

Bid Form

Bid to:

Project: D128FY12#1

Community High School District #128
50 North Lakeview Parkway – Suite 101
Vernon Hills, IL 60061

Libertyville High School and
Vernon Hills High School
Landscape Management Bid

Bids Due: March 1st, 2012 at 2:00pm

Attn: Yasmine Dada, Assistant Superintendent for Business

Deliver sealed bids to:
Community High School District #128
Landscape Management Bid
50 North Lakeview Parkway – Suite 101
Vernon Hills, IL 60061

Firm Name: _____

Address: _____

Phone/Fax: _____

Authorized Signature: _____

Printed _____

Signer's Title: _____

Base Bid for Libertyville High School and Vernon Hills High School Landscape Management Bid:

Bid Amount: \$ _____

Alternate Bid for Libertyville High School and Vernon Hills High School Fertilizer, Herbicide and Pesticide Application:

Bid Amount \$ _____

Please check any of the following that pertain to your company:

_____ Minority owned business

_____ Female owned business

_____ Business owned by persons with disabilities

**Practical Specifications for Contract Landscape Management Bid for Services
Beginning Spring of 2012
Libertyville High School Main Campus Area
4 Baseball and Softball Fields, Libertyville High School
Sand Volleyball Courts, Libertyville High School**

The base bid price includes the following scope of services:

Scope of Work

Contractor shall furnish all horticultural supervision, labor, material, equipment and transportation required to maintain the landscape throughout the contract period, as specified herein.

Site visits and pre bid meeting to review scope of work will be mandatory for all bidders. Please submit sample of weekly service detail report with bid package.

(Ref: General Terms, Section I, Item G)

Any additional services or schedules must be pre approved by the District.

Turf Care

Mowing and Edging

Turf shall be mowed and mulched during the active growing season as needed to maintain a height of 3" to 3 ½" with no more than 1/3rd of the grass blade removed per cutting. During extended rainy or dry periods mowing will take place as conditions dictate. Mowing of the areas near to building to be scheduled with District to prevent disruption of daily classroom activities.

Clippings shall not be caught and removed from turf area unless they are lying in swaths that may damage the lawn.

Turf adjacent to foundations, fences, curbs, and other such obstacles shall be kept neat by edging and trimming. Turf next to building foundations, posts, and fences shall be trimmed the same height as the adjoining turf. This will be completed whenever turf is mowed.

Edging of turf adjacent to all sidewalks shall be performed 7 times per season.

All debris and clippings from mowing or edging shall be removed from sidewalks, streets, and entrances after each cutting.

Ground Cover / Shrub Areas

Edging and Cultivation

Edge ground cover as needed to keep within bounds and away from obstacles. Shrub beds and tree rings shall be edged 2 times per season. Tree rings and shrub beds shall be cultivated 3 times.

Pruning

Shrubs shall be pruned only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damage or diseased wood. This excludes pruning necessitated by storm damage, disease, neglected overgrowth or winterkill. All deciduous and evergreen shrubs shall be pruned 3 times per season with top pruning restricted to shaping the terminal growth, removal of interfering branches and control of the height of the plant. Flowering shrubs shall be pruned immediately after blossoms have cured. All hedges shall be sheared three times per season.

Weed Control

Keep beds free of broadleaf or grassy weeds, with pre-emergent and/or selective contact herbicides and hand pulling.

Any chemical used will be horticulturally recommended and legally approved for the specific weed problem. Application of herbicides shall be coordinated with District personnel to comply with notification of District patrons as per statutes.

Tree Care

Pruning

Height limitation for tree pruning covered in the specifications is 15 feet. On trees over 15 feet in height only diseased, damaged, and/or low-hanging branches that present a hazard to pedestrian or vehicular traffic will be pruned. Trees less than 15 feet are scheduled to be pruned in the winter or early spring months except for safety-related pruning, which will be done only if necessary. Evergreen trees fewer than 12 feet in height shall be thinned out and shaped only if necessary to minimize wind and storm damage, or to remove dead and/or diseased limbs.

Staking

Stakes are to be inspected and adjusted or removed as necessary. This service and any additional cost (if any) to be discussed with client prior to work being performed.

