

# **Attachment B to City of Jonesboro Invitation for Bid**

## **BID FORM FOR MUNICIPAL MOWING SERVICES CONTRACT**

**Solicitation No.:** **MOWING**

**Date Issued:**

### **PART I - BIDDER INFORMATION**

**Bidder Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Federal Tax ID No. (or SSN):** \_\_\_\_\_

**Business Entity Type:**

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ Joint Venture
- ☐ Limited Liability Company
- ☐ Other (Specify): \_\_\_\_\_

**State of Incorporation/Organization:** \_\_\_\_\_

**Years in Business:** \_\_\_\_\_ **Years in Current Business Name:** \_\_\_\_\_

## PART II - BID PRICING SCHEDULE

The undersigned Bidder hereby offers to provide all labor, materials, equipment, supplies, transportation, insurance, permits, licenses, supervision and all other items necessary to perform municipal mowing services in accordance with the Specifications and Contract Documents for the prices indicated below:

### A. Base Bid

Area Description	Approximate Square Footage	Mowing Frequency	Unit Price Per Mowing	Annual Total (Unit Price Frequency)
City Square and Right of Ways off Square	[Square Footage]	Weekly (April-October)	\$	\$
Water Treatment Facility	[Square Footage]	Bi-weekly (April-October)	\$	\$
City Cemetery	[Square Footage]	Weekly (April-October)	\$	\$
<b>TOTAL BASE BID (Annual)</b>	<b>\$</b>			

### B. Optional Services (Priced Separately)

Service Description	Unit	Unit Price
Weed Control Application	Per 1,000 sq. ft.	\$
Additional Mowing (as requested)	Per occurrence	\$

### C. Hourly Rates for Additional Services

<b>Position/Equipment</b>	<b>Regular Rate (Per Hour)</b>	<b>Emergency/After-Hours Rate (Per Hour)</b>
Supervisor	\$	\$
Equipment Operator	\$	\$
Laborer	\$	\$
Additional Equipment (specify):	\$	\$

### **PART III - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS**

The Bidder makes the following representations and certifications as part of this Bid:

1. **Examination of Documents and Site:** Bidder has carefully examined all Bid Documents, including the Specifications, General Conditions, Special Conditions, and all Addenda. Bidder has visited the site(s) and become familiar with all local conditions affecting the Work. Bidder's bid price includes all costs for labor, materials, equipment, supervision, overhead, profit, and all other costs necessary to complete the Work as specified.
2. **Addenda:** Bidder acknowledges receipt of the following Addenda (list all addenda received):  
  
\_\_\_\_\_
3. **Contract Time:** Bidder agrees to commence work within \_\_\_\_\_ calendar days after receipt of Notice to Proceed and to complete all work within the time specified in the Contract Documents.
4. **Bid Validity:** This bid shall remain valid and may not be withdrawn for a period of ninety (90) calendar days from the date of bid opening.
5. **Non-Collusion:** Bidder certifies that this bid has been prepared independently and without consultation, communication, or agreement with any other bidder or competitor for the

purpose of restricting competition, and that no attempt has been made to induce any other person or firm to submit or not submit a bid.

6. **Compliance with Laws:** Bidder certifies that it is in compliance with all federal, state, and local laws, regulations, and ordinances applicable to the Work, including but not limited to:

- Equal Employment Opportunity requirements
- Americans with Disabilities Act
- Worker's Compensation requirements
- Environmental protection regulations

7. **Debarment and Suspension:** Bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency.

8. **Conflict of Interest:** Bidder certifies that no officer, agent, or employee of the City who has a pecuniary interest in this Bid has participated in the preparation of the Bid, and that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same Work.

9. **Qualifications:** Bidder certifies that it meets or exceeds all qualifications and requirements specified in the Bid Documents and is capable of performing the Work as specified.

