



# **Nunda Township**

## **REQUEST FOR PROPOSALS**

### **2022/2023 Annual Maintenance Contract For Nunda Township Cemeteries**

ISSUE DATE:

**Wednesday, March 2, 2022**

PROPOSAL DUE DATE & TIME:

**Wednesday, March 23, 2022 – 3:30 p.m.**

BID OPENING DATE & TIME:

**Thursday, March 24, 2022 – 7:15 a.m.**

**Obtain information from and submit proposals to:**

**Leda Bobera-Drain - Supervisor**

**Nunda Township**

3510 Bay Road

Crystal Lake, IL 60012

Telephone: 815-459-4011

Fax: 815-459-4023

Email: [super@nundatownship.com](mailto:super@nundatownship.com)

## INTRODUCTION

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Nunda Township Cemetery Board (hereinafter referred to as “Nunda”) hereby invites firms to submit proposals in accordance with the requirements set forth in this Request for Proposals (RFP).

Nunda is seeking proposals for an annual landscaping and maintenance services for four (4) Nunda Township Cemeteries.

Nunda desires to select the Vendor who, in Nunda’s opinion, will best be able to provide the services described in this RFP.

Nunda will evaluate each Proposal and will make its final decision based on which Vendor fulfills the Evaluation Criteria in a way that is in the best interest of Nunda Residents. The award of contract shall be in Nunda’s sole discretion.

No Vendor or any third party will be entitled to any written justification or administrative appeal of Nunda’s selection process.

The final contract will be negotiated with the selected Vendor and executed by Nunda Township Cemetery Board.

Responses to this RFP must be submitted no later than **3:30 p.m. local time on Wednesday, March 23, 2022**. No consideration will be given to documents received after the above stated date and time. Respondents must submit three (3) complete, sealed, signed and attested original Proposals addressed to:

Leda Bobera-Drain - Supervisor  
Nunda Township  
3510 Bay Road  
Crystal Lake, IL 60012  
815-459-4011  
[super@nundatownship.com](mailto:super@nundatownship.com)

No oral or electronic Proposals, including those sent by facsimile or via e-mail, will be accepted or considered. All Proposals received after the submittal time will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the Proposal.

**NUNDA RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.**

Nunda will select one Vendor to provide all services as described in this RFP. Bids will be opened **Thursday, March 24, 2022 – 7:15 a.m.** at Nunda Township Office 3420 Bay Road, Crystal Lake, IL.

## **SCOPE OF SERVICES**

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Nunda is seeking one qualified firm to provide a landscaping and maintenance to four (4) cemeteries located within Nunda Township as identified in **Exhibit A**.

### General Services

Mowing and trimming of grass and vegetation on a weekly basis (more or less as needed - weather dependent) to maintain an acceptable appearance to the general public. Grass shall be maintained not to exceed the height of 6 inches nor less than 3 inches. No grass clippings shall be allowed to remain on monuments and markers. No excessive grass clippings shall be allowed to remain on lawn, graves and common areas. Garbage and debris shall be removed before mowing each week and placed in the provided refuse container.

Clean debris, dead flowers and unapproved materials from graves as needed. Dispose of debris properly and bring unapproved decorations to Nunda Supervisor's office. This shall be done as needed and considered part of weekly maintenance described above.

Mowing and trimming of grass and vegetation as described above MUST occur just prior to the following holidays: Mother's Day, Memorial Day, Father's Day, July 4<sup>th</sup>, Labor Day and Veteran's Day.

Perform vegetation/weed control on all fence lines of all cemeteries monthly during the months of May and September (or as needed) to maintain an acceptable appearance to the general public.

Pruning and trimming of trees, bushes and shrubs must occur twice per season between the months of May and September.

Fall Maintenance to include removal of all leaves and branches so as to maintain an acceptable appearance to the general public.

Spring Cleanup to include removal of all Christmas decorations, debris and fallen branches no later than April 15th.

If vendor finds that a funeral service is to occur during a maintenance procedure, the vendor will stop any activity and return on a different day and/or time. It is not permissible to disturb the sanctity of a funeral service in any manner.

Any damage done to monuments must be immediately reported to Nunda Supervisor

The successful Vendor will bill Nunda Township for all services performed. The Vendor will provide a detailed bill on a monthly basis. This detailed bill will include a date, description and location for each service performed.

The term of the contract will be for a period of one (1) year, with contract extensions of up to two (2) additional one-year extensions at Nunda's sole discretion. The term of the contract will commence on April 1, 2022. The successful Vendor will be required to maintain insurance coverage in as specified in **Exhibit B**. To the fullest extent permitted by law, the successful Vendor hereby agrees to defend, indemnify and hold harmless Nunda Township Cemetery Board, Nunda Township, their respective officials, agents and employees against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against any of them or their officials, agents and employees arising in whole or in part or in consequence of the performance of this work by the successful Vendor, its employees or agents which may in anywise result therefore, except that arising pursuant to the indemnification and hold harmless requirements out of the sole legal cause of Nunda or its agents or employees. The successful Vendor will, at its own expenses, appear, defend and pay all charges of attorneys and all costs and other expenses arising pursuant to the indemnification and hold harmless requirements or incurred in connections therewith, and, if any judgment will be rendered against Nunda Township, Nunda Township Cemetery Boar, or their respective, officials, agents or employees in any such action, the successful Vendor will, at its own expense, satisfy and discharge the same. The successful Vendor expressly understands and agrees that any insurance policies required by this RFP, or otherwise provided by the successful Vendor, will in no way limit the responsibility to indemnify, keep and save harmless and defend Nunda, its officials, agents and employees as herein provided.

