



Request for Proposal (RFP)

# Beautification Program 2024: Flowers and Planters

City of Calumet City

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March 24, 2024

## REQUEST FOR PROPOSAL

The City of Calumet City (the “City”) is seeking proposals from qualified landscape contractors to perform landscape beautification within the corporate boundaries of Calumet City. Specifics include the placement and installation of planters with flowers, planting mix, and stone relative to the following at various identified sites in the City:

- 100 - 36 x 36 x 30 square Concrete Planter
- 40 - 72 x 24 x 30 rectangle Concrete Planter

Bid specifics must include:

- Warranty covers plant survival for one year after installation if proper maintenance is provided by owner.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

**Bids should be submitted by 10:00 a.m. on April 8, 2024, and submitted to:**

City of Calumet City  
Deanne Jaffrey, City Administrator / Care of Mayor’s Office (2<sup>nd</sup> Floor)  
204 Pulaski Road  
Calumet City, IL 60409

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance (COI), and any additional information requested in the RFP with their proposal packet. Request for Proposal (RFP) packets may be obtained from the City Hall at 204 Pulaski Road, Calumet City, IL 60409 during business hours, or electronically via the City website at <https://calumetcity.org/proposals/>.

***This contract is subject to the terms and conditions of the Illinois Prevailing Wage Act, 820 ILCS 130/. The prevailing wages for Cook County can be found by visiting:***  
<https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>.

Every effort will be made to adhere to the following schedule:

| <u>Activity:</u>             | <u>Date:</u>                  |
|------------------------------|-------------------------------|
| Distribute RFP               | March 24, 2024                |
| Proposal Submission Deadline | April 08, 2024, by 10:00 a.m. |
| Selection                    | April 09, 2024                |
| Start Date                   | April 12, 2024                |

Please address any questions regarding this RFP to Deanne Jaffrey, City Administrator, at [cityadministrator@calumetcity.org](mailto:cityadministrator@calumetcity.org). No questions will be accepted or answered after 4:00 p.m. near close of business on April 04, 2024.

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## SPECIFICATIONS / SCOPE OF WORK

The Contractor shall perform all maintenance, furnish all labor, equipment, and supplies for the beautification program described. City-wide project. Specific locations to be determined. The Contractor shall accomplish all work under the contract during the hours of 7:00 a.m. to 6:00 p.m. Monday through Saturday, and 9:00 a.m. to 6:00 p.m. on Sunday and holidays.

**EQUIPMENT** – All equipment and vehicles used by the Contractor shall be maintained and in good working mechanical condition. The City reserves the right to determine the capability of the equipment and reserve acceptance or terminate the contract due to improper or deficient equipment.

**SAFETY REQUIREMENTS** – The Contractor must maintain all necessary safety precautions during cutting, including the following:

1. The Contractor will be responsible for high-visibility reflective safety vests, jackets, or shirts for employees when working within twenty-five feet (25') of roadways. Safety cones shall be used around equipment and roadway.
2. The Contractor must make every effort to prevent damage to parked or passing vehicles, pedestrians, and adjacent properties.
3. Working in the right-of-way (ROW) shall be conducted in accordance with the Illinois Manual of Uniform Traffic Control Devices (MUTCD) and the Illinois Department of Transportation (IDOT) Standards.

**CLEAN-UP OPERATIONS** – All trash and debris shall be removed from the area before and after work by the Contractor. At no time shall any litter be left behind on City property. All debris and trash shall be disposed of in accordance with State and local ordinances.

## SELECTION PROCESS

Proposals will be evaluated for thoroughness and clear description of qualifications, and the ability to meet the needs of the City. The City reserves the right to contract with one or more vendors for the beautification program and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The Contractor's understanding of the assignment and ability to follow bidding instructions.
- The Contractor's proposed fee for maintenance areas.
- The experience, qualifications, and facilitation of proposed work of the Contractor.
- References (please provide at least three (3) client references).

## BIDDER QUALIFICATIONS & PROPOSALS

The City requests that Contractors interested in submitting proposals:

1. Submit a summary of experiences and qualifications as specified in the "Contractor Qualification Information" section of this document. Contractors may submit an additional summary of not more than one (1) page in length, if needed.
2. Submit a description of their approach to facilitate the work as specified in the "Contractor Qualification Information" section of this document.
3. Submit three (3) account references that they currently service.
4. Submit a Certificate of Insurance (COI) as specified in the "Insurance" section of this document.
5. Submit two (2) copies of the proposal packet to City Hall as directed within this proposal.

