



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

September 29, 2017

To Whom It May Concern:

You are invited to submit your sealed bid for the Grounds and/or Snow Removal Contract for Will County Public Safety Complex buildings, 16911 W. Laraway Road, Joliet, IL, 60433. You may bid on one or both of the services listed. This contract is for a (12) month period beginning December 1, 2017 through November 30, 2018, with two (2) one (1) year renewal options, if the County so chooses.

Specifications are attached hereto and are considered part of the SEALED BID package.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your sealed bid, or it will not be considered. Money Orders or Company checks will not be accepted.

A **Mandatory Pre-bid** Conference will be held **10:00 A.M., Tuesday, October 10, 2017** beginning at the Public Safety Complex, 16911 W. Laraway Rd, Main Lobby, Joliet, IL, 60433. Bids will not be accepted from those who do not attend this pre-bid meeting.

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **10:00 A.M., Wednesday, October 25, 2017.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **10:10 AM, Wednesday, October 25, 2017** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received. Should you have any questions regarding this bid, please submit them in writing to Rita Weiss, Purchasing Director, at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,

Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF BID
GROUNDS and/or SNOW REMOVAL CONTRACT
PUBLIC SAFETY COMPLEX BUILDINGS**

SEALED BIDS FOR THE GROUNDS AND/OR SNOW REMOVAL OF PUBLIC SAFETY COMPLEX BUILDINGS, 16911 W. LARAWAY ROAD, JOLIET, IL, 60433, WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **10:00 A.M., WEDNESDAY, OCTOBER 25, 2017.**

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON **TUESDAY, OCTOBER 10, 2017, AT 10:00 A.M.** AT THE WILL COUNTY PUBLIC SAFETY COMPLEX, 16911 W. LARAWAY RD., MAIN LOBBY, JOLIET, IL, 60433.

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT **10:10 AM, WEDNESDAY, OCTOBER 25, 2017,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2ND FLOOR, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.willcountyillinois.com, www.demandstar.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR EMAIL purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS
GROUNDS and/or SNOW REMOVAL CONTRACT
PUBLIC SAFETY COMPLEX**

You are invited to submit your sealed bid for the Grounds and/or Snow Removal Contract Will County Public Safety Complex Buildings, 16911 W. Laraway Road, Joliet, IL, 60433. You may bid on one or both of the services listed. The contract is a twelve (12) month period beginning December 1, 2017 through November 30, 2018, with two (2) one year renewal options, if the County so chooses.

PRE-BID CONFERENCE:

A **Mandatory Pre-bid Conference** for all interested Bidders will be on **Tuesday, October 10, 2017, at 10:00 A.M.**, at the Public Safety Complex, 16911 W. Laraway Rd, Main Lobby, Joliet, IL 60433. At this time there will be a walk around the complex. You will be expected to examine the premises and satisfy yourself fully as to all existing conditions under which you will be obliged to work. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on his part. If you do not attend this meeting or arrive late, you will not be permitted to bid. No exceptions will be made.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 10:00 A.M., Wednesday, October 25, 2017.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **10:10 AM, Wednesday, October 25, 2017** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL, 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

**SEALED BID: PUBLIC SAFETY COMPLEX
GROUNDS and/or SNOW REMOVAL CONTRACT**

BIDS DUE: WEDNESDAY, OCTOBER 25, 2017 - 10:00 A.M.

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

SIGNATURE OF BIDS:

The **signature on bid documents shall** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. County of Will bears no responsibility for investigating or determining authority of signatory.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

ADVERTISEMENTS:

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County.

BID SECURITY:

A **10% Bid Bond or Cashiers Check** made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The bid bond should be based on the first Contract period. The unsuccessful bidders' checks will be returned after the County Board has awarded the bid. The bid bond or cashiers check of the successful bidder will be returned after being replaced with their performance bond.

PERFORMANCE BOND:

A Performance Bond for the amount of the Contract, based on the first Contract year, will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If successful bidder is unable to acquire, through reasonable efforts, a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed, until such time as the Performance Bond is acquired.

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED,** in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for one hundred and twenty days (120) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All

inquiries shall be directed to the Purchasing Director in writing at rweiss@willcountyillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.

