

INVITATION FOR BID – CITY OF JONESBORO MOWING CONTRACT

BID NUMBER: MOWING

DATE ISSUED: February 18, 2026

DEADLINE FOR SUBMISSIONS: February 27, 2026

SECTION I. INTRODUCTION

1. Invitation to Bid

The City of Jonesboro Illinois ("City") is pleased to invite qualified contractors to submit sealed bids for the provision of professional mowing and landscaping maintenance services for various City-owned properties and right-of-ways. This Invitation for Bid ("IFB") provides potential bidders with the necessary information to prepare and submit bids for consideration by the City.

2. Background

The City of Jonesboro maintains numerous public spaces, parks, municipal building grounds, and roadway medians that require regular mowing and landscape maintenance services. The City seeks to engage a qualified contractor to provide these services in accordance with the specifications outlined in this IFB.

3. Definitions

In this Invitation for Bid:

1. "Agreement" means the written agreement to be entered into between the City of Jonesboro and the Successful Bidder;
2. "Bid" means all documents submitted by a Bidder supporting its bid to provide the Services requested in this IFB;
3. "Bidder" means any party who submits a Bid in response to this IFB;
4. "City" means the City of Jonesboro, Illinois;
5. "Contractor" means the Successful Bidder selected by the City to provide the Services;
6. "Due Date" means the deadline for submission of Bids as specified on the cover page of this IFB;

7. "IFB" means this Invitation for Bid, including all attachments and addenda;
8. "Requirements" means the guidelines, directions, requirements, instructions, and specifications detailed in this IFB;
9. "Selection Procedure" means the entire procedure conducted by the City to select a contractor;
10. "Services" means the mowing and landscaping maintenance services detailed in this IFB;
11. "Successful Bidder" means a Bidder selected by the City to provide the Services;
12. "Timetable" means the timetable for the Selection Procedure as set out in Section III of this IFB.

SECTION II. SCOPE OF SERVICES

A. General Description

The Contractor shall provide all labor, supervision, equipment, tools, materials, supplies, and transportation necessary to perform professional mowing and landscaping maintenance services for designated City properties. The Services shall include, but are not limited to:

- a) Regular mowing of grass and vegetation;
- b) Trimming around trees, buildings, signs, and other structures;
- c) Removal and disposal of debris, including grass clippings, leaves, and litter; and
- d) Weed control in designated areas.

B. Service Locations

The Services shall be performed at the following City-owned properties and areas:

1. City Square and right of ways off square.
2. City Wastewater Treatment Plant
3. City Cemetery

C. Service Frequency

The frequency of mowing and landscaping Services shall vary according to seasonal growth patterns and specific location requirements. The standard service schedule shall be as follows:

1. **Growing Season (April through October):**
 - City Square and right of ways off square: Weekly mowing
 - City Wastewater Treatment Plant: Every 14 days
 - City Cemetery: Every 10 days
2. **Non-Growing Season (November through March):**
 - City Square and right of ways off square: As needed, estimated 1-2 times monthly
 - City Wastewater Treatment Plant: As needed, estimated monthly
 - City Cemetery: As needed, estimated monthly

The City reserves the right to adjust the frequency of Services based on weather conditions, special events, or other factors affecting vegetation growth.

D. Service Standards

The Contractor shall adhere to the following service standards:

1. Grass shall be cut to a uniform height of 2.5 to 3.5 inches, depending on grass type and location;
2. Trimming shall be performed concurrently with mowing operations;
3. All clippings shall be removed from paved surfaces and walkways after each mowing;
4. Mowing shall not be performed when grass is wet or when conditions would result in damage to the turf;
5. All work shall be performed during daylight hours between 7:00 AM and 7:00 PM;
6. Services shall be performed in a manner that does not interfere with normal activities at City facilities; and
7. The Contractor shall take appropriate safety measures to protect the public and property during all operations.

E. Equipment and Materials

The Contractor shall:

1. Provide and maintain all equipment necessary to perform the Services in a professional manner;
2. Ensure that all equipment is in good working condition and appropriate for the intended use;
3. Properly maintain equipment to minimize noise, air pollution, and fuel consumption;
4. Supply all materials, including fuel, oil, and replacement parts; and
5. Be responsible for the secure storage of all equipment and materials when not in use.

