



Winnebago County - Purchasing Department
404 Elm Street Room 202
Rockford, Illinois 61101
(815)319-4380 Purchasing@purchasing.wincoil.gov

INVITATION FOR BIDS	25B-2391	ISSUE DATE	02/17/2025
IFB TITLE	Landscape and Ground Maintenance and Snow Plowing Services		
IFB DUE DATE	03/12/2025	DUE TIME (CST)	11:00 AM
SUBMIT ONE (1) ORIGINAL, PLUS TWO (2) COPY		BOND REQUIRED	NONE

You are hereby invited to submit your Bid for **LANDSCAPE AND GROUNDS MAINTENNACE AND SNOW PLOWING SERVICES** for the County of Winnebago Facilities Department. Bid(s) will be accepted for one (1) **LANDSCAPE AND GROUNDS MAINTENNACE AND one (1) SNOW PLOWING SERVICES** OR you may bid both. These are separate pricing matrixes (please see pricing information Section Four Bid Form). The completed original Bid solicitation, and the required number of copies, must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached **Bid Return Label** filled in and attached on the LOWER left corner.

Bids must be delivered by the date and time listed under Schedule of Events to:

Winnebago County Purchasing Department

**404 Elm Street - Room 202
Rockford, IL 61101**

OVERVIEW OF THE COUNTY OF WINNEBAGO

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

CONTRACT TERM

The resulting contract agreement for **LANDSCAPE AND GROUNDS MAINTENANCE** is for FOUR (4) years. The resulting contract agreement for **SNOW PLOWING SERVICES** is for FOUR (4) years. Delays in the bidding process may result in an adjustment of the anticipated contract starting date.

CONTRACT ADMINISTRATION

The County of Winnebago will administer the contract. The successful Bidder for **Landscape and Grounds Maintenance** will be required to submit 7 equal payment invoices on a monthly basis

and must document details upon request justifying the billing. It is required that separate services by location be broken out on the invoices. Snow Plowing Services will require monthly invoices with listings of the locations serviced and must document details upon request justifying the billing

GENERAL REQUIREMENTS

This is an Invitation for Bid. Bids will be opened and read aloud publicly on the Bid Opening Due Date and Time.

WHERE TO FIND THE SOLICITATION AND ANY ADDENDA

The solicitation and any addenda can be obtained at the County’s official site for all Bids: <https://wincoil.gov/departments/purchasing-department>

SUBMISSION DATE AND TIME

No later than 11:00 AM (CST) on, March 12, 2025— Bids received after the submittal time will be rejected. (Refer to Schedule of Events)

CONTACT PERSON: Hope Edwards, Director of Purchasing – purchasing@purchasing.wincoil.gov

SCHEDULE OF EVENTS

02/17/2025	IFB Solicitation is made available
2/25/2025 AND 02/27/2025	MANDATORY PRE-BID MEETING AND SITE VISITS 404 ELM STREET, ROOM 303, ROCKFORD, IL 61101 2:00 P.M.
02/28/2025	Questions emailed to purchasing@purchasing.wincoil.gov by 2:00 PM
03/05/2025	Questions answered via Addendum sent and posted on website by 2:00 P.M.
03/12/2025	IFB submittals due by 11:00 A.M.

SECTION ONE: GENERAL CONDITIONS

AMERICANS WITH DISABILITIES ACT

The Bidder will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

CANCELLATION

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Bidder to comply with terms, conditions and specifications of their awarded Contract.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Bidder certifies, by submission of this Bid or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Bid that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their bid response.

Additionally, for all new Bidder's and Bidder's to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Bidder be created in our accounting system.

CHANGES

The County of Winnebago reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County and the successful Bidder.

The Purchasing Department shall issue to the successful Bidder a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

COMMENCEMENT OF WORK

The successful Contractor must not commence any billable work prior to the County's execution of the contract, issuance of a purchase order or until all required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced

herein. The successful Bidder must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Bidder must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Bid and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the Bidder will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Bidder, it reserves the right to reject any Bid, cancel any Contract and pursue any other legal remedies deemed necessary.

COST OF THE BID

Expenses incurred in the preparation of Bids in response to this IFB is the Bidder's sole responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Bids, providing additional information when requested by the County, or for participating in any selection interviews.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

ENTIRE AGREEMENT

These Standard Terms and Conditions of the Bid shall apply to any contract or order awarded as a result of this Bid except where special requirements are stated elsewhere in the Bid; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on Bidder's letterhead, signed, and attached to the Invitation for Bid. In the absence of such statement, the Bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the Bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their Bid. If deviations, exceptions or alternates are submitted, it is the County Director of Purchasing's sole and final decision whether specifications have been met and will be considered for award.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a Bid will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Bid is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

GOVERNING LAWS AND REGULATIONS

The Bidder is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for the County of Winnebago and municipalities within the County are the responsibility of the Bidder.

HOLD HARMLESS CLAUSE

The Bidder covenants and agrees to indemnify, hold harmless and defend the County of Winnebago, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Bidder or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Bidder, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Bidder's failure to purchase or maintain the required insurance, the Bidder shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Bidder, the Bidder agrees and warrants that Bidder shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

INDEMNITY

The Bidder shall, at all times, fully indemnify, hold harmless, and defend the County of Winnebago and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost 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 Bidder and its employees, or because of any act or omission, neglect or misconduct of the Bidder, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Bidder's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting the County of Winnebago and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Bidder shall likewise be liable for the cost, fees and expenses incurred in the County of Winnebago's or the Bidder's defense of any such claims, actions, or suits. The Bidder shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

NON-COLLUSION

The Bidder, by its officers, agents or representatives present at the time of filing this IFB, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidder's, or with any public officer of the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder(s). Whereby, no inducement of any form or character other than that which appears upon the face of the IFB will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said IFB or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this IFB.

PROMPT PAYMENT ACT

The Bid should provide that all payments are subject to Local Governmental Prompt Payment Act.