6. The vacancy credit shall reduce the County's cost under the Contract. The vacancy credit shall be applicable when a space at any building becomes vacant.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form **must** be filled out and returned with your sealed bid package or it will not be accepted.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

CONTRACT DURATION:

The Contract is to commence December 1, 2017 and extend through November 30, 2018, with two (2) one-year renewal options.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

TRIAL PERIOD:

The successful bidder will be awarded the Contract based on a **90-day trial period, during which the County may terminate the contract at will**. If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

DEFAULT:

In case of default by the successful bidder, the County of Will may procure the articles or services from other sources and may deduct from any unpaid balance due the successful bidder any increase in cost to the county as a result of said default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

PAYMENT PERIOD:

Monthly billing to the Will County Building Maintenance Department should begin on the 30th day of the month after commencement. Payment to the Contractor by the County shall be made in equal monthly installments pursuant to the Local Government Prompt Payment Act. Any additional work not part of the Contract that Will County has requested to be done should be billed as a separate line item from the original monthly Contract amount. In the event that Contract would be delayed, the successful contractor will be notified by the County and the Contract will be adjusted.

INSURANCE:

RISK OF LOSS: The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

TYPES OF INSURANCE:

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.
3. County's protective liability insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

TAXES:

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

CHOICE OF LAW AND VENUE:

The bid and this agreement shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any cause of action related to this bid or agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

RIGHT OF THE COUNTY TO TERMINATE CONTRACT:

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the services required shall be cause for termination.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually and satisfactorily performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for the vacated building.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140 *et seq.*) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule

that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

The bid is expected to be awarded after the November 16, 2017 meeting of the Will County Board. It may be awarded to a single bidder or may be split between individual bidders per services.

SUBMITTAL REQUIREMENTS:

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered or your bid will be disqualified:

1. Bid Bond or Cashier's Check
2. Certificates of Insurance
3. **Signed** Copy of Prime Contractor Certification
4. Reference Form
5. **Signed** Bid Form
6. **Signed** Receipt of Addenda Form

CONTRACTORS REQUIREMENTS

To be qualified to bid, the contractor must have grounds and/or snow removal contracts for work similar to that specified in this Contract. Contractor should submit at least three **(3) references** with their bid. Contractors may be requested to submit further information regarding their business to better evaluate their Contract bid. Any contractor may be required by the County to submit additional data to satisfy the County that such contractor is equipped and prepared to fulfill a Contract should a Contract be awarded to him. The County reserves the right to reject any and all bids that are non-responsive, to waive any non-material informalities in the bidding, and to accept the bid deemed most favorable to the interest of the County after all bids have been examined and evaluated.

The Contractor shall furnish all materials, labor, tools, equipment, transportation, insurance, and all other services necessary to complete the work as specified herein for the County of Will.

GENERAL REQUIREMENTS

1. It is the responsibility of the Contractor to protect the properties of the County. The Public Safety Complex is a 24/7 day operation with personal vehicles and Sheriff's vehicles. The Contractor shall be responsible for ensuring any security gates are closed behind them to not allow general public to restricted areas. Access to this restricted area will be coordinated with Will County Sheriff Department.
2. If an employee of the Contractor is found by the County to be violating any security procedures, or found to be in neglect of his or her realm of responsibility, the County has the right to have this person removed from access, either permanently or until a meeting can be made with the Contractor to determine further disciplinary action.
3. Contractor shall provide its own employees, equipment, and supplies necessary to complete the Services described hereunder which include all grounds work and snow removal clearing all drive lanes, fire lanes, parking areas, sidewalks adjacent to buildings and public sidewalks.
4. Contractor will comply with all federal, state and local governmental laws, regulations, codes and ordinances.
5. All contractor personnel shall be able to verbally communicate in an English language with the County and tenants. Contractor shall promptly report to facility manager any occurrences or situations requiring management attention.
6. The Contractor insures that all employees and/or agents shall abide by all safety rules and regulations, which may be promulgated from time to time by either the County or Contractor as they pertain to the operations.
7. All work shall be completed in a workmanlike manner consistent with customary industry practices.
8. Inspection shall be made once per month and then reviewed with the Facilities Manager, or other designated person, during the hours of 8:30 A.M. to 2:00 P.M.
9. The successful contractor shall pay all salaries, payroll and other taxes, fees, worker's compensation and other charges or insurance levied or required by any federal, state or local statutes relating to the employment of it's employees.
10. The Cost will be based on square footage.
11. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith. Contractor shall be responsible for damage caused to vehicles caused by snow removal operations.

