall be fully completed in ink. Signatures shall be in long hand and the completed form shall be without delineations, alterations or erasures. All bids must be sealed and clearly marked **"Joliet Township Grass Cutting Services, Oakwood Cemetery Bid No. – GT2026-01"**. No bids will be accepted after 1:30 PM on March 12, 2026.

4. BID QUESTIONS

Questions regarding this request for proposal shall be in writing and directed to:

Kendra Landfair, Town Clerk
Joliet Township
175 West Jefferson Street
Joliet, Illinois 60432
815-726-4781 x309
clerk@joliettownship.net

Questions must be received by 4:00 PM on Thursday, March 5, 2026. No oral comments will be made to any Bidder as to the meaning of the Bid and Specifications. Answers will be provided in writing to all potential bidders. The Bidder shall be required to acknowledge receipt of any formal Addendum by signing the Addendum Acknowledgment Form (if applicable) and including it with the proposal. Failure to include a signed Addendum Acknowledgment may deem the quotation non-responsive; provided, however, that the Township may waive this requirement if it is in its best interest.

5. BID SECURITY

All bidders will be **REQUIRED** to submit bid security in the form of a bid bond, certified check, or cashier's check payable to the Township of Joliet in the amount of Two Hundred and Fifty Dollars (\$250.00). Bid security checks will be returned to unsuccessful bidders after the contract has been awarded. The successful bidder's bid security will be returned upon execution of the contract and delivery of required insurance certificates.

6. CONTRACT TERM

The pricing shall be fixed for one (1) year of the term. The contract is for the term beginning April 1, 2026, and terminating October 31, 2026. With an optional one (1) year renewal for the 2027 Spring/Summer Season beginning April 1, 2027, and terminating October 31, 2027, exercisable at the sole discretion of the Township.

7. INDEMNIFICATION

The Contractor shall, at all times, fully indemnify, hold harmless, and defend the Township and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and costs and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, their employees and agents or its subcontractors. The Township does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act by reason of indemnification or insurance.

8. INSURANCE

The Contractor shall provide proof of insurance satisfactory to the Township and naming the Township as an additionally named insured. All insurance policies must be issued by companies authorized to do business under the laws of the State of Illinois. A Certificate of Insurance must accompany the bid. The Contractor shall maintain the following minimum coverage:

- Workers' Compensation: Statutory limits
- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Property Damage: \$500,000

9. PREVAILING WAGE & COMPLIANCE WITH LAWS

The Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities. The contract will be awarded to the lowest responsive responsible bidder in accordance with 60 ILCS 1/85-30.

Bidder responsibility will be evaluated based on financial capability, experience, past performance, insurance capacity, and ability to complete the work. The Contractor shall also comply with the Prevailing Wage Act (820 ILCS 130/1 et seq.) to the extent required by law. The undersigned bidder understands that prevailing wages must be paid in connection with the work to the extent required by law and agrees to maintain and provide to Joliet Township upon its request, required documentation to support compliance with the Illinois Prevailing Wage Act, in accordance with the law.

10. BILLING/INVOICING

Invoices must include separate charges for each cutting, detailing dates for when mowing, trimming, and other work was completed. Invoices should be submitted in a timely manner. Payment will be processed within thirty (30) days of receipt of the invoice, assuming no discrepancies exist, in accordance with the Local Government Prompt Payment Act (50 ILCS 505/) and 60 ILCS 1/85-25. All invoices are subject to approval by the Township Supervisor and Board of Trustees.

11. REJECTION OF BIDS

- The Township reserves the right to cancel invitations for bids without penalty when it is in the best interest of the Township.
- The Township reserves the right to reject any or all bids, to waive any minor informality or irregularity in any bid, and to make award to the response deemed most advantageous to the Township.
- Bids may be rejected if made by a bidder deemed un-responsible due to lack of qualifications, capacity, experience, reliability, or financial stability.
- Bidders shall comply with all applicable federal, state and local laws, including employment laws prohibiting discrimination.

12. BID WITHDRAWAL

No bidder may withdraw their bid within thirty (30) days after the actual date of the opening thereof, without written consent of the Township.

13. TAX EXEMPTION

Joliet Township is tax exempt and will provide a copy of the Illinois Department of Revenue governmental exemption upon request. Bid prices must exclude such taxes.

14. LEGAL NOTICE

The legal notice, published in the Joliet Herald-News in accordance with 60 ILCS 1/85-30, is made part of this document.

SPECIFICATIONS

Oakwood Cemetery Grass Cutting Services – GT2026-01

1. LOCATION

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 scope of work includes the main grounds, the lower grave site area, and the south overgrown field.