PROTEST

Firms wishing to protest any IFB and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the IFB due date/opening. The notification should include the IFB number, the name of the firm protesting and the reason why the firm is protesting the IFB. The Director of Purchasing will respond to the protest within five (5) calendar days.

RESERVATION OF RIGHTS

The County of Winnebago reserves the right to reject any or all Bids failing to meet the County specifications or requirements and to waive technicalities. If, in the County's opinion, the lowest Bid is not the most responsible Bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Bidder's failure to meet the mandatory requirements of the IFB will result in the disqualification of the Bid from further consideration.

The County further reserves the right to reject all Bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised IFB.

Submission of a Bid confers no rights on the Bidder to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County of Winnebago's discretion and shall be made in the best interest of the County.

SUBSTANCE ABUSE PREVENTION

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the contractor and by employees of all

approved subcontractors while performing work on a public works project. The contractor/subcontractor hereby certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement a written substance abuse prevention program that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

TERMINATION, CANCELLATION AND DAMAGES

The County may terminate based on the Bidder's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Bidder shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Bidder's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Bidder any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Bidder under this Bid or any unrelated Contract.

The County of Winnebago may terminate any Contract or agreement resulting from this IFB at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Bidder. If the Contract is terminated by the County as provided herein, the Bidder will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

BIDDER'S RESPONSIBILITY FOR SERVICES PROPOSED

The Bidder must thoroughly examine and will be held to have thoroughly examined and read the entire IFB document. Failure of Bidder's to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by an authorized representative of the Bidder or by formal written notice prior to the final due date and time specified for Bid submission. Submitted Bids will become the property of the County of Winnebago after the Bid submission deadline.

However, no Bidder shall withdraw or cancel their Bid for a period of sixty (60) days after said advertised closing time for the receipt of Bids; the successful Bidder shall not withdraw or cancel their Bid after having been notified by the Director of Purchasing that said Bid has been accepted by the County Board.

The Bidder, by signing the Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".

END OF SECTION ONE: GENERAL CONDITIONS

SECTION TWO: INSTRUCTION TO BIDDERS

1.1 INTRODUCTION/BACKGROUND

The Winnebago County Facilities Department is seeking bid prices to Landscaping and Grounds Maintenance as well as Snow Plowing Service for County multiple locations.

1.2 COPIES OF IFB DOCUMENTS

- Only complete sets of IFB solicitation documents should be used for preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- Complete set of IFB documents must be obtained on the County's website at: <https://wincoil.gov/departments/purchasing-department>
- Submitted Bids MUST include all forms and requirements as called for in the Invitation for Bids. Failure to include all necessary forms and licenses will result in a non-responsive bid.

1.3 EXAMINATION OF IFB DOCUMENTS

- Each Bidder shall carefully examine the IFB and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the bid. Ignorance on the part of the Bidder shall in no way relieve him/her of the obligations and responsibilities assumed under the bid.
- Should a Bidder find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at purchasing@purchasing.wincoil.gov by the **Schedule of Events deadline**.

1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Bidder as to the meaning of the documents. Any inquiries or requests for interpretation must be received **in writing by the date specified, in the Schedule of Events**, emailed to purchasing@purchasing.wincoil.gov

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Bid due date. It shall be the Bidder's sole responsibility thereafter to find and download the addendum.

Each Bidder MUST acknowledge receipt of such addenda on the Bid Signature Form. All addenda are a part of the documents and each Bidder will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Bidder to verify that he/she has received all addenda issued before bids are opened.

1.5 PREPARATION OF BIDS

Signature of the Bidder: The Bidder must sign the bid forms in the space provided for the signature. If the Bidder is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners

must follow the firm name and the words “Member of the Firm” should be written beneath such signature.

If the Bidder is a limited liability company, the title of person signing the Bid on behalf of the limited liability company must be stated and evidence of his authority to sign the Bid must be submitted.

1.6 SUBMISSION OF BIDS

- A. Bids shall be submitted to the County of Winnebago at the designated location not later than the time and date for receipt of bids indicated in the IFB solicitation, or any extension thereof made by Addendum. The County’s representative authorized to open the bids will decide when the specified time has arrived and no Bids received thereafter will be considered. Bids received after the time and date for receipt of Bids will be returned unopened.
- B. Winnebago County Purchasing Department receives bids by paper only. Please DO NOT email or fax bids.
- C. Each Bidder shall submit with his Bid the required evidence of his qualifications and experience.

1.7 REQUIRED COUNTY FORMS

Bidder shall complete and execute the forms specified in the IFB (Bid Signature Form, Business and References), failure to provide executed documents may result in Bidder being determined to be not fully responsive to the IFB.

1.8 MODIFICATION OF BIDS

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Bids and received prior to Bid due date and time. Prior to the time and date designated for receipt of Bids, any Bid submitted may be modified by delivery to the County Purchasing Department of a complete Bid as modified.

All emails shall be marked “Modified Bid” delivery shall comply with requirements for the original bid.

1.9 RESPONSIBILITY FOR BID

The Bidder is solely responsible for all costs of preparing and submitting the bid, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Bidder, the County has no less than one hundred twenty (120) day to make a final selection.*

1.10 RECEIPT AND OPENING OF BIDS

The properly identified Bids received on time will be opened by the County Purchasing Department. Any Bid not received by the Purchasing Department on or before the deadline for receipt of bids designated in the solicitation or Addendum(s) will not be opened.

1.11 AWARD OF CONTRACT

- A. The County reserves the right to waive any informality in any bid, or to re-advertise for all or part of the work contemplated. If bids are found to be acceptable, written notice will be given to the selected Bidder of the award of the contract. The County reserves the right to reject any and all bids.

- B. If the award of a contract is annulled, the County may award the contract to another Bidder(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Bidder(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or to complete contracts of a similar nature on time.

1.13 SUBCONTRACTORS

If applicable all subcontractors shall be identified on the form contained herein. Contractor shall require that the subcontractor comply with all Prevailing Wage Act requirements. The County of Winnebago reserves the right to reject any or all subcontractors.

