



## **Request for Proposal (RFP)**

**Grass Cutting and String Trimming of Village of Johnsburg owned properties for the 2023 season; pricing option to renew the contract for the 2024 and 2025 seasons**

Issue Date: March 24, 2023

**RFP Submittal Due Date: April 6, 2023 at 3:00p.m.**

## 1. RFP Overview

### 1.1 Purpose of RFP

This Request for Proposals ("RFP") is being issued by the Village of Johnsburg (the "Village"). The Village is soliciting proposals from entities for Grass Cutting and String Trimming of Village of Johnsburg owned properties for the 2023 season with pricing option to renew the contract for the 2024 and 2025 seasons. Services are expected to begin in Mid-April (or sooner) and end in October as needed, seasonally at times could be Mid-November.

### 1.2 RFP Timeline

Proposals are due Thursday, April 6, 2023 NLT 3:00p.m. The Village anticipates award of contract no later than Tuesday, April 11, 2023 Village Board Meeting evening with a start date immediately, weather permitting.

The Village reserves the right, at its sole discretion, to adjust the RFP schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers.

### 1.3 RFP Questions

All questions, technical or otherwise, pertaining to this RFP can be directed to:

V. Lamontagna  
Village Assistant Administrator  
Village of Johnsburg  
815-385-6023 / 815-482-9927  
Email: [vlamontagna@johnsburg.org](mailto:vlamontagna@johnsburg.org)

J. Kleinhanzl  
Parks and Facilities Lead  
Village of Johnsburg  
224-325-6743  
Email: [Parks&Facility@johnsburg.org](mailto:Parks&Facility@johnsburg.org)

### 1.4 RFP Amendment and Cancellation

The Village reserves the unilateral right to amend this RFP in writing at any time. The Village also reserves the right to cancel or reissue the RFP at its sole discretion. If amendment(s) are issued, notification shall be provided to all Proposers. Amendment(s) will also be posted on the Village's website:

<https://www.johnsburg.org/rfps>

### 1.5 Proposal Submittal

Sealed proposals must be received at the David G. Dominguez Municipal Center, Attn: Village Hall, 1515 Channel Beach Avenue, Johnsburg, Illinois 60051 no later than Thursday, April 6, 2023 at 3:00p.m. and should be clearly labeled "Grass Cutting and String Trimming of Village of Johnsburg Properties"

## 2. Scope of Services

### 2.1 General Description

The Contractor shall provide weekly cuts and trimming (or less as needed), site/facility specific and to be billed monthly via invoices and ability for on-call during Village special events and emergencies.

The Contractor must be able to provide emergency service response of the Village's facilities on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain facilities in compliance with standards set by the Village.

Contractor shall be responsible for providing a safe work place, and complying with the standards and regulations set forth by the Federal Occupational Safety and Health Act (OSHA) and any other applicable governmental law or Village Risk Management standards. Non-Compliance with previously mentioned standards and regulations may result in a deficiency or performance deduction.

## 2.2 Village Facilities

The facilities and/or vacant parcels to be serviced are as follows:

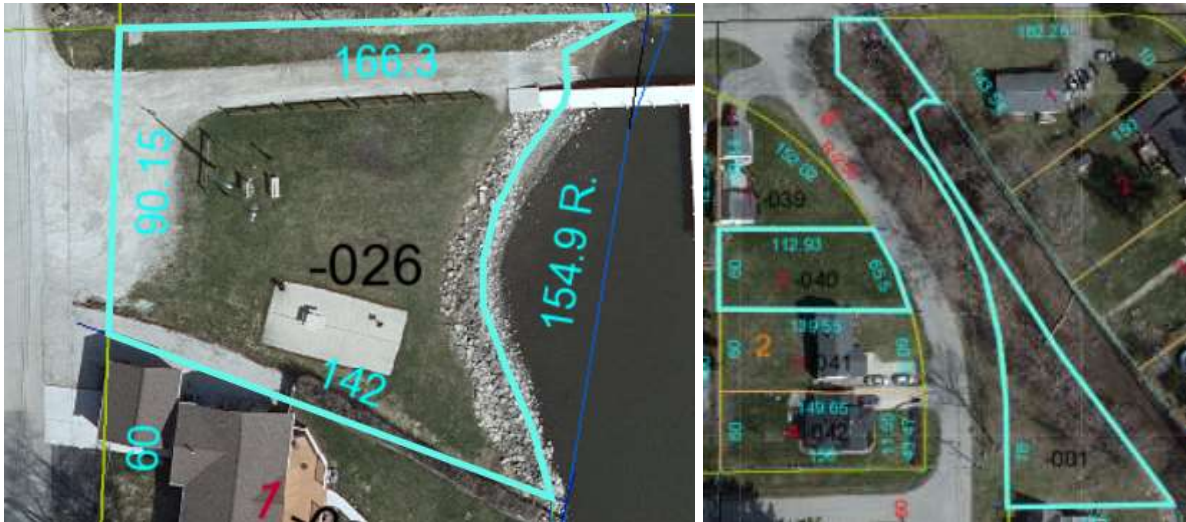
**2.2.1. Hiller Park** (5500 Skyhawk Ln) in its entirety and along Saddle Ridge between Dakota Ridge and Briarwood Dr. (along the road way).