Mulched Areas

Mulched areas will be inspected on days of service. Weeds and grasses shall be controlled with recommended, legally approved herbicides only if necessary. In those areas with excessive mulch build up, alternatives will be discussed with client. Application of herbicides shall be coordinated with District personnel to comply with notification of District patrons as per statutes.

Debris Cleanup/Spring Fall Cleanup

All landscape areas shall be inspected on days of service and debris removed from site. Landscape debris, generated from contractors work, shall be removed from paved areas on days of service.

Spring cleanup shall be performed in early spring as soon as weather permits but no later than April 1st. winter debris and leaves shall be removed from all turf, ground cover, and shrub beds. Where appropriate, turf areas shall be raked if necessary.

Fall cleanup to be completed by end of contract. Leaves and debris will be removed from all turf, ground cover, and shrub beds. The last mowing of turf will be done at a height of 2 ½”.

Irrigation System

Watering shall be scheduled and performed by others.

Any damages to the irrigation system caused by Contractor while carrying out maintenance operations shall be repaired without charge. Where practical, repairs shall be made within one watering period.

Faulty equipment, vandalism or accidental damage caused by others shall be reported promptly to owner.

**Landscape Management Schedule of Frequencies:
 Libertyville High School Main Campus Area
 The base bid price includes the following scope of services:**

Category	Service	Times Per Year
All	Spring Cleanup	1/Yr.
	Fall Cleanup	1/Yr.
Turf	Mowing	28 /Yr.
	Hard Edge	7 /Yr.
	Weed eater	28 /Yr.
	Blowing	28 /Yr.
Trash Pick	Total Area	32 /Yr.
Trees	Tree Prune	1 /Yr.
Shrub/Mulch Areas	Pruning	2 /Yr.
	Weeding	28 /Yr.
	Bed Edge	2/Yr.
	Cultivation	2/Yr.
Supervision	Supervision	32 /Yr.

**4 Baseball and Softball Fields, Libertyville High School
 Sand Volleyball Courts, Libertyville High School**

Specific Services – Baseball Field Skinned Infield & Warning Tracks

1. Groom Areas by scarifying and matt dragging weekly.
2. Edge turf adjacent to skinned infields, pitchers mounds and warning tracks three (3) times per season. Remove cut grass and debris from playing surface.
3. Weed control weekly through the use of non-selective herbicide and or hand weeding. Keep beds reasonably free of broadleaf or grassy weeds, with pre-emergent and/or selective contact herbicides and hand pulling. Any chemical used will be horticulturally recommended and legally approved for the specific weed problem. Application of herbicides shall be pre approved and coordinated with District personnel to comply with notification of District patrons as per statutes.
4. Baseball infield play surfaces are to be left in a level, playable condition free of debris and rocks larger than one inch (1”) diameter
5. Reasonable care should be taken to protect bases and pitching rubbers while performing services.

Service		
Dragging fields	1 time weekly	28/yr
Weed Control	Weekly	28/yr
Dragging limestone areas	Inside field fence and bullpen areas	28/yr

General Terms and Conditions

I. Contractor's Responsibility:

The contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein.

A. Workforce:

Contractor shall designate a qualified representative with experience in the services being provided. The workforce is to be personally presentable at all times. All employees shall be competent and qualified, and shall be U.S. citizens or legal residents.

B. Materials:

All materials shall conform to bid specifications. Contractor will meet all Agricultural licensing and reporting requirements.

C. Licenses and Permits:

Contractor to maintain a Landscape Contractor's license, if so required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.

D. Taxes:

Contractor agrees to pay all applicable taxes, including sales tax on material supplied where applicable.

E. Insurance:

Contractor agrees to provide General Liability and Automotive Liability Insurance, Worker's Compensation Insurance, Unemployment Insurance, and any other insurance required by law.

F. Invoicing:

Contractor will submit monthly service invoices for the amount set forth under the prices and terms shown. Any services rendered, that are in addition to or beyond the scope of work required by this Agreement shall be separately pre approved and billed. Payment of invoices by the District for contract services will be based on receipt of weekly service report at each facility as presented by contractor at the time of service.