1.14 ACCURACY DISCLAIMER

The Contractor shall thoroughly acquaint himself with the services required for the bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

1.15 CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS

The Bidder shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to the County of Winnebago within fifteen (15) days after award of contract or acceptance of the bid, with the County of Winnebago listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Bidder/Bidder. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
Commercial General Liability	
A. Per Occurrence	\$2,000,000
B. General Aggregate	\$2,000,000
1. General Aggregate- Per project	\$2,000,000
2. General Aggregate - Products/ Completed Operations	\$1,000,000
Business Auto Liability	\$1,000,000

The County of Winnebago shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

1.16 CHANGES IN INSURANCE COVERAGE:

The Bidder will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Bidder shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Bidder when they can proceed with work. Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Bidder shall accept and bear all costs that may result due to the Bidder's failure to provide and maintain the required insurance.

END OF SECTION TWO: INSTRUCTION TO BIDDERS

SECTION THREE: BID SPECIFICATIONS LANDSCAPING AND GROUNDS MAINTENANCE SERVICES

The County of Winnebago is looking for a contractor to provide landscaping and grounds maintenance services at various County facilities.

The detailed specifications will outline the locations and work that will be required. There will be a mandatory pre-bid meeting on February 25, 2025 at 2:00 P.M. and February 27, 2025 at 2:00 P.M. at 404 Elm Street, Room 303, Rockford, IL 61101. At this time bidders will have an opportunity to visit each location. Bidders will be able to take photos or videos to document the properties if desired.

The weather conditions will determine the frequency for mowing, but it will be the contractor's responsibility to acceptably maintain the properties listed in this document during the landscaping season. Once awarded, the successful bidder shall supply a plan including the proposed mowing and weed control application frequency.

Existing facilities, including grounds, structures, landscaping and so forth, public or private shall be protected by the vendor. Any damage shall be reported immediately to Winnebago County and shall be repaired promptly and to the satisfaction of Winnebago County.

All equipment will be kept in good, safe operating condition. All safety guards must be attached. All blades are to be properly sharpened, and there should be no leaks of gasoline or oil. It will be the contractor's responsibility to operate all equipment in a safe fashion and to identify, avoid, and report all hazards that represent a safety risk to the contractor's equipment and operators.

Successful bidder shall supply cell phone numbers and daytime office numbers of supervisor handling these properties. All calls must be returned within one hour. Any complaints must be resolved within 24 hours from initial call.

For substandard work, the County reserves to the right to withhold payment until work performed is satisfactory.

Bidders must maintain liability, property, automobile and workers' compensation at satisfactory levels. Winnebago County shall be named as additional insured once bid is awarded.

Bid will be for four (4) years. Year one is priced out and year two-four with each year priced out with any increases by percentages for each year after the initial first year based on pricing and service.

Bidders must provide equipment list and current locations where this type of work is performed, three references, including company name, address, telephone number and contact name, years in business and number of employees.

DETAILED LOCATION SPECIFICATIONS – TABLE ONE

LOCATION	WORK REQUIRED
Winnebago County Justice Center 650 W. State Street Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Public Safety Building 420 W. State Street Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Winnebago County Courthouse 400 W. State Street Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Winnebago County Juvenile Justice Center 211 South Court Street Including Parking Lots Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Winnebago County Administration Building 404 Elm Street Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Church and Chestnut Parking Lot (Hawks Nest) 310 S. Church Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed
Winnebago County Health Department 555 N. Court Street Rockford, IL 61101	Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed

<p>Veterans Memorial Hall 215 N. Main Rockford, IL 61101</p>	<p>Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed</p>
<p>Carrie Lynn Children's Center 826 N Main St Rockford, IL 61103</p>	<p>Spring/Fall Cleanup Mowing Weeding Mulch Weed and Feed</p>
<p>River Bluff Nursing Home 4401 N. Main Street Rockford, IL 61103</p>	<p>Spring/Fall Cleanup Weeding Mulch (Beds)</p>
<p>LOT 4205 11th Street Rockford, IL 61102</p>	<p>Bush Hog Mowing</p>
<p>LOT 3612 W. State Street Rockford, IL 61102</p>	<p>Bush Hog Mowing</p>

FULL-SEASON LANDSCAPING SERVICES

The bidder shall specify a full-season price for carrying out the following responsibilities during the landscaping season at the properties listed according to this document, which shall be from **April 27 – October 31** of the first year and April 15-October 31 for each additional year. The full-season price shall contain all equipment, material, and labor costs, including fertilizers, pesticides, mulch, feed and the like that the bidder would incorporate into the management of the County's landscaping needs.

Mowing

Grass height should be maintained between 2 and 3 inches. Grass mowing will require a mulching mower or have the capability of collecting grass cuttings for disposal. This will include trimming, edging around all sidewalks, trees or any item where trimmings could accumulate outside of the mowing area. It will be the contractor's responsibility to maintain a clean appearance of the grassy areas throughout the landscaping season.

****Note: Located behind the Winnebago County Justice Center is our retention pond. Grass in this area will need to be maintained so that invasive species are not allowed to proliferate, and grass will need to be cut to comply with applicable City ordinances.***

Spring/Fall Cleanup

Spring cleanup will be performed once at the beginning of the landscaping season, and fall cleanup will be performed once at the end of the landscaping season. Clean up requires all beds be cleaned out and all debris removed. Dead trees*, stumps, branches, or bushes must be removed. This will require the Bidder to use whatever means to clean the area without damage and maintaining as much ground cover as possible.

****Note: Removal of trees with a circumference greater than 6 inches at the base shall be priced according to the SUPPLEMENTARY LANDSCAPING & MAINTENANCE SERVICES section; the removal of smaller trees will be performed under the full-season price, at no additional cost to the County.***

Planting and Maintenance of Flower Beds

Flower beds will be maintained as deemed appropriate by the contractor, to assure a healthy and visually-pleasing appearance for these areas, to the satisfaction of the County.