## **PART IV - REQUIRED BIDDER QUALIFICATIONS**

Bidder shall provide the following information as part of this Bid:

1. **Experience:** List at least three (3) similar municipal or commercial mowing contracts performed within the past five (5) years:

a. Client Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

Contract Duration: \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

b. Client Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

Contract Duration: \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

c. Client Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

Contract Duration: \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

2. **Equipment:** List all equipment that will be used for this Contract:

Equipment Type	Make/Model	Year	Owned/Leased	Quantity
----------------	------------	------	--------------	----------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

3. **Personnel:** Provide the number of full-time and part-time employees who will be assigned to this Contract:

Full-time employees: \_\_\_\_\_

Part-time employees: \_\_\_\_\_

Supervisor name(s): \_\_\_\_\_

Supervisor qualifications: \_\_\_\_\_

4. **Licenses and Certifications:** List all relevant licenses and certifications held by your company or employees who will perform work under this Contract:

**License/Certification Type License Number Expiration Date Holder Name**

---

5. **Safety Record:** Provide information about your company's safety record for the past three (3) years:

Number of OSHA recordable incidents: \_\_\_\_\_

Workers' Compensation Experience Modification Rate (EMR): \_\_\_\_\_

Brief description of safety program: \_\_\_\_\_

---

## **PART V - CONTRACT EXECUTION**

By signing below, the Bidder agrees that if this Bid is accepted by the City, Bidder will enter into a Contract with the City in accordance with the terms and conditions of the Contract Documents and provide all required insurance, bonds, and other documentation within ten (10) calendar days after notice of award.

**Bidder Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **PART VI - ADDITIONAL REQUIREMENTS**

1. **Insurance:** If awarded the Contract, Bidder shall provide and maintain the following insurance coverage throughout the Contract term:

- Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits
- Employer's Liability: \$1,000,000 per accident, \$1,000,000 disease-policy limit, \$1,000,000 disease-each employee

2. **Subcontractors:** If Bidder intends to use subcontractors for any portion of the Work, list all proposed subcontractors below:

Subcontractor Name	Address	Work to be Performed	% of Contract
--------------------	---------	----------------------	---------------

Bidder acknowledges that all subcontractors must be approved by the City prior to commencement of Work.

3. **Attachments:** The following documents are attached to and made a part of this Bid:

- ☐ Bid Bond
- ☐ List of Equipment
- ☐ List of References
- ☐ Proof of Insurance
- ☐ Contractor's License
- ☐ Other: \_\_\_\_\_

## PART VIII - ACCEPTANCE BY CITY (FOR CITY USE ONLY)

The foregoing Bid is hereby accepted by the City of Jonesboro this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**By:** \_\_\_\_\_  
[NAME AND TITLE]

**Attest:** \_\_\_\_\_  
City Clerk

**Contract Amount:** \$ \_\_\_\_\_

**Contract Time:** \_\_\_\_\_

**Notice to Proceed Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

## EXHIBIT A - SCOPE OF SERVICES

### 1. General Scope

The Contractor shall provide all labor, supervision, equipment, materials, supplies, transportation, fuel, and all other items necessary to perform municipal mowing services for the City. Services include mowing, trimming, edging, and cleanup of designated areas as specified herein.

## **2. Service Locations and Specifications**

The Contractor shall provide services at the following locations in accordance with the specifications provided:

### **a. City Square and right of ways off square**

- Address: 1101 Public Square, Jonesboro, Illinois
- Approximate Area: [Square Footage]
- Mowing Frequency: Weekly (April-October)
- Special Instructions: [Any special requirements]

### **b. City Sewer Plant**

- Location: [Description of location]
- Approximate Area: [Square Footage]
- Mowing Frequency: Bi-weekly (April-October)
- Special Instructions: [Any special requirements]

### **c. City Cemetery**

- Address: [Address]
- Approximate Area: [Square Footage]
- Mowing Frequency: Weekly (April-October)
- Special Instructions: [Any special requirements]

## **3. Service Requirements**

### **a. Mowing**

- Grass shall be cut to a height of 2.5 to 3.5 inches, depending on the season and grass type
- Mowing shall be performed in a neat, professional manner
- Mowing patterns shall be alternated when possible to prevent rutting



- Care shall be taken to prevent damage to trees, shrubs, and other permanent fixtures

**b. Trimming**

- Trimming around obstacles, trees, shrubs, buildings, walkways, and other objects shall be performed with each mowing

- Care shall be taken to prevent damage to trees, shrubs, and other permanent fixtures

**c. Cleanup**

- All grass clippings shall be blown or swept from sidewalks, driveways, parking lots, and other paved areas after each mowing
- All litter and debris shall be removed from mowing areas prior to mowing
- The Contractor shall properly dispose of all debris in accordance with applicable laws and regulations

**d. Schedule**

- Regular mowing services shall begin in April and continue through October of each year
- Mowing shall be performed on weekdays between the hours of 7:00 AM and 7:00 PM, unless otherwise approved by the City
- The Contractor shall submit a proposed schedule to the City for approval prior to beginning work