F. Personnel

The Contractor shall:

1. Provide qualified, trained personnel in sufficient numbers to perform the Services in accordance with this IFB;
2. Ensure that all personnel wear appropriate safety equipment and clothing;
3. Provide proper supervision of personnel at all service locations;
4. Ensure that personnel conduct themselves in a professional manner at all times;
5. Comply with all applicable employment laws and regulations; and
6. Remove any personnel from the project at the City's request if the City determines, in its sole discretion, that the individual is not performing satisfactorily.

SECTION III. BID SUBMISSION REQUIREMENTS

A. Timetable

The key dates for the IFB process are set out in the table below:

Event	Date
IFB Issuance	February 18, 2026
Pre-Bid Conference	February 25, 2026 (See Section III E for details)

Event	Date
For Bid Submission Deadline	February 27, 2026 at 4:00 pm
Bid Opening	March 2, 2026 at 7:00 pm
Anticipated Contract Award	March 2, 2026 at 7:00 pm
Commencement of Services	April 1, 2026

The City reserves the right, at its sole discretion, to change any of the dates or times in the timetable above by issuing an addendum to this IFB.

B. Proposal Format

Bidders must submit their bids in the following format:

1. One (1) original and three (3) copies of the complete bid package;
2. One (1) electronic copy on USB drive or CD in PDF format; and
3. All bids must be sealed in an envelope or package clearly marked with the Bidder's name and "BID FOR CITY MOWING CONTRACT - BID NUMBER [Number]".

C. Required Bid Contents

The bid package must include the following components:

1. **Bid Form (Attachment B)** - Completed and signed by an authorized representative of the Bidder.
2. **Bidder Qualification Statement (Attachment C)** - Providing information on the Bidder's experience, qualifications, and capacity to perform the Services.
3. **List of References** - Providing contact information for at least three (3) current clients for whom the Bidder has performed similar services within the past three (3) years.
4. **Equipment and Resources List** - Detailing the equipment, vehicles, and other resources to be used in performing the Services.
5. **Staffing Plan** - Describing the number, qualifications, and responsibilities of personnel to be assigned to the project.

6. **Implementation Plan** - Outlining the Bidder's approach to initiating and performing the Services.
7. **Insurance Certificates** - Demonstrating current coverage that meets or exceeds the requirements specified in Section VII.
8. **Required Legal Documents:**
 - Business Registration Certificate
 - Any other documentation required by law or this IFB

D. Submission Instructions

1. Bids must be submitted to:

Billy Alsip – Supervisor of Public Works
City of Jonesboro
1101 Public Square
Jonesboro, IL 62952

2. The bid submission deadline is 4:00 pm on February 27, 2026. Bids received after this deadline will not be considered and will be returned unopened.
 - I. All bids shall comply with the following requirements:
 - The bid and all documentation must be in English
 - All prices must be quoted in U.S. Dollars
 - All pages must be numbered sequentially
 - The bid must contain a table of contents and executive summary
 - The bid must not include embedded documents or website links
 - The bid must not include generic promotional materials
3. The bid must be signed by a duly authorized representative of the Bidder.

E. Pre-Bid Conference

A pre-bid conference will be held at 9:00 am on February 26, 2026 at the Jonesboro City Hall, 1101 City Square, Jonesboro, Illinois. Attendance is strongly recommended but not mandatory. The purpose of this conference is to clarify the requirements of this IFB and answer questions from potential bidders. Any changes to the IFB resulting from the pre-bid conference will be issued as an addendum.

F. Questions and Clarifications

- a. All questions regarding this IFB must be submitted in writing to:
Billy Alsip, Supervisor of Public Works
Email: joejonesboro@gmail.com or cojboro@gmail.com
Fax: 618-833-3822
- b. Questions must be received no later than February 25, 2026 @ 10:00 am
- c. The City will issue responses to all questions in the form of an addendum to this IFB, which will be posted on the City's website at cojil.org and sent to all known potential bidders.
- d. Only written responses from the City in the form of an addendum to this IFB shall be binding.

SECTION IV. EVALUATION AND SELECTION

A. Selection Procedure

The Selection Procedure shall consist of:

1. A technical evaluation of each Bid based on the extent to which the Bidder is able to satisfy the Requirements;
2. A financial evaluation of each Bidder and each Bid, including the extent to which the price proposed represents value for money;
3. An evaluation of the Bidder's suitability, experience, and qualifications as well as the skills and experience of key personnel;

4. An inspection by way of site visit by representatives of the City to the Bidder's current service locations, if deemed necessary; and
5. A presentation by the Bidder to representatives of the City in support of its Bid, if requested by the City.

B. Evaluation Criteria

Bids will be evaluated based on the following criteria:

1. **Technical Capability (30%):**
 - Equipment adequacy and condition
 - Implementation plan and approach
 - Staffing and resources
 - Understanding of requirements
2. **Experience and Qualifications (25%):**
 - Past performance on similar contracts
 - Years in business
 - Demonstrated expertise in similar services
 - References and client satisfaction
3. **Price Proposal (30%):**
 - Total cost
 - Unit prices
 - Value for money
 - Cost justification
4. **Compliance and Responsiveness (15%):**
 - Completeness of bid submission

- Compliance with IFB requirements
- Responsiveness to City needs
- Proposed contract terms

C. Selection Process

- The City intends to prepare a shortlist of Bidders in accordance with the Selection Procedure.
- After careful consideration and thorough examination, the City shall select the Successful Bidder(s) in accordance with the Selection Procedure.
- Bidders that have not been selected shall be informed in writing.
- The City reserves the right to reject any or all bids, to waive any informality in the bidding process, and to award the contract to the Bidder whose bid is deemed most advantageous to the City.

SECTION V. CONTRACT TERMS AND CONDITIONS

A. Contract Period

The initial term of the Agreement shall be for a period of One year commencing on April 1, 2026 and ending on December 31, 2026, with an option for the City to renew for additional one-year periods at the City's sole discretion.

B. Pricing and Payment

1. Prices proposed shall remain firm for the initial contract period. Requests for price adjustments for any renewal periods must be submitted in writing at least ninety (90) days prior to the expiration of the current contract period.
2. Payment for Services shall be made monthly upon submission of properly certified invoices to the City. Invoices must reference the contract number and provide detailed information regarding the Services performed.

3. The City will make payment within thirty (30) days after receipt and approval of a properly prepared invoice and confirmation that the Services have been performed satisfactorily.

C. Performance Standards and Quality Control

1. The Contractor shall designate a qualified supervisor who shall be responsible for the day-to-day operation of the Services, including but not limited to, scheduling, quality control, and addressing any problems that may arise.
2. The City may conduct regular inspections of the Contractor's work. The Contractor shall correct any deficiencies identified during these inspections within 24 hours of notification.
3. The City reserves the right to require the Contractor to remove any employee deemed unsuitable for performing the required duties.
4. Failure to meet the performance standards specified in this IFB may result in deductions from payments, requirements to redo unsatisfactory work at no additional cost to the City, or termination of the Agreement.

D. Warranties

The Contractor warrants that:

1. All Services shall be performed in a professional manner in accordance with industry standards;
2. All Services shall comply with applicable laws, ordinances, and regulations;
3. All personnel assigned to perform the Services shall be qualified and properly trained; and
4. All equipment used in the performance of Services shall be properly maintained and suitable for the intended purpose.

E. Insurance Requirements

The Contractor shall maintain the following insurance coverage throughout the term of the Agreement:

1. **Commercial General Liability Insurance** with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate;
2. **Automobile Liability Insurance** with limits of not less than \$1,000,000 combined single limit;
3. **Workers' Compensation Insurance** as required by state law; and
4. **Employer's Liability Insurance** with limits of not less than \$1,000,000.

The Contractor shall provide certificates of insurance naming the City as an additional insured on all policies except Workers' Compensation. All insurance policies shall provide that they will not be canceled or materially changed without thirty (30) days prior written notice to the City.

F. Indemnification

The Contractor shall defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the Services, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property, caused by the negligent acts, errors, or omissions of the Contractor, its employees, agents, or subcontractors.

G. Termination

1. **Termination for Convenience:** The City reserves the right to terminate the Agreement, in whole or in part, at any time and for any reason, upon giving thirty (30) days written notice to the Contractor.
2. **Termination for Default:** The City may terminate the Agreement for default if the Contractor fails to perform any of its obligations under the Agreement and such failure continues for a period of ten (10) days after written notice specifying the default.

3. Effect of Termination: In the event of termination, the Contractor shall be entitled to compensation for Services satisfactorily performed up to the effective date of termination.

SECTION VI. LEGAL REQUIREMENTS

A. Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations in the performance of the Services, including but not limited to:

1. Equal Employment Opportunity and Affirmative Action requirements;
2. Americans with Disabilities Act;
3. Occupational Safety and Health Act;
4. Environmental protection regulations; and
5. Any local ordinances or regulations applicable to the Services.

B. Non-Discrimination

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Contractor shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to their protected characteristics.

C. Licenses and Permits

The Contractor shall, at its