Pesticides/Weeding/Anti-Weed Treatments/Feeding

This work will require preventing, treating or removing unwanted plants or insect pests that would invade the lawns, beds or flower planting areas. Any applications must be performed by a licensed applicator following all Illinois guidelines and regulations. This will be performed by the contractor as necessary, to maintain a visually pleasing landscape, and to maintain all areas free from weeds and invasive species throughout the landscaping season. Bidders should submit a proposed schedule for the season for these applications and treatments. The County request at least three (3) application per season

Mulch

Mulch shall be placed once a year at the start of spring as weather permits after Spring Cleanup. Chocolate mulch is required at all locations except the Winnebago County Justice Center. Standard-Colored mulch will be used at this location. The contractor shall not bill directly for the cost of mulch; rather, this should be considered by the bidder and included in the single bid price for full-season landscaping services.

Edging and Trimming

Edging and trimming services shall be performed as deemed necessary by the contractor, to assure a healthy and visually-pleasing appearance for all areas, to the satisfaction of the County.

Tree and Shrub Maintenance

It will be the contractor's responsibility to maintain all trees and shrubbery with a healthy and visually-pleasing appearance throughout the landscaping season. Pruning and trimming shall be performed as determined by the contractor, to the satisfaction of the County.

Final Appearance

Contractor will be responsible for complete removal of all grass clippings, debris or garbage collected. Mowing patterns shall be such that the clippings and mulch are evenly distributed; noticeable deposits and/or clumps will not be permitted. Grass clippings will not be accumulated on hard surfaces, sidewalks or roadways. If windows are present, clippings must be removed by raking. At no time should collected mowing clippings be left or deposited on public or private areas.

SUPPLEMENTARY LANDSCAPING & MAINTENANCE SERVICES

In addition to the full-season landscaping services as listed above, the County may request the following by the contractor. These services will be performed at the direction of the County, and all associated invoices are subject to the approval of the County prior to payment. A separate bid price must be submitted for these services, on a **per-hour basis for both labor and equipment**.

- Tree placement or removal
- Shrub placement or removal
- Sod placement
- Stump grinding
- Bush hog work
- Miscellaneous clean up (storms, debris, etc.)

Materials (sod, trees, shrubs, etc.) will be agreed upon by the County and contractor, and billed accordingly.

Bidders must provide all labor, material and equipment. The landscaping and grounds maintenance services described in this document are not subject to the Prevailing Wage Act.

Aerials are attached that have the areas outlined that represent the locations where the contractor will be responsible for landscaping and grounds maintenance.

Contractor Payments: The County will make 7 equal payments on a monthly basis to the contractor for

full-season landscaping services. Invoices received for supplementary landscaping and grounds maintenance services must contain descriptive detail of the services performed, and will be paid as received. Invoices will need to be separated by services performed by location.

The County will not pay any additional expense for services designated as Full-Season Landscaping Responsibilities.

Criminal Justice Center



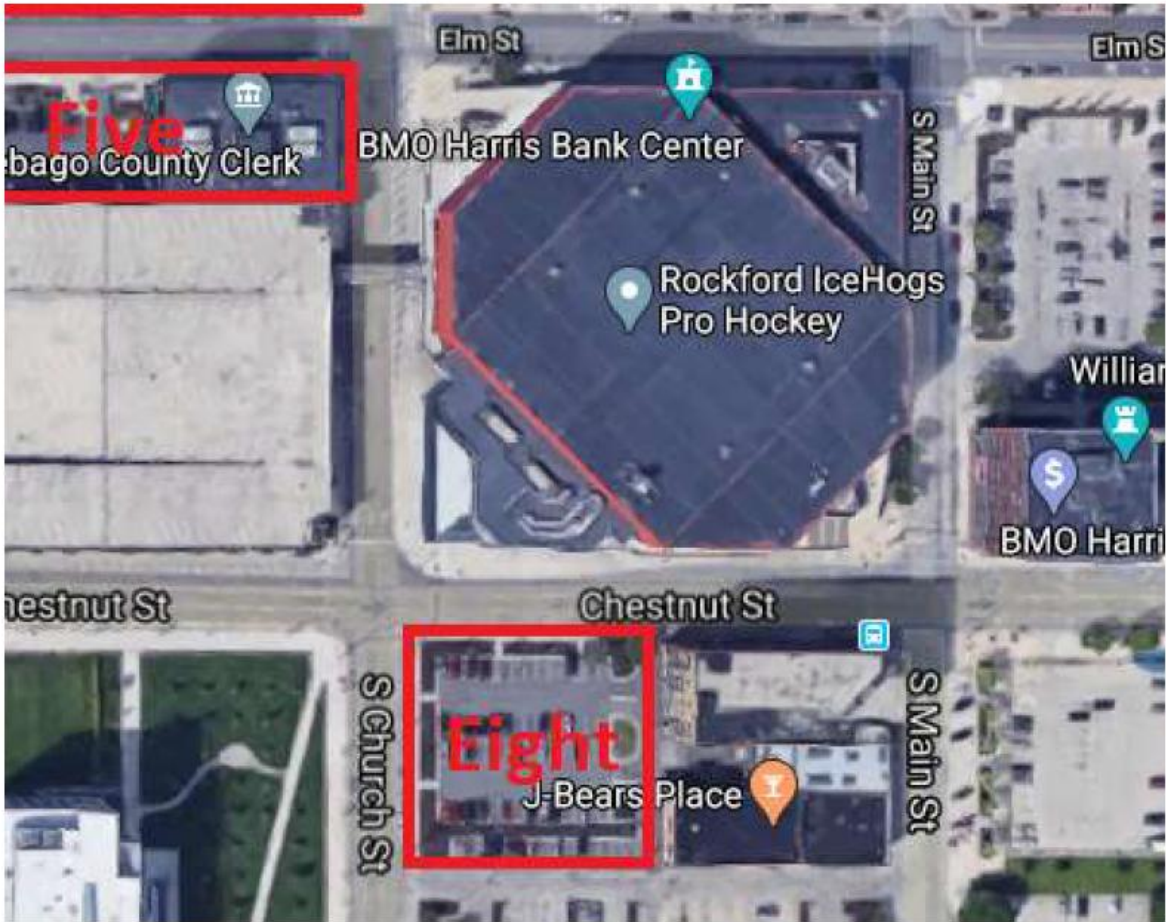
Winnebago County Courthouse & Public Safety Building