The Contractor should be aware of the following:

- Contractors must comply with all State, County, and City policies related to work identified and must have all necessary license requirements to conduct business in Cook County, Illinois.
- The proposal should confirm that neither the Contractor nor any employee would be in a conflict of interest with respect to the proposal if the Contractor were selected to perform the services required.
- All proposals will be property of the City of Calumet City, IL.
- The lowest proposal will not necessarily be accepted. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
- Sealed envelopes marked **“Request For Proposal – Calumet City Beautification Program 2024: Flowers and Planters** with the proponent’s name and address on the upper left-hand corner of the envelope must be delivered to ***Deanne Jaffrey*** at City Hall or received by the Mayor’s Office (2<sup>nd</sup> Floor) at City Hall, Attn: **Deanne Jaffrey, City Administrator, 204 Pulaski Road, Calumet City, IL 60409, prior to 10:00 a.m. on April 08, 2024.**

## INSURANCE

The Contractor will be required to meet the City of Calumet City insurance requirements. At the time of agreement execution, the successful Applicant shall provide the City with a Certificate of Insurance (COI) indicating coverage, and co-naming the City of Calumet City and designated agents as additional insured, showing evidence of coverage as specified below:

|  |  |
|--|--|
| Comprehensive General Liability Insurance: | \$1,000,000<br>\$2,000,000 (policy limit)                                      |
| Umbrella or Excess Liability Insurance:    | \$2,000,000  |
| Completed Operations Insurance:            | \$500,000  |
| Worker’s Compensation Insurance:           | Statutorily required limits.   |
| Employer’s Liability Insurance:            | \$100,000 (each accident)<br>\$500,000 (policy limit)                          |
| Contractual Liability Insurance:           | \$500,000  |
| Automobile Liability Insurance:            | \$1,000,000 (combined single limit)<br>(To cover hired and non-owned vehicles) |

The certificate of insurance, as described above, shall remain in force for the length of the contract and extensions. The certificate shall also provide for 30 days advance written notice of cancellation of any coverage obtained under the terms of this agreement. If the Contractor cannot provide the above insurance, please provide a written explanation regarding the deficiency.

## TERMS AND CONDITIONS

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under the contract.
2. The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the City properties caused by the actions of its employees or agents.
3. Any damage to public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the City. The Contractor shall inform the City of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor and deduct these costs from any payment due the Contractor.
4. It is mutually understood and agreed upon that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the City of Calumet City; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.
5. The contract may be cancelled or annulled by the City in whole, or in part, by written notice of default to the Contractor upon non-performance or violation of contract terms. The City of Calumet City reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the City of Calumet City, shall constitute contract default.
6. The contractor shall supply sufficient contact information for supervisors handling this contract. On-site response time for complaints must be made within 24 hours of the initial call being made by the City. Failure to comply with accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
7. The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the City for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.

## CHANGE ORDERS

The City will initiate any change orders for any additional work requested by the Scope of Services outlined in the bid document and/or contract. No work shall be performed by the Contractor unless the City staff reviews and approves, in writing, all change orders.

### COMPANY INFORMATION:

Can the company meet all of the beautification specifications in the RFP: \_\_\_\_\_ Y \_\_\_\_\_ N

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## APPROACH TO FACILITATE WORK

Please describe your company's general approach to facilitating the work for this contract:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature Authorized Representative

Print Name Authorized Representative

Title of Authorized Representative

Date

## CONTRACTOR BID PRICES /

Prices submitted must be fully inclusive of all anticipated costs, including costs for management, supervision, labor, and materials, etc. based upon the following:

Specifics include the placement and installation of planters with flowers, planting mix, and stone relative to the following at various identified sites in the City:

- 100 - 36 x 36 x 30 square Concrete Planter
- 40 - 72 x 24 x 30 rectangle Concrete Planter

Please provide a cost estimate for the pay items identified below. All unit price lines are required to be filled in:

| ITEM  | NO. OF LOCATIONS<br>(PROJECTED) | UNIT PRICE<br>(2024) | TOTAL |
|---|---------------------------------|----------------------|-------|
| Square Planters   | 100                             | \$                   | \$    |
| Rectangle Planters  | 40                              | \$                   | \$    |
| Additional Premium<br>Potting Soil                              | Per Cubic Yard                  | \$                   | \$    |
| Additional Three-<br>Quarter Inch<br>Limestone (CA-6)<br>Gravel | Per Cubic Yard                  | \$                   | \$    |

The Contractor should be aware of the following:

1. The number of locations is approximate and is subject to change over the length of the Contract. The Contractor is to coordinate with the Public Works Commissioner for a comprehensive list of locations.
2. The awarded Contractor should anticipate visiting and planting or re-planting each of the locations three (3) times per year, in accordance with the change of seasons, which includes Summer, Fall, and Winter as defined below:
  - a. Summer – on May 1 (ends September 30)
  - b. Fall – on October 1 (ends November 30)
  - c. Winter – on December 2 (ends January 2)
3. The Contractor shall provide a planting schedule for review and approval by the City prior to the installation.
4. Each of the three (3) referenced seasons, should include the below flower types, otherwise similar or comparable to, for planting:
  - a. Summer: petunias, geraniums, marigolds, canna, ivy (Vinca/English), sweet potato vine, begonias (pink, red, white), megawatt, Angelonia, verbena, sun impatiens
  - b. Fall: mums, purple fountain grass
  - c. Winter: Christmas trees, ferns, wreaths, berry branches



5. It is anticipated that the planters shall have at a minimum the following number of plantings:
- a. Square Planter – 25 flowers or plantings
  - b. Rectangular Planter – 33 flowers or plantings

### CONTRACTOR REFERENCES /

References should include municipalities or similar customers for which the Applicant provides the described services for, including names and phone numbers of the contact persons:

Name/Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Services: \_\_\_\_\_

Date of Services: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Services: \_\_\_\_\_

Date of Services: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Services: \_\_\_\_\_

Date of Services: \_\_\_\_\_

## PROPOSAL AGREEMENT /

I hereby certify that I am duly authorized to sign as a representative for the Contractor submitting the attached bid to the City of Calumet City, and that they have read, fully understand, and accept the terms detailed in this bid.

This agreement was entered into on \_\_\_\_\_.  
Date

### CITY OF CALUMET CITY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### CONTRACTOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**EXHIBIT A /****LOCATIONS TO BE SERVICED**

| No. | ADDRESS No. | STREET                               | DESCRIPTION                                       | ACRES | SQ FT |
|-----|-------------|--------------------------------------|---|-------|-------|
| 1   | 2040        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 2   |             | Sibley Blvd. & Jeffery Ave.          | Two (2) Planters – 1 @ each of two corners        |       |       |
| 3   | 1901        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 4   |             | Sibley Blvd. & Burnham Ave.          | Two (2) Planters                                  |       |       |
| 5   |             | Sibley Blvd. & Superior Ave.         | One (1) Planter                                   |       |       |
| 6   |             | Sibley Blvd. & Exchange Ave.         | One (1) Planter                                   |       |       |
| 7   |             | Sibley Blvd. & Escanaba Ave.         | One (1) Planter                                   |       |       |
| 8   |             | Sibley Blvd. & Calhoun Ave.          | One (1) Planter                                   |       |       |
| 9   | 1625        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 10  | 1661        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 11  | 1660        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 12  | 1720        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 13  | 1774        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 14  | 1775        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 15  | 1821        | Sibley Blvd.                         | One (1) Planter                                   |       |       |
| 16  |             | 159 <sup>th</sup> St. & Burnham Ave. | Eight (8) Planters - 2 @ each of the four corners |       |       |
| 17  | 1215        | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 18  |             | Michigan City Road to Ruth St.       | Two (2) Planters                                  |       |       |
| 19  | 950         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 20  | 947         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 21  | 925         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 22  | 913         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 23  | 905         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 24  | 894         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 25  | 883         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 26  | 816         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 27  | 804         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 28  |             | 156 <sup>th</sup> Pl. & Burnham Ave. | Three (3) Planters                                |       |       |
| 29  |             | 156 <sup>th</sup> St. & Burnham Ave. | Three (3) Planters                                |       |       |
| 30  | 760         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 31  | 754         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 32  | 736         | Burnham Ave.                         | One (1) Planter                                   |       |       |
| 33  | 745         | Burnham Ave.                         | One (1) Planter                                   |       |       |

|           |     |  |   |  |  |
|-----------|-----|--|---|--|--|
| <b>34</b> | 732 | Burnham Ave.                                   | One (1) Planter   |  |  |
| <b>35</b> |     | 154 <sup>th</sup> St. & Burnham Ave.           | Five (5) Planters   |  |  |
| <b>36</b> | 658 | Burnham Ave.                                   | One (1) Planter   |  |  |
| <b>37</b> | 642 | Burnham Ave.                                   | One (1) Planter   |  |  |
| <b>38</b> | 635 | Burnham Ave.                                   | One (1) Planter   |  |  |
| <b>39</b> |     | 153 <sup>rd</sup> St. to 152 <sup>nd</sup> St. | Seven (7) Planters  |  |  |
| <b>40</b> |     | 152 <sup>nd</sup> St. to Wilson Ave.           | Ten (10) Planters   |  |  |
| <b>41</b> |     | Wilson Ave. to Sibley Blvd.                    | Five (5) Planters   |  |  |
| <b>42</b> |     |  | 62 remaining planter locations are to be determined at a later date. The proposer shall assume that locations may be throughout the City. |  |  |