G. Reporting:

Contractor or his designee is to contact the designated building representative and present a weekly report itemizing materials, man hours and services performed including current conditions and recommendations at the instance of each service visit.

II. Termination:

The monthly charge under this contract is an average of the total charge for all work to be performed under the contract divided by the number of calendar months included in the payment period of the contract. However, substantial portions of the work may be performed in the early months of each year of the contract and, due to this averaging procedure, the cost of the work will not be fully recovered by the contractor until all monthly payments under the contract have been received. Therefore, in the event this contract is terminated by either party, the Contractor shall be entitled to recover his costs incurred through the date of termination, including a reasonable amount of overhead and profit, including any amount in excess of the monthly charges paid by the Client through the date of termination.

III. Renewal:

The District will evaluate the performance of the contractor at the conclusion of this agreement and reserves the right to renew this contract with the selected contractor on an annual basis, not to exceed three years, pending a successful evaluation. Any changes to the agreement will be negotiated before a renewal contract is signed.

Should the District deem it necessary to terminate the agreement at the end of the contract period the contracted services described herein will be taken to the formal bid process for the following season.

Practical Specifications for Contract Landscape Management Bid

**Vernon Hills High School, Main Campus Building Area,
4 American Hotel Register Practice Fields, Vernon Hills
V.H.A.C. Varsity Baseball and Varsity Softball, Vernon Hills**

Scope of Work

Contractor shall furnish all horticultural supervision, labor, material, equipment and transportation required to maintain the landscape throughout the contract period, as specified herein.

Site visits and pre bid meeting to review scope of work will be mandatory for all bidders. Please submit sample of weekly service detail report with bid package.

(Ref: General Terms, Section I, Item G)

Any additional services or schedules must be pre approved by the District.

During the season the District128 expects to demolish the Hotel Register fields and replace them with new fields at the VHAC site. The scope of this agreement shall remain in effect as stated and agreed with the only change being the location of the work to be performed. At the time of this request there is not a schedule for demolition and it is possible that the scope of this agreement will remain in effect as stated in this bid request.

Turf Care

Mowing and Edging

Turf shall be mowed and mulched during the active growing season as needed to maintain a height of 3" to 3 ½" with no more than 1/3rd of the grass blade removed per cutting. During extended rainy or dry periods mowing will take place as conditions dictate. Mowing of the areas near to building to be scheduled with District to prevent disruption of daily classroom activities.

Clippings shall not be caught and removed from turf area unless they are lying in swaths that may damage the lawn.

Turf adjacent to foundations, fences, curbs, and other such obstacles shall be kept neat by edging and trimming. Turf next to building foundations, posts, and fences shall be trimmed the same height as the adjoining turf. This will be completed whenever turf is mowed.

Edging of turf adjacent to all sidewalks shall be performed 7 times per season.

All debris and clippings from mowing or edging shall be removed from sidewalks, streets, and entrances after each cutting.

Ground Cover / Shrub Areas

Edging and Cultivation

Edge ground cover as needed to keep within bounds and away from obstacles. Shrub beds and tree rings shall be edged 2 times per season. Tree rings and shrub beds shall be cultivated 3 times.

Pruning

Shrubs shall be pruned only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damage or diseased wood. This excludes pruning necessitated by storm damage, disease, neglected overgrowth or winterkill. All deciduous and evergreen shrubs shall be pruned 3 times per season with top pruning restricted to shaping the terminal growth, removal of interfering branches and control of the height of the plant. Flowering shrubs shall be pruned immediately after blossoms have cured. All hedges shall be sheared three times per season.

Weed Control

Keep beds free of broadleaf or grassy weeds, with pre-emergent and/or selective contact herbicides and hand pulling.

Any chemical used will be horticulturally recommended and legally approved for the specific weed problem. Application of herbicides shall be coordinated with District personnel to comply with notification of District patrons as per statutes.

Tree Care

Pruning

Height limitation for tree pruning covered in the specifications is 15 feet. On trees over 15 feet in height only diseased, damaged, and/or low-hanging branches that present a hazard to pedestrian or vehicular traffic will be pruned. Trees less than 15 feet are scheduled to be pruned in the winter or early spring months except for safety-related pruning, which will be done only if necessary. Evergreen trees fewer than 12 feet in height shall be thinned out and shaped only if necessary to minimize wind and storm damage, or to remove dead and/or diseased limbs.