Juvenile Justice Center & Winnebago County Administration Building Lot



Church & Chestnut Lots



Winnebago County Health Department



Veterans Memorial Hall



Carrie Lynn Center



River Bluff Nursing Home



4205 11th Street Location



3612 W. State Street Location



Snow Plowing Services

All work shall be performed in compliance with Occupational Safety and Health Administration (OSHA) Standards and Regulations. The County of Winnebago is seeking bids for Plowing Snow from County parking lots after a snowfall and by the schedule of snow fall rates one (1) to Nine plus (9+) inches. Please see pricing schedule in section four Bid Form, and piling snow in a designated collection area or hauling offsite. Since the workload is entirely dependent upon the forces of nature, the successful Bidder's workload is not predictable

CONTRACTOR QUALIFICATIONS

No contract shall be awarded except to responsible Bidders capable of performing the class of work contemplated.

Before being considered for the award of contract, Bidder may be required to show evidence of necessary experience, facilities, equipment, ability, and financial resources to perform the work in a satisfactory manner and within the time stipulated.

Bidders must supply up to three references that can attest to the contractor's performance of the same general type of work as described by this invitation to bid. The County reserves the right to contact each of the references provided to assess the Bidder's ability to perform the work described by this invitation to bid.

INSURANCE

The successful Bidder, upon award, shall be required to provide a certificate of insurance effective for the duration of the contract showing Comprehensive General Liability Insurance, Comprehensive Commercial Vehicle Liability Insurance coverage, Worker's Compensations, and Property Insurance Coverage.

Upon notification of award, the contractor shall provide the County as an additional insured to the above-referenced policies and provide the County with a certificate of insurance that lists the County of Winnebago as an additional insured. The County shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.

DAMAGE TO COUNTY OWNED STRUCTURES

The contractor shall be responsible for any and all damage caused in whole or in part by the contractor to the lots, structures and adjacent private property including vehicles covered under this contract.

BASIS OF AWARD

The contract will be awarded to the lowest responsible and responsive Bidder based on the prices bid for each service category.

BASIS OF AWARD

The contract will be awarded to the lowest responsible and responsive Bidder based on the prices bid for each service category.

FAILURE TO PERFORM

In the event the contractor fails to clear the snow from the parking lots assigned in the timeframe specified, the County reserves the option to retain the services of another contractor of its choice to complete the work. In the event that the contractor twice fails to clear the snow from any or all parking lots assigned in the timeframe specified, the County reserves the right to cancel the contract and reassign the work to another contractor for the remainder of the season. The contractor will also be declared non-responsible and prohibited from bidding on contracts with the County for a period of five (5) years.

CONTRACT PERIOD

The contract will be for four (4) year term.

SITE VISITS

Mandatory pre-bid meeting and site visits.

NOTIFICATION OF CONTRACTOR

When snow is falling, it will be the contractor's responsibility to automatically respond. The County of Winnebago will require a contact person name and number available 24 hours in the event any issues arise.

STANDARD EQUIPMENT ON PLOWING EQUIPMENT

Rubber tired or rubber-tracked vehicles shall be used in plowing operations. All plow vehicles are to be equipped with standard headlights, taillights and rotating amber warning lights. The County will not pay for the storage of equipment left onsite.

PLACEMENT OF PLOWED SNOW

The snow shall be deposited in designated collection areas and pushed or piled to occupy a minimum number of parking stalls at those locations. The County will identify designated collection areas.

The removal and/or hauling of piled snow from parking lots should be included in this contract.

SPECIAL CONDITIONS

All areas will require at least one (1) salt application. Salt will be provided by the County for parking lots. The County has a salt storage area located at CJC loading dock area. The Bidder will need to contact the County when they are getting low so, we can schedule deliveries. This salt must only be used for the County of Winnebago purposes. The contractor will provide potassium chloride for the sidewalks when necessary.

Awards will be made by category in whatever combination the County determines to be the most economical and advantageous for the County.