Work Item			Duration
Grounds			
Debris/Trash Removal			W
Grass Mowing			W
Edging/Trimming			W
Shrub/Hedge Maintenance (Fall/Spring)			2Y
Plant & Bed Maintenance (weeding/mulch)			2Y
Storm Drain Clean Out Maintenance			Y
Aerate Lawns			Y
Weed Spray			2Y
Fertilization Lawns/Beds			Y
Fill Holes/Ruts			Y
Tree Maintenance			Y
Retaining Pond Treatment Spray			2Y
Snow Removal			
Parking lot/entry roads plowed/salted			As Required
Sidewalks shoveled/brushed/salted			As Required
Install Snow fence to west and north			Y
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
Two times per week	2W	Three times per year	3Y
Three times per week	3W	Four times per year	4Y
One time per month	M	Six times per year	6Y
Two times per month	2M	Shift	S

STANDARD SERVICES DESCRIPTIONS

GROUNDS GUIDELINES

1. Contractor shall pick up debris or trash prior to mowing.
2. Grass shall be maintained 3" - 4 ½" high and should maintain a healthy and uniform appearance and natural color. Grass shall be trimmed adjacent to fencing, poles, walls, or other objects. Lawn areas should not have holes, ruts, weeds, dead vegetation, or bare areas. If the site is too wet to allow acceptable mowing, (tracking or rutting of the site is not acceptable) no mowing operations will take place. If mowing operations are undertaken with slightly wet conditions, care should be taken so as not to track clippings and/or mud onto hard surfaces. If tracking occurs, extra cleanup will be required of the Contractor at no added cost to County.
3. All turf perimeters along and around walks, curbs, walls, monuments, beds, and all above ground infrastructure and trees will be edged or trimmed at each mowing cycle so as to produce a neat, well kept appearance. Extreme caution is to be exercised when trimming around trees so that the tree is not "girdled."
4. Shrubs, hedges and plants are to be trimmed and maintained in healthy condition that is conducive to proper plant growth and maintenance. Plant beds shall be relatively neat in appearance. Mulch to be added in areas in the Spring where mulch has degraded or blown away. Shrub beds must be free of weeds, grass and other unwanted items during the course of the service. Monitored and sprayed with proper pesticides and fungicides. Pesticides for control of ants are not included in the scope of work. Disease and insect control will be performed on shrubs and beds only. All beds are to be cleaned of litter, debris, and weeds.

5. Contractor shall apply a post emergent herbicide such as MSMA*, Cimarron® or other approved herbicide to control unwanted weeds in grass. Spray area should include the gravel area under the radio tower, gun range, and along the fence of the impound lot. Herbicides shall be applied during the May and July fertilization cycles. Prior to commencing spraying, the County's Facility Manager and the Contractor shall agree on the proposed chemicals to be used in this Contract and will agree as to application dates and application rates.
6. Storm Drains shall be inspected yearly and cleaned out as necessary to allow free flow of water.
7. Trees shall be trimmed for a uniform appearance.
8. Retaining ponds should be treated for insects and mosquitos.

SNOW REMOVAL GUIDELINES

1. Contractor will begin plowing at the Property as soon as the snow or ice reaches a depth of 1- 1/2 inches, regardless of the time of day or night or the day of the week due to critical County building and 24/7 operations.
2. Contractor shall supply and mechanically spread deicing rock salt at Contractor's own discretion. Contractor shall spread calcium chloride on concrete walkways. Calcium chloride will not harm concrete and landscaping.
3. For snowfalls of 1-1/2" - 6" depth, all snow shall be plowed away from the buildings and pushed to the farthest end of the parking lot on the south side of building. No snow shall be piled up and stacked around light posts, or onto islands or landscaping.
4. For snowfalls of more than 6" depth, all snow shall be plowed away from the buildings. Contractor may windrow snow to each island or light post, upon request; windrows will be removed at no additional cost. Contractor will relocate snow that has accumulated during the Term, if such accumulation begins to impair access to the Property entrance, fire lanes, interior roadways or designated parking stalls.
5. Contractor shall return during the day to plow vacant parking stalls, if a majority of the parking stalls are still occupied. Contractor shall return the next day before 7 a.m. to plow as many stalls as possible.
6. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.
7. When snow begins to fall with heavy and rapid accumulations shortly before or during business hours, Contractor will begin plowing the snow from the parking lot using the fastest method possible. In some cases this means windowing snow at islands or even light posts and it is understood that the snow will be removed from such places upon request. Stacking snow onto island may also be necessary, depending upon snowfall accumulation and time limitations.
8. Contractor shall not create drifts in front of dumpster enclosures, fire lanes, or entrances to include the gate area to radio tower, on sidewalks or blocking walkways and agrees to remove Contractor-created drifts at no additional cost. If Contractor does not remove the drifts in front of the fire lanes and dumpster enclosures, Contractor agrees to pay any expenses incurred by Owner for removal of said drifts.
9. Contractor shall install yearly snow fencing to the west and north of property before first snowfall to keep snow drifts occurring on the property due to high winds from the west and north.
10. Contractor agrees to contact the County Facilities Manager if for some reason the entire Property cannot be completely plowed within two (2) hours after snow or ice has stopped falling. Contractor agrees to provide the County Facility Manager with all current after hours telephone numbers. Contractor further agrees that said expenses incurred by Owner are authorized to be directly subtracted from monies payable to Contractor from Owner.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Company

is not barred from Contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**Reference Form:
Grounds and/or Snow Removal references**

Please provide at least three (3) references for which similar services have been rendered.