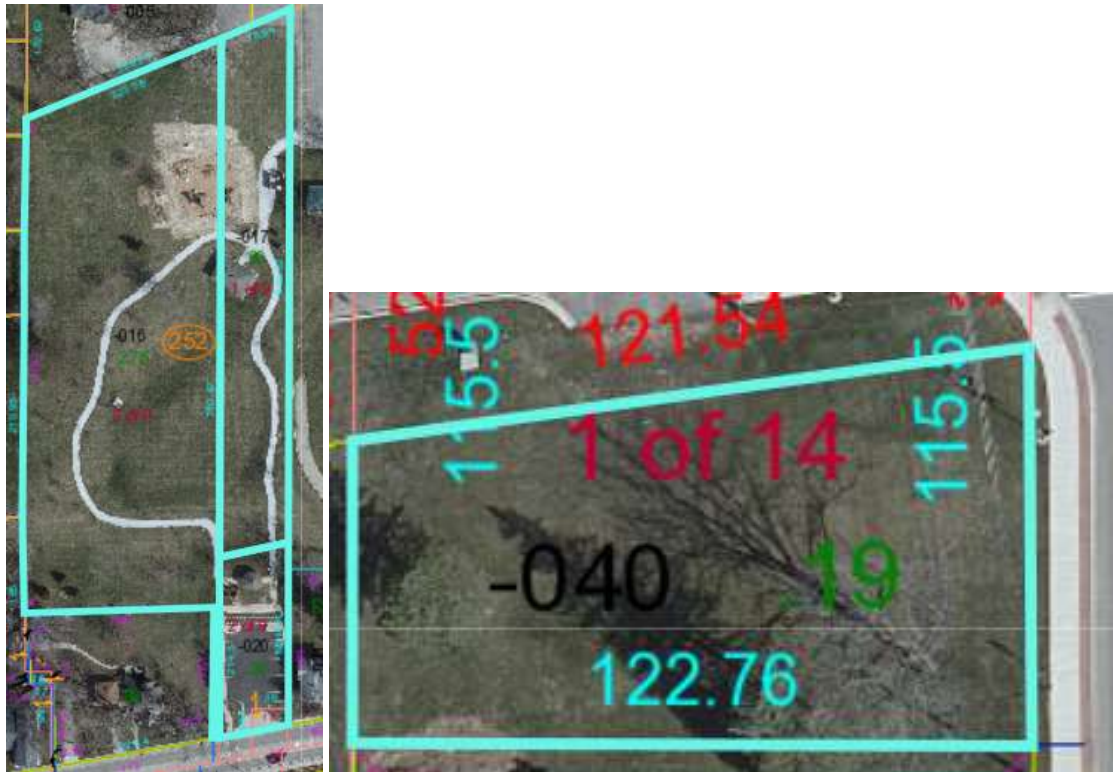
**2.2.2. Sunnyside Memorial Park** (1515 Channel Beach Ave) including soccer fields, sled hill and vacant parcel at the corner of Channel Beach Avenue and Johnsburg Road, portions to rear of David G. Dominguez Municipal Center adjacent to playground and established walking path.