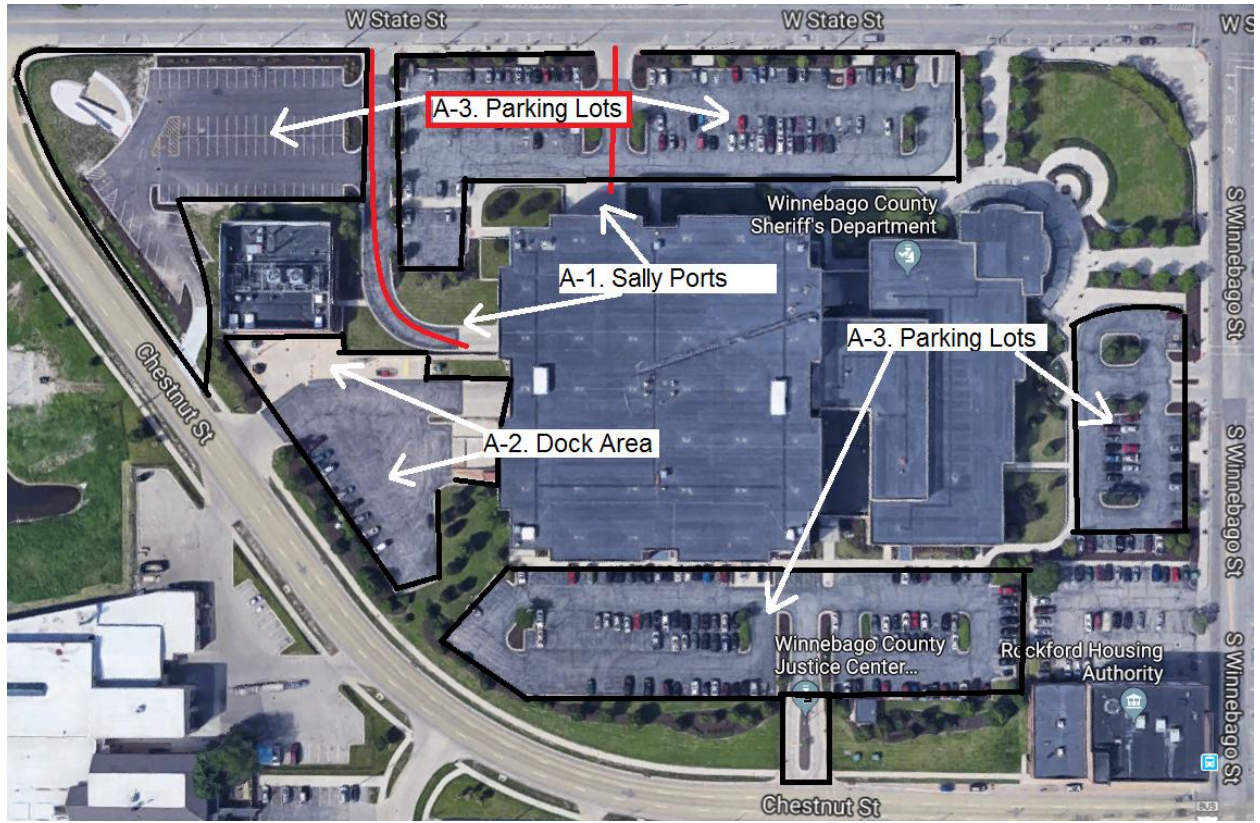
LOCATIONS, PLOW TIMES AND ACCUMULATIONS

<u>LOCATION</u>	<u>PLOW TIMES</u>
A. Winnebago County Justice Center * 650 W. State Street	
1. Sally Ports	24/7 days per week
2. Dock Area	24/7 days per week
3. Parking Lots	24/7 days per week
4. Sidewalks, Front Entrances, Bond-Out	24/7 days per week
B. Winnebago County Juvenile Justice Center 211 S. Court Street Parking Lot West of Building	Cleared by 7 A.M. 7 DAYS
C. Winnebago County Health Department 555 N. Court Street Parking Lot and Sidewalks	Cleared by 7 A.M. Mon. – Sat.
D. Carrie Lynn Center 826 N. Main Street Parking Lot and Sidewalks	Cleared by 7 A.M. Mon. – Fri.
E. Hawk’s Nest Parking Lot (Chestnut & Church) 324 Chestnut Parking Lot, Sidewalks, and row of spaces that border the south, outside edge of lot.	Cleared by 7 A.M. 7 DAYS

*** Snow will be piled for this location only. All other locations will be temporarily piled but must ultimately be hauled offsite if requested to do so by the County.**

At the County’s discretion, and dependent upon the conditions surrounding a snow event, the County retains the right to summon the contractor to perform said snow removal services outside of the plow times listed above.

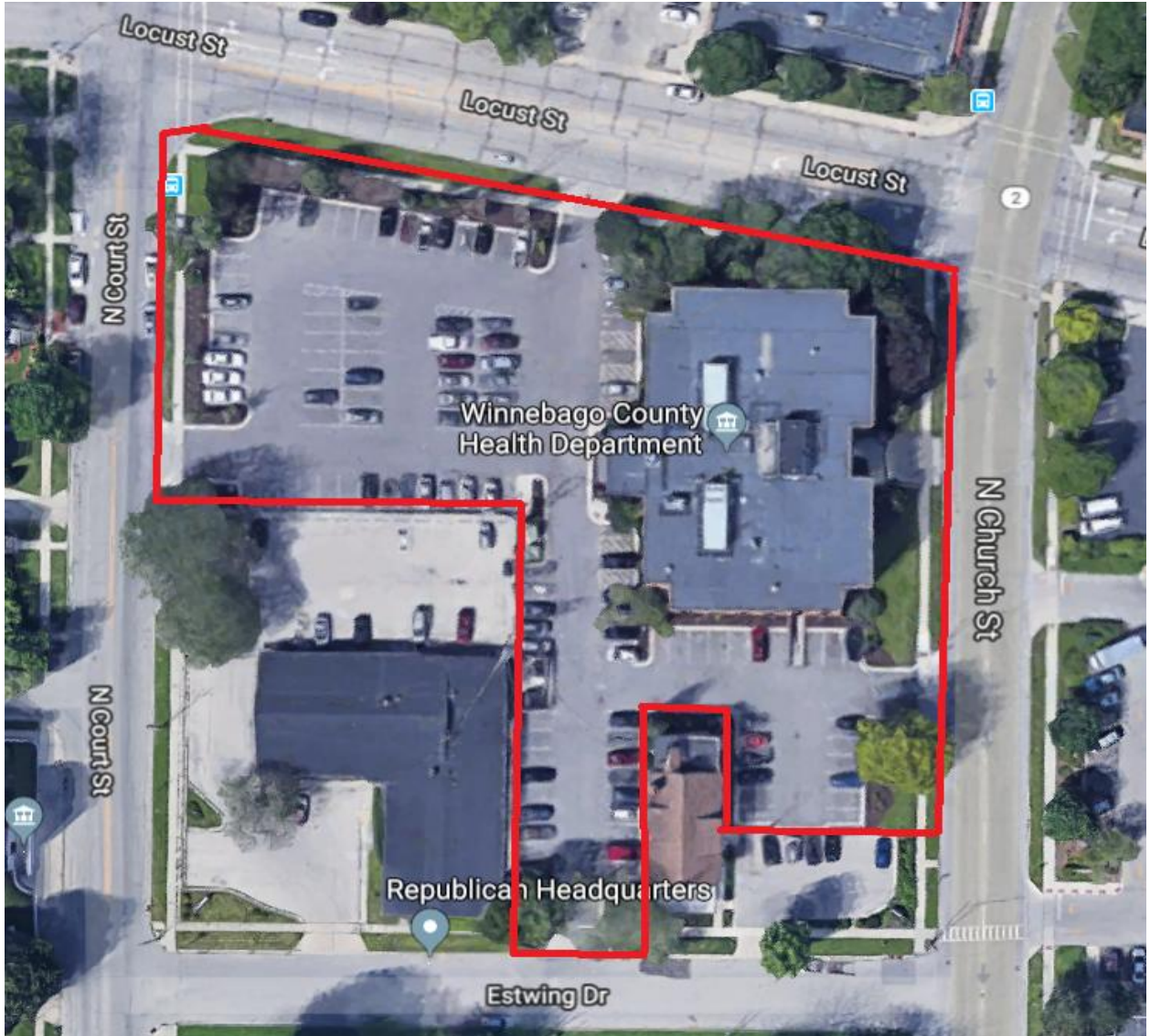
Location A: Sally Ports, Dock Area, and Parking Lots