The successful vendor shall be required to enter into a contract relative to the work to be performed in the format specified by Nunda.

Each vendor responding to this proposal shall include a Certificate of Insurance evidencing the coverages required in Exhibit B and the following document which are included as Exhibit C

1. Bid Proposal
2. List of Three References
3. Public Contract Certifications

## **EXHIBIT A – TOWNSHIP CEMETERIES TO BE SERVICED**

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<b>Nunda Cemetery</b>	<b>Location of Address</b>	<b>Approximate Acreage</b>
<b>McMillan</b>	Rt. 31 & Gracy Road, McHenry	1 acre
<b>Holcombville</b>	Crystal Springs Road, Crystal Lake	1.21 acres
<b>Prairie Grove</b>	Rt. 176 & Valley View Road, Prairie Grove	2.09 acres
<b>Ridgefield</b>	Ridgefield Road, McHenry	1.83 acres

***Please note that each cemetery will be provided with one (1) 96 gallon refuse container and one (1) 96 gallon landscape waste container to be utilized by selected Vendor to help maintain each cemetery. There will be no cost to the selected Vendor for this service. No waste other than that from a Nunda Township Cemetery is allowed to be placed in these containers by the selected Vendor. The pickup dates shall be determined by Nunda's selected Waste Hauler.***

***During the fall season, leaves may be moved to the edge of the cemetery roadway to be vacuumed by Nunda's selected Waste Hauler. This will occur 3 times over a 6 week period as determined by Nunda and Nunda's selected Waste Hauler.***

## **EXHIBIT B – INSURANCE REQUIREMENTS**

The successful Vendor shall procure and maintain the following insurance during the entire term of the Contract:

<u>Type of Insurance</u>	<u>Required Limits of Liability</u>
1. Workers Comp	Statutory
2. Employer's Liability	\$500,000 per accident \$500,000 disease (policy limit) \$500,000 disease (each employee)
3. Commercial General Liability including "occurrence" coverage for:	
a. Premises and operations independent Vendors, protective, contractual liability, broad form property damage and XCU hazards	\$1,000,000 per occurrence for bodily injury and property damaged combined. \$1,000,000 annual aggregate per location for bodily injury and property damage combined.
b. Products and completed operations (including broad form property damage)	\$1,000,000 per occurrence for bodily injury and property damage combined. \$1,000,000 annual aggregate for bodily injury and property damage combined
c. Personal injury liability	\$1,000,000 per occurrence \$1,000,000 annual aggregate
4. Business, Auto Liability (including owned, non-owned and hired vehicles)	\$1,000,000 per accident for bodily injury and property damaged combined.

Nunda Township, Nunda Township Cemetery Board and their respective elected and appointed officials shall be named as additional insured by a policy endorsement and a certificate of insurance evidencing the required insurance shall be provided by vendor.

## **EXHIBIT C – BID PROPOSAL FORM**

**THE TOWNSHIP IS EXEMPT FROM ALL FEDERAL AND STATE TAX: BIDDERS  
MUST QUOTE PRICES WHICH DO NOT INCLUDE SUCH TAX.**

**BASE BID:** Mowing and Line Trimming Services  
*April through November 2022*

\$ \_\_\_\_\_

**In compliance with the Request for Proposals specifications, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid is accepted within 60 days from the date of the opening, to furnish all labor, materials and services necessary to complete the work in accordance with the bidding documents upon which price is quoted, at the Base Bid Amount set forth above.**

Bidder's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_

**The undersigned acknowledges the following:**

- A. Examination of the bidding documents.
- B. The number and amount of other contracts and awards pending which I am or will become obligated to perform, now and during the course of my work on this project, will not interfere with or hinder the timely prosecution of my work.

\_\_\_\_\_  
Bidder's Signature

Dated \_\_\_\_\_, 2022

**Note: This sheet must be completed and submitted with the bid.**

**Nunda Township Cemetery Board  
Mowing Services Bid**

Bidder's Name \_\_\_\_\_

**REFERENCES**

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_



## **PUBLIC CONTRACT CERTIFICATIONS**

Nunda Township is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized.

### **CERTIFICATE OF VENDOR/BIDDER**

In order to comply with 720 Illinois Compiled Statutes (ILCS) 5/33 E-1 et.seq., Nunda Township requires the following certification be acknowledged:

- The below-signed bidder/Vendor hereby certifies that it is not barred from bidding or supplying any goods, services or construction to Nunda Township with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the ILCS, as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks and bidding.

### **CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1.1**

In order to comply with 65 Illinois Compiled Statutes (ILCS) 5/11-42.1.1, Nunda Township requires the following certification be acknowledged:

- The undersigned does hereby swear and affirm that: (1) it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or (2) in contesting in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class I Misdemeanor, and (2) voids the contract and allows Nunda to recover all amounts payable to it under the contract.

\_\_\_\_\_  
Print Name of Vendor/Bidder/Supplier

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Expiration Date