**2.2.3. Alfred May Park** (4100 Block Riverview Dr.), vacant lot between 4303 and 4307 Riverview Dr., and vacant lot north of 4216 Riverview Dr. to May Ave.





**2.2.5 Johnsburg Rescue Squad Park (2410 Johnsburg Rd.) and vacant lot at 3809 St. Johns Ave.****2.2.6. Shiloh Well House (1921 Fremont), alongside Right-of-Way (ROW) and Subdivision entrance along Shiloh and Cedar Creek Dr, Claremont Well House (3708 Garfield), and Water Tower Property (3707 Garfield).**

**2.2.7. Remington Grove Park** vacant lot (North of 4219 Jay St.) and along roadway on north side of Running Brook Farm Blvd. from Richmond Rd. east to 2947 Payton Crossing.



**2.2.8. Running Brook Farm Park** (3100 Block of Talisman Ln) in its entirety, non-wooded areas and associated Right-of-Way (ROW) adjacent to Roads.



**2.2.9. Miller Road** along roadway, South Side of road between Meadowlark Ln. and east to Village limits.



**2.2.10. Johnsburg Road** along roadway between Church St. and Channel Beach Ave., both sides of road and along South Side of Channel Beach Ave. from Johnsburg Rd. east to Sunnyside Memorial Park.

*(No exhibit, will provide walk-through if needed to explain Right-of-Way and Mowing adjacent to sidewalks and roadway)*



**2.2.11.** Vacant parcel at the corner of Church Street and Johnsburg Road adjacent to McHenry Township Fire Station #2 (3710 Johnsburg Rd).



**2.2.12.** Ten (10) vacant parcels situated in Lake Dawnwood Subdivision generally located on Sandalwood Lane.



**2.2.13. Hickory Way Park and Fishing Pond and vacant parcel adjacent on Hickory Way****2.2.14. Lenart Park (2600 Block Jodie Way) in its entirety including the Right of Way (ROW) from curbing to parcel dimensions.****2.3 Maintenance Requirements****2.3.1 Routine Maintenance**

The Contractor shall provide a routine; discussed weekly and/or Bi-weekly mowing comprehensive maintenance of each site depicted in accordance with frequency schedule noted in the RFP.



**2.3.2 Emergency Response Work**

The Village may request that the Contractor perform Emergency Response Work where an advance of normal mowing and maintenance schedule. The Contractor shall provide and maintain emergency service response of the Village's properties on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. Emergency Response Work shall be performed on a time and materials basis.

**2.4 Materials and Equipment**

Proposer will provide all appropriate commercial grade mowers and equipment, apparatus, and materials needed to perform all work necessary.

**2.5 Hours of Work**

Unless otherwise specified, all work shall be done during regular workings hours (Monday through Friday, 7:00 a.m. to 8:00 p.m.) IAW [Ch. 43.10\(E.\)](#)

**2.6 Assignment and Subcontracting**

The Contractor may not subcontract, transfer, or assign any portion of the contract.

**3. Reporting Requirements****3.1 Activity/Service Records**

The Contractor shall maintain activity/service records and produce same to the Village upon request.

**3.2 Invoices**

The Contractor shall provide one invoice to the Village by the fifteenth (15) working day of each month for the previous month. Invoices shall list the cost for each Village of Johnsburg owned property/event and identify emergency response work separate from routine maintenance. Charges for routine maintenance should reflect the established rate for facilities negotiated in the contract. Charges for Emergency Response Work should be itemized by service call and should show the actual labor hours per employment classification and application rates.

**3.3 Payment**

All payments will be made within thirty (30) days of receipt.

**4. Proposal Submission Requirements**

Proposals should reflect the contractor's ability to perform scope and any current commercial-like references. The Village relies on the professionalism and competence of the Contractor to be knowledgeable of the general areas identified in the Scope of Work and of adequate competence to consider all required tasks and subtasks, personnel commitments, man hours, direct and indirect costs, etc. when developing its proposal. The Village will not approve addenda to the Contractor's agreement which do not involve a substantial change from the general Scope of Work identified in this Request for Proposal.

**5 Award of Contract**

It is the Village's intent to award a single contract to the firm that can best meet the requirements of the Request for Proposal document. The Village reserves the right to award a contract to multiple firms or a single firm or to make no award, whichever is in the best interest of the Village.