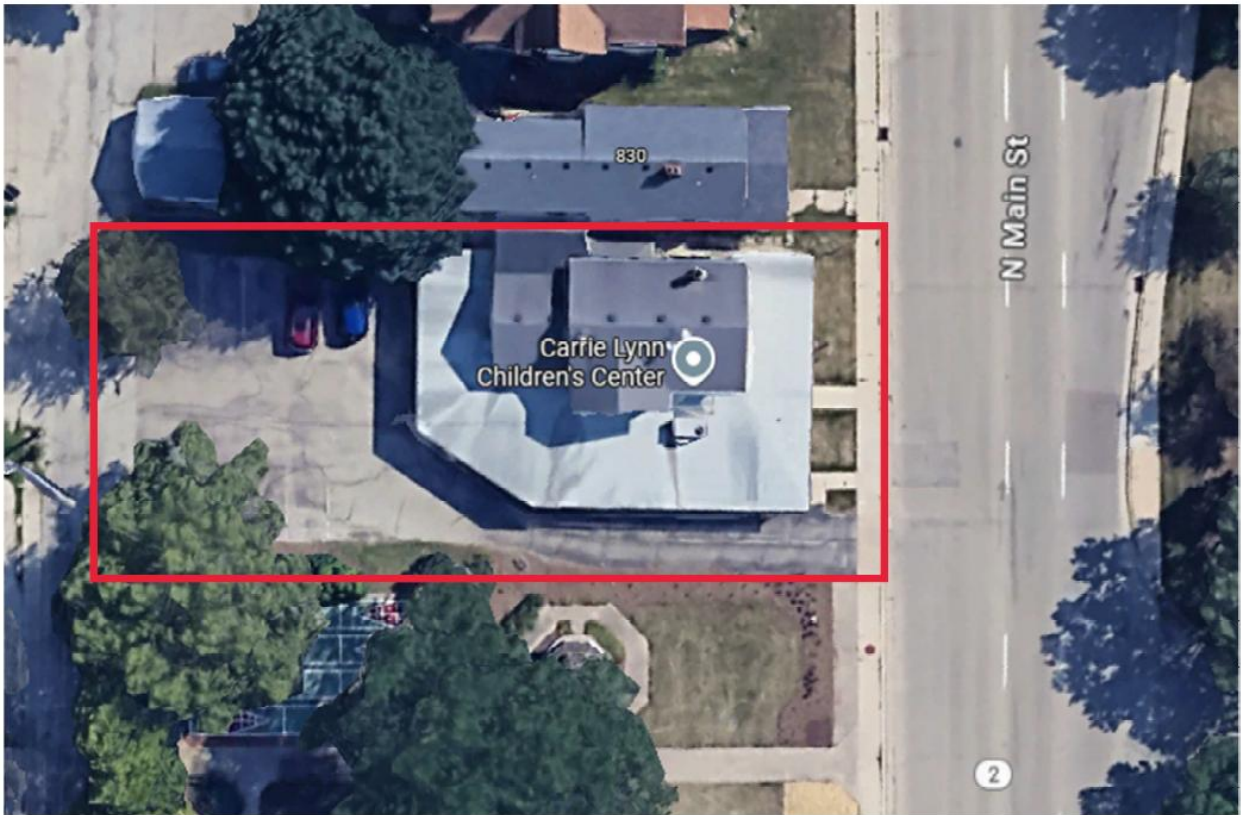
View of the Winnebago County Juvenile Justice Center, 211 Court Street
Location B: Parking Lot West



Location C: 555 N Court Street



Location E: Carrie Lynn 826 N. Main St.



Location F: Hawk's Nest Lot, 324 Chestnut Street



END OF SECTION THREE: BID SPECIFICATIONS

SECTION FOUR: BID FORM

Name of Bidder			
Contact Person			
Address			
City, State, ZIP			
Telephone		FEIN No.	
Email(s)			

TO: Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- | | | | |
|--------------------------|--------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OWNER/SOLE PROPRIETOR | MEMBER OF PARTNERSHIP | AN OFFICER OF CORPORATION | MEMBER OF JOINT VENTURE |

Further, as the Bidder, declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Bidder, must list below any and all Addenda or your offer will be rejected, as non-responsive)

No(s): _____ and _____ and _____ issued thereto;

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

Further, the Bidder certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Bidder, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award

SIGNATURE OF BIDDER

SIGNATURE _____

Name and Title of Signer _____

Dated this _____ day of _____ 2025

AUTHORIZED VENDOR NEGOTIATOR

Name and Title _____

Phone and Email _____

BID PRICING: LANDSCAPING AND GROUND MAINTENANCE SERVICES

FULL-SEASON LANDSCAPING AND GROUNDS SERVICES:

YEAR ONE: INCLUDE COST FOR SERVICES, LABOR, EQUIPMENT AND MATERIALS

YEAR TWO-FOUR: INCLUDE ANY INCREASE TO COST FOR SERVICES, LABOR, EQUIPMENT AND MATERIALS (IF ANY) BY PERCENTAGE.