Staking

Stakes are to be inspected and adjusted or removed as necessary. This service and any additional cost (if any) to be discussed with client prior to work being performed.

Mulched Areas

Mulched areas will be inspected on days of service. Weeds and grasses shall be controlled with recommended, legally approved herbicides only if necessary. In those

areas with excessive mulch build up, alternatives will be discussed with client. Application of herbicides shall be coordinated with District personnel to comply with notification of District patrons as per statutes.

Debris Cleanup/Spring Fall Cleanup

All landscape areas shall be inspected on days of service and debris removed from site. Landscape debris, generated from contractors work, shall be removed from paved areas on days of service.

Spring cleanup shall be performed in early spring as soon as weather permits but no later than April 1st. winter debris and leaves shall be removed from all turf, ground cover, and shrub beds. Where appropriate, turf areas shall be raked if necessary.

Fall cleanup to be completed by end of contract. Leaves and debris will be removed from all turf, ground cover, and shrub beds. The last mowing of turf will be done at a height of 2 1/2".

Irrigation System

Watering shall be scheduled and performed by others.

Any damages to the irrigation system caused by Contractor while carrying out maintenance operations shall be repaired without charge. Where practical, repairs shall be made within one watering period.

Faulty equipment, vandalism or accidental damage caused by others shall be reported promptly to owner.

**Landscape Management Schedule of Frequencies:
Vernon Hills High School, Main Campus Building Area,
The base bid price includes the following scope of services:**

Category	Service	Times Per Year
All	Spring/Fall Cleanup	1/Yr.
	Fall Cleanup	1/Yr.
Turf	Mowing	28 /Yr.
	Hard Edge	7 /Yr.
	Weed eater	28 /Yr.
	Blowing	28 /Yr.
Trash Pick	Total Area	32 /Yr.
Trees	Tree Prune	1 /Yr.
Shrub Area	Pruning	2 /Yr.
	Weeding	28 /Yr.
	Bed Edge	2/Yr.
	Cultivation	2/Yr.
Supervision	Supervision	32 /Yr.

**Vernon Hills High School, Vernon Hills
4 American Hotel Register Practice Fields, Vernon Hills (Until Demolition)
V.H.A.C. Varsity Baseball and Varsity Softball, Vernon Hills (Add new lower level
baseball fields at VHAC after demolition of Hotel Register fields)
(Also includes small turf area to north of Baseball field between fence and asphalt walk
only.)**

Specific Services – Baseball Field Skinned Infield & Warning Tracks

1. Groom Areas by scarifying and matt dragging weekly.
2. Edge turf adjacent to skinned infield and warning track three (3) times per season.
3. Weed control weekly through the use of non-selective herbicide and or hand weeding. Keep beds reasonably free of broadleaf or grassy weeds, with pre-emergent and/or selective contact herbicides and hand pulling. Any chemical used will be horticulturally recommended and legally approved for the specific weed problem. Application of herbicides shall be pre approved and coordinated with District personnel to comply with notification of District patrons as per statutes.
4. Baseball infield play surfaces are to be left in a level, playable condition free of debris and rocks larger than one inch (1”) diameter
5. Reasonable care should be taken to protect bases and pitching rubbers while performing services.
6. The artificial infield surface of the Varsity baseball field will be maintained by the District.

Service		
Dragging fields	1 time weekly	28/yr
Weed Control	Weekly	28/yr
Dragging limestone areas	Inside field fence and bullpen areas	28/yr

General Terms and Conditions

IV. Contractor's Responsibility:

The contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein.

G. Workforce:

Contractor shall designate a qualified representative with experience in the services being provided. The workforce is to be personally presentable at all times. All employees shall be competent and qualified, and shall be U.S. citizens or legal residents.

H. Materials:

All materials shall conform to bid specifications. Contractor will meet all Agricultural licensing and reporting requirements.

I. Licenses and Permits:

Contractor to maintain a Landscape Contractor's license, if so required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.

J. Taxes:

Contractor agrees to pay all applicable taxes, including sales tax on material supplied where applicable.