COMPANY NAME AND ADDRESS	CONTACT PERSON	PHONE NUMBER AND EMAIL

SUBMIT BID FORM TO:

Date Released: 9-29-17
Due: 10-18-17, 10:00 A.M.
Open: 10-18-17, 10:10 A.M.

**PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST.
 JOLIET, IL. 60432**

**BID #: 2018-6
 ONE-YEAR CONTRACT
 GROUNDS CARE
 PUBLIC SAFETY
 COMPLEX BUILDINGS**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ FEIN/SOC. SEC. # _____

CONTACT _____ E-MAIL _____

THIS IS NOT AN ORDER

WILL COUNTY PUBLIC SAFETY COMPLEX BUILDING

DELIVERY ADDRESS: PUBLIC SAFETY COMPLEX, 16911 W. Laraway Rd, Joliet, IL, 60433
FOR ADDITIONAL INFORMATION CONTACT: RITA WEISS, PURCHASING DIRECTOR,
rweiss@willcountyillinois.com

QTY SQ FT	DESCRIPTION		1 ST YEAR COST & TOTAL*	2 ND YEAR COST & TOTAL*	3 RD YEAR COST & TOTAL*
245,000	GROUNDS OF PUBIC SAFETY COMPLEX, PER SPECIFICATIONS (approx. April-October)	Cost Per Week Cost X 30 Weeks*	\$ \$	\$ \$	\$ \$

*Total number of weeks above is for cost comparisons only. Payment will be made for actual services rendered. This is not a guarantee of total payment for services.

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

1ST YEAR

2ND YEAR

3RD YEAR

SIGNED BY:

_____ TITLE: _____
 (Representative of Company)

APPROVED BY:

_____ TITLE: _____
 (Will County)

SUBMIT BID FORM TO:

Date Released: 9-29-17
Due: 10-18-17, 10:00 A.M.
Open: 10-18-17, 10:10 A.M.

**PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST.
 JOLIET, IL. 60432**

**BID #: 2018-6
 ONE-YEAR CONTRACT
 SNOW REMOVAL
 PUBLIC SAFETY
 COMPLEX BUILDINGS**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ FEIN/SOC. SEC. # _____

CONTACT _____ E-MAIL _____

THIS IS NOT AN ORDER

WILL COUNTY PUBLIC SAFETY COMPLEX BUILDING

DELIVERY ADDRESS: PUBLIC SAFETY COMPLEX, 16911 W. Laraway Rd, Joliet, IL, 60433

**FOR ADDITIONAL INFORMATION CONTACT: RITA WEISS, PURCHASING DIRECTOR,
rweiss@willcountyvillinois.com**

QTY SQ FT	DESCRIPTION		1 ST YEAR COST & TOTAL*	2 ND YEAR COST & TOTAL*	3 RD YEAR COST & TOTAL*
270,000	SNOW REMOVAL PUBIC SAFETY COMPLEX, PER SPECIFICATIONS (approx. Nov-March)	Cost/Occurrence Cost X 22 Weeks* (anticipate one occurrence per week)	\$ \$	\$ \$	\$ \$

***Total number of weeks above is for cost comparisons only. Payment will be made for actual services rendered. This is not a guarantee of total payment for services.**

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

1ST YEAR

2ND YEAR

3RD YEAR

SIGNED BY: _____

TITLE: _____

(Representative of Company)

APPROVED BY: _____

TITLE: _____

(Will County)

Receipt of Addenda Form:

Date Released: 9-29-17
Due: 10-18-17, 10:00 A.M.
Open: 10-18-17, 10:10 A.M.

**PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST.
JOLIET, IL. 60432**

**BID #: 2018-6
ONE-YEAR CONTRACT
GROUNDS/SNOW REMOVAL
PUBLIC SAFETY
COMPLEX BUILDINGS**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ FEIN/SOC. SEC. # _____

CONTACT _____ E-MAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

<u>Vendor Return Address:</u>	
<u>SEALED BID DOCUMENT</u>	
<u>BID #:</u>	2018-6
<u>DUE DATE:</u>	10/25/17
<u>DUE:</u>	10:00 A.M.
<u>DESCRIPTION:</u>	PUBLIC SAFETY COMPLEX GROUNDS and/or SNOW REMOVAL
<p style="text-align: center;">DATED MATERIAL-DELIVER IMMEDIATELY</p> <p style="text-align: center;">WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432</p>	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!