YEAR ONE \$ _____

YEAR TWO % _____ (INCREASE BY PERCENTAGE IF ANY)

YEAR THREE % _____ (INCREASE BY PERCENTAGE IF ANY)

YEAR FOUR % _____ (INCREASE BY PERCENTAGE IF ANY)

SUPPLEMENTARY LANDSCAPE & MAINTENANCE SERVICES – HOURLY RATE

Tree placement or removal	Hourly Rate \$
Shrub placement or removal	Hourly Rate \$
Sod replacement	Hourly Rate \$
Stump grinding	Hourly Rate \$
Bush hog work	Hourly Rate \$
Mulch by yard and installed	By the Yard \$

BID PRICING: SNOW PLOWING SERVICES

<u>Location</u>	Snow Plowing and Salt Application Bid Price, Based on Total Daily Snowfall				<u>Salt Application Only</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>
	1" to 3.0"	3.1" to 6.0"	6.1" to 9.0"	9+" Price/Inch		% Increase if any	% Increase if any	% Increase if any
A. Winnebago County Justice Center – 650 W State St 1. Sally Port								
2. Dock								
3. Parking Lots								
4. Sidewalks								
B. Winnebago County Juv Justice Center 211 S Court St. Parking Lot West of Building – Rockton and Chestnut								
C. Winnebago County Health Department - 555 N. Court								
D. Carrie Lynn Center - 826 N. Main St								
E. Hawk’s Nest Parking Lot - 324 Chestnut St								

EXTRA SNOW PLOWING SERVICES PRICING

Price Per Yard Rock salt \$ _____

Year Two (2) % Increase (if any) _____ %

Year three (3) % Increase (if any) _____ %

Year four (4) % Increase (if any) _____ %

Price Per Bag ICE MELT \$ _____

Year Two (2) % Increase (if any) _____ %

Year three (3) % Increase (if any) _____ %

Year four (4) % Increase (if any) _____ %

**Price per Yard to SNOW REMOVAL FROM
LOTS/LOCATIONS**

\$ _____

Year Two (2) % Increase (if any) _____ %

Year three (3) % Increase (if any) _____ %

Year four (4) % Increase (if any) _____ %

END OF SECTION FOUR: BID FORM

SECTION FIVE: BUSINESS REFERENCES FORM

The Bidder must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If Bidder is a new business, provide references that will enable the County to determine if Bidder is responsible.

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

END OF SECTION FIVE: BUSINESS REFERENCE FORM

SECTION SIX: BIDDER'S SUBCONTRACTORS

NAME OF BIDDER	
CONTACT PERSON	

SUBCONTRACTORS:

Will you employ subcontractors? _ Yes No

If "YES", identify with each firm's name, address, telephone number and work to be subcontracted (attach more sheets if necessary).

SUBCONTRACTOR NAME	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE	
EMAIL	
WORK TO BE PROVIDED	

The Contractor will not change or use subcontractors not identified in this bid without prior written approval from the County of Winnebago.

A request for a change in subcontractors shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to the County of Winnebago.

END OF SECTION SIX: BIDDERS SUBCONTRACTORS

SECTION SEVEN: BID EXCEPTION FORM

Any and all exceptions to the Specifications, Scope of Services/Work, timing, description of work, quantities, units of measure, materials, equipment, affirmations, certifications, bond terms and conditions, contract document terms and conditions and/or any other part of this Bid MUST be clearly and completely indicated below.

EXCEPTIONS TAKEN: NO _____ or YES _____ (List below)

END OF SECTION SEVEN: BID EXCEPTION FORM

RETURN BID LABEL

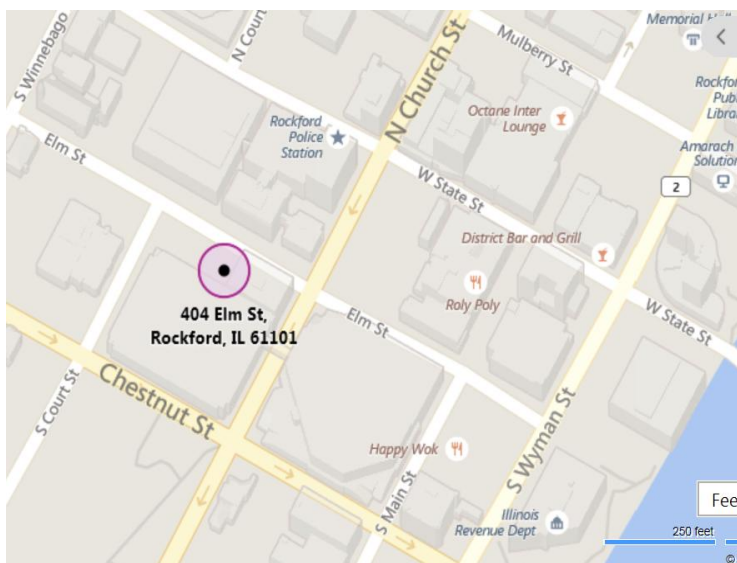


The County of Winnebago, Illinois will receive sealed Bids at:

**WINNEBAGO COUNTY
PURCHASING DEPARTMENT
404 ELM STREET, ROOM 202
ROCKFORD, ILLINOIS 61101**

All Bids must be enclosed in sealed envelopes marked:

**25B-2391 Landscaping and
Grounds Maintenance
AND
Snow Plowing Services**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<p>BID# 25B-2391</p>	<p>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</p>
<p>PURCHASING COORDINATOR: Kathy Clausen</p>	
<p>BID NAME: 25B-2391 Landscaping and Grounds Maintenance AND Snow Plowing Services</p>	
<p>BID DUE DATE/TIME: MARCH 12, 2025 11:00 AM</p>	