K. Insurance:

Contractor agrees to provide General Liability and Automotive Liability Insurance, Worker's Compensation Insurance, Unemployment Insurance, and any other insurance required by law.

L. Invoicing:

Contractor will submit monthly service invoices for the amount set forth under the prices and terms shown. Any services rendered, that are in addition to or beyond the scope of work required by this Agreement shall be separately pre approved and billed. Payment of invoices by the District for contract services will be based on receipt of weekly service report at each facility as presented by contractor at the time of service.

G. Reporting:

Contractor or his designee is to contact the designated building representative and present a weekly report itemizing materials, man hours and services performed including current conditions and recommendations at the instance of each service visit.

V. Termination:

The monthly charge under this contract is an average of the total charge for all work to be performed under the contract divided by the number of calendar months included in the payment period of the contract. However, substantial portions of the work may be performed in the early months of each year of the contract and, due to this averaging procedure, the cost of the work will not be fully recovered by the contractor until all monthly payments under the contract have been received. Therefore, in the event this contract is terminated by either party, the Contractor shall be entitled to recover his costs incurred through the date of termination, including a reasonable amount of overhead and profit, including any amount in excess of the monthly charges paid by the Client through the date of termination.

VI. Renewal:

The District will evaluate the performance of the contractor at the conclusion of this agreement and reserves the right to renew this contract with the selected contractor on an annual basis, not to exceed three years, pending a successful evaluation. Any changes to the agreement will be negotiated before a renewal contract is signed.

Should the District deem it necessary to terminate the agreement at the end of the contract period the contracted services described herein will be taken to the formal bid process for the following season.

**LIBERTYVILLE HIGH SCHOOL
2012 Fertilizer, Tree and Shrub Care Program**

**Administration and Libertyville High School Building
2012 Tree and Shrub Care Program**

Spring Fertilization for all trees & shrubs (mid to late April)
Insect & Disease Control #1 (late June or early July)
Insect & Disease Control #2 (late July or early August)
Fall Fertilization for all trees & shrubs (September or October)

**Administration Building
2012 Lawn Care Program**

Spring Lawn Fertilization (timed with Main Campus)
Fall Lawn Fertilization (timed with Main Campus)

**Libertyville High School Building and Fields
2012 Lawn Care Program**

March 25 – March 31

Varsity Baseball and Softball fields (fertilizer and pre-emergent)
Main building area and the rest of the sports fields (fertilizer only)
Dymond Fields
Nursery
Brainerd athletic field

Early May – Fertilizer and Weed Control

Main Campus – all areas and Fields
Dymond Fields
Nursery
Brainerd athletic field

Early August – Fertilizer and Weed Control

Athletic fields at main campus only (first week of Aug.)
Main Campus – (the rest of the areas by 8/16)
Dymond Fields
Nursery
Brainerd athletic field

Mid-October – Fertilizer Only

Main campus– all areas
Dymond Fields
Nursery
Brainerd athletic field

**VERNON HILLS HIGH SCHOOL
2012 Fertilizer, Tree and Shrub Program**

Spring Fertilization for all trees & shrubs (mid to late April)
Insect & Disease Control #1 (late June or early July)
Insect & Disease Control #2 (late July or early August)
Fall Fertilization for all trees & shrubs (September or October)

**VERNON HILLS HIGH SCHOOL
2012 Lawn Care Program**

March 25 – 31 – Fertilizer and Pre-emergent

Around Building
Main Campus
West of Stadium
Varsity Baseball
Varsity Softball
Stadium “bowl” area

Early May – Fertilizer and Weed Control

Main Campus
West of Stadium
Varsity Baseball
Varsity Softball
Stadium “bowl” area

Early-Mid August – Fertilizer and Weed Control

Main Campus
West of Stadium
Varsity Baseball
Varsity Softball
Stadium “bowl” area

End of September – Fertilizer Only

Main Campus
West of Stadium
Varsity Baseball
Varsity Softball
Stadium “bowl” area

Stadium Field

The VHHS Stadium field will be monitored by the District staff and recommendations for treatment and fertilization will be negotiated on a separate and as needed basis apart from the schedule above.