**4. Equipment and Materials**

**a. Equipment**

- The Contractor shall maintain all equipment in good working condition
- Equipment shall be properly maintained to prevent oil or fuel leaks
- The Contractor shall have backup equipment available in case of breakdown

**b. Materials**

- The Contractor shall provide all materials necessary to perform the services
- All materials shall be of commercial grade and quality

**5. Quality Control**

**a. Supervision**

- The Contractor shall provide adequate supervision to ensure quality performance

- A supervisor shall be on-site during all work hours

**b. Inspections**

- The City reserves the right to inspect the Work at any time
- The Contractor shall correct any deficiencies identified during inspections within 24 hours

**c. Reporting**

- The Contractor shall submit monthly reports documenting services performed, including dates, locations, and any issues encountered

## **EXHIBIT B - GENERAL TERMS AND CONDITIONS**

### **1. Contract Term**

This Contract shall be for a period of one (1) year from the effective date, with the option to renew for up to \_\_\_\_ (\_\_) additional one-year periods upon mutual agreement of both parties.

### **2. Payment Terms**

- a. The Contractor shall submit invoices monthly for services performed during the previous month.
- b. Invoices shall include detailed information regarding services performed, including dates, locations, and any additional services provided.
- c. Payment shall be made within thirty (30) days after receipt of a properly prepared invoice.
- d. The City reserves the right to withhold payment for services not performed in accordance with the Contract.

### **3. Price Adjustments**

1. Prices shall remain firm for the initial one-year term of the Contract. For any renewal periods, the Contractor may request a price adjustment based on the Consumer Price Index, not to exceed 3% per year.
2. Any price adjustment request must be submitted in writing at least sixty (60) days prior to the renewal date.

#### **4. Performance Standards**

- a. The Contractor shall perform all services in a professional manner, using skilled personnel and proper equipment.
- b. The Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances.
- c. The Contractor shall obtain and maintain all necessary licenses, permits, and certifications required to perform the services.

#### **5. Termination**

- a. The City may terminate this Contract for convenience upon thirty (30) days written notice to the Contractor.
- b. The City may terminate this Contract for cause immediately upon written notice if the Contractor fails to perform in accordance with the Contract terms.
- c. In the event of termination, the Contractor shall be paid for services performed through the date of termination.

#### **6. Insurance Requirements**

- a. The Contractor shall maintain insurance coverage as specified in Part VII of this Bid Form throughout the Contract term.
- b. The City shall be named as an additional insured on all liability policies.
- c. The Contractor shall provide certificates of insurance to the City prior to beginning work and upon renewal of any policy.

#### **7. Indemnification**

The Contractor shall indemnify, defend, and hold harmless the City, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the Work performed by the Contractor, regardless of whether such injury, death, or damage was caused in whole or in part by the negligence of the City.

#### **8. Independent Contractor**

The relationship between the City and the Contractor is that of independent contractor. The Contractor, its employees, and subcontractors are not considered employees of the City for any purpose.

## **9. Subcontractors**

- a. The Contractor shall not subcontract any portion of the Work without prior written approval from the City.
- b. The Contractor shall be responsible for the performance of all subcontractors.
- c. All subcontractors shall be subject to the same terms and conditions as the Contractor.

## **10. Assignment**

The Contractor shall not assign, transfer, or convey this Contract, in whole or in part, without the prior written consent of the City.

## **11. Warranty**

The Contractor warrants that all services shall be performed in a good and workmanlike manner, in accordance with industry standards and the requirements of the Contract.

## **12. Force Majeure**

Neither party shall be held responsible for delays or failure to perform when such delay or failure is due to fire, flood, epidemic, strikes, acts of God, unusually severe weather, legal acts of public authorities, or delays or defaults caused by public carriers, which cannot reasonably be forecast or provided against.

## **I. Governing Law**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflict of laws principles.

## **14. Dispute Resolution**

- a. Any dispute arising out of or related to this Contract shall first be addressed through good faith negotiations between the parties.
- b. If the dispute cannot be resolved through negotiation, either party may request mediation.
- c. If mediation is unsuccessful, either party may pursue legal remedies through the appropriate court.

## **15. Notices**

All notices required under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by hand delivery to the addresses provided in this Contract.

## **16. Entire Agreement**

This Contract, including all attachments and incorporated documents, constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter hereto.