2. SCOPE OF SERVICES

- a) 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).
- b) The Contractor shall perform spring clean-up as conditions allow.
- c) The Contractor will cut the south overgrown area a minimum of two (2) times per year.
- d) The Contractor is aware of the various turf grasses. The turf consists of different types and blends of grasses. Mowing of the grass areas will occur at a mowing height of 3 inches.
- e) The Contractor shall demonstrate competency in identifying existing and predictable hazards in the surrounding area and take prompt corrective measures 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).
- f) Do not mow new sod, new seed, and grass matted areas by riding mowers until they have become established turf as deemed by the Township Supervisor.
- g) All trimming will be accomplished with handheld devices using nylon string that will cut the grass at the same 3-inch height as the mowed areas.
- h) All clippings resulting from the trimming will be kept on mowed turf grass areas only. Any clippings 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.
- i) 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, curb stones, and monuments. All repairs must meet with the approval of the Township Supervisor and shall be completed by no later than November 1 of each year.
- j) **All work must be performed by the Contractor. Subcontracting is not allowed.**

3. CONTRACT CONDITIONS

1. The contract is for the term beginning April 1, 2026, through October 31, 2026, plus a one (1) year option if exercised by the Township.
2. The Contractor's personnel are 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.
3. The Contractor's 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.
4. The Township Supervisor will address any issues resulting in unsatisfactory service, as outlined in the bid/contract. Persistent unsatisfactory service may result in termination of the contract upon written notice.
5. 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 workers' 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).
6. The Contractor shall comply with the cemetery management provisions of the Illinois Township Code (60 ILCS 1/Art. 130) and shall coordinate all work under the direction of the Township Supervisor.
7. 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 in the contract time shall be made in writing to the Township within seven (7) days of the cause of delay.
8. The Township may terminate the contract for cause upon fourteen (14) days' written notice to the Contractor if the Contractor fails to perform in accordance with the terms and conditions of the contract, provided that the Contractor shall have seven (7) days from receipt of such notice to cure the deficiency. If the deficiency is not cured within the cure period, termination shall take effect at the end of the fourteen (14) day notice period. The Township may terminate the contract for convenience upon thirty (30) days' written notice.

Neither party shall be liable for delay or failure to perform due to causes beyond its reasonable control, including but not limited to acts of God, severe weather, pandemic, government orders, fire, flood, or other natural disasters ("Force Majeure Event"). The affected party shall provide prompt written notice and use reasonable efforts to mitigate the effects of a Force Majeure Event.

In the event of weather delays preventing scheduled mowing, the Contractor shall complete the delayed work within three (3) business days of the weather event subsiding. Grass height shall not exceed six (6) inches at any time during the contract term, except as caused by Force Majeure Events.

If any herbicides, pesticides, or chemical applications are used in the performance of this contract, the Contractor shall comply with the Illinois Lawn Care Products Application and Notice Act (415 ILCS 65/) and the Illinois Pesticide Act (415 ILCS 60/), including the use of licensed applicators and all applicable notification requirements.

BID SHEET

**JOLIET TOWNSHIP GOVERNMENT
GRASS CUTTING – OAKWOOD CEMETERY**

Bid Opening: Thursday, March 12, 2026, 1:30 P.M. CST

SUBMITTED BY:

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Email: _____

Contact Name: _____

Pricing Per Year (Spring 2026 through Fall 2026):

<u>FACILITY</u>	<u>COST / CUT & TRIM</u>	<u>TOTAL COST / YEAR</u>
Joliet Township Government Oakwood Cemetery 1200 East Cass Street Joliet, Illinois 60432	\$	\$

REFERENCES – Please list three (3):

Name: _____ Phone Number: _____

Company/Title: _____

Name: _____ Phone Number: _____

Company/Title: _____

Name: _____ Phone Number: _____

Company/Title: _____

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

Signature: _____ Date: _____

Printed Name/Title: _____

VENDOR BID AGREEMENT

To: Joliet Township Government
175 West Jefferson Street
Joliet, Illinois 60432

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of Joliet Township Government, 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.

The undersigned bidder understands that prevailing wages must be paid in connection with the work to the extent required by law, and agrees to maintain and provide to Joliet Township Government upon its request, required documentation to support compliance with the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.), in accordance with the law.

Bidder certifies that this bid is for the project described in the Instructions to Bidders document and is in accordance with the 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 Township within seven (7) days of the cause of delay.

Signed: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

NON-COLLUSION CERTIFICATE

The Undersigned Bidder certifies that it 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 (720 ILCS 5/33E-3 and 720 ILCS 5/33E-4) concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts. The Bidder further certifies compliance with 720 ILCS 5/33E-11 (certification requirement for public contracts) and 50 ILCS 105/5.5 (prohibition on contracting with persons convicted of bid-rigging or bid-rotating). The Bidder also certifies that no officer, agent, or employee of Joliet Township has any personal or financial interest, direct or indirect, in this contract, in compliance with the Public Officer Prohibited Activities Act (50 ILCS 105/3) and 60 ILCS 1/85-15.

Printed Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Authorized Representative: _____

Title: _____ Date: _____

BIDDER RESPONSIBILITY CERTIFICATION

Pursuant to the lowest responsive responsible bidder standard under 60 ILCS 1/85-30, the undersigned bidder hereby certifies that:

1. The bidder is not barred from contracting with any unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 2012.
2. The bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless the bidder is contesting its liability for the tax or the amount of the tax in accordance with procedures established by law.
3. The bidder is in compliance with all applicable provisions of the Equal Employment Opportunity Clause required by the Illinois Human Rights Act.
4. The bidder is in compliance with all applicable provisions of the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____ Date: _____