

Village of North Aurora
REQUEST FOR PROPOSALS (RFP)
FOR CODE ENFORCEMENT ABATEMENT FOR LAWN MOWING

1. Introduction:

The Village of North Aurora is seeking a single contractor for code enforcement lawn mowing services, and hereby requests a written proposal for contractors to perform nuisance lawn mowing abatements at residential and commercial properties. The abatement includes the mowing of grass and weeds over 8 inches in height. Abatement requests will be on a per site authorization basis from the Code Enforcement Division.

2. Requested Services

The Village of North Aurora of Code Enforcement Division receives and responds to complaints regarding long grasses, weeds or vegetation which exceed 8 inches in height on average. The Village desires for a contractor to supply mowing services for properties which fail to be mowed by the property owner after a notice of violation. Approximately 42 properties were cut in 2015.

The selected contractor will be responsible to provide mowing services to the Village of North Aurora for properties requested by the Code Enforcement Division during the 2016 growing season.

3. Description of the work to be performed

The work includes mowing of all established grasses and vegetation (excluding shrubs, trees, heavily wooded areas, and reasonably maintained garden areas) at property(s) requested by the Code Enforcement Division. Each property will be identified by address and parcel ID number with any special circumstances noted.

Job Expectations:

- The contractor will be expected to complete all jobs within 4 days of notification-weather permitting.
- The contractor must be able to receive requests via e-mail.
- The contractor's invoices will give a detailed description of the location (address and/or parcel number), dates and time work was performed rounded to the quarter hour in an itemized categorization of charges incurred within 15 days of performing the service.
- Village reserves the right to withhold payment on all unauthorized work.

Requirements – The contractor must:

- Be prepared to complete a large number of mowing jobs in a timely manner on a per call basis.
- Be able to handle some jobs consisting of extremely long grass/weeds.
- Have the equipment, personnel and skills needed for cutting residential and commercial properties consisting of grass/weed heights in excess of 8 inches in height.
- Be capable of mowing ungraded lots or steep slopes.
- Identify possible hazards including garbage, debris, and miscellaneous junk that may be present in grass.
- Mow vegetation in and around structures (example: swing set), walks, trees, fences to a neat appearance with grass height of 3.5 inches or less.
- Be capable of getting equipment through fence openings of a minimum of 30 inches to mow rear yards.
- Remove all trash and debris in the mowing area shall and properly disposed of. Disposal costs may be separately itemized.
- Clear sidewalks, alley ways or adjacent public right of ways of clippings following mowing.

4. Contract Termination:

The Village of North Aurora may, by written notice, and at any time, terminate the agreement if, in the judgment of the Village, the contractor has failed to comply with the terms of the agreement. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

Contractor acknowledges that this agreement is contingent upon sufficient budget allotments, and is subject, by written notice to Contractor, to restriction or cancellation if budget adjustments are deemed necessary by the Village Trustees. In the event the contract is terminated due to such budget restructuring, Contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor.

5. Bidder Qualifications and Proposals:

The Village request that contractors interested in submitting proposals:

1. Bid the following to provide all of the services described in the Proposal specification section of the RFP for the 2016 growing season:
 - a. a rate to abate a quarter acre property;
 - b. a rate to abate a half acre property
 - c. a rate to abate an acre property;
 - d. a rate for properties that may exceed grass height of 3 feet.

All prices are to be per cut.
2. Provide a certificate of liability insurance and automobile/mowing equipment insurance. (The contractor(s) will need to name the Village as additional insured and meets the following liability limits if awarded a contract: \$500,000 per claimant and \$1 million per occurrence).
3. Submit a written summary of their company's qualifications, years in business, and experience providing the level and type of service specified in the RFP.
4. Provide a list of three references of clients that have a current contract for services with their company.
5. Specify this staff to be involved (primary contact, clerical contact, and owner or owners agent).
6. Confirmation that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were selected to perform the services required.

6. Term of Contract:

The term of the contract shall run for seven months from April 1, 2016, thru November 15, 2016. There is a possibility of an additional one year extension that would include April 1, 2017 thru November 15, 2017.

The Village of North Aurora has the right to extend the contract to a two year contract without going back to bid with the awarded contractor.

7. Payments:

Payments will be made upon submittal of separate invoices on a per lot/property basis. Invoices must be received by the Village of North Aurora, Code Enforcement Division for payment to be processed.

8. Selection Process:

The Village of North Aurora reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. Proposals will be awarded to the best overall proposal as determined by the best interests of the Village of North Aurora. In comparing the responses to the RFP and making awards, the Village North Aurora may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor.

Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. The Village of North Aurora reserves the right to award the contract to a contractor who is **not** the lowest cost; however, cost is an important factor in the selection of a contractor.

9. General Requirements:

Two copies of a written response to this request for proposal must be submitted to the Village of North Aurora Code Enforcement Division on or before 12:00pm., Monday, March 14, 2016. Proposals submitted after the above deadline shall be considered late, and will not be opened or considered. **Faxed or e-mailed proposals will not be accepted.** Proposals may be mailed or hand delivered in an envelope clearly marked with the following information:

RFP– Code Compliance Mowing

Attn: Michael Toth
Village of North Aurora
25 E. State Street
North Aurora, IL 60542

10. Additional information:

All questions regarding this Request for Proposal shall be directed to:
Michael Toth, Community and Economic Development Director
Village of North Aurora
25 E. State Street
North Aurora, IL 60542
(630) 897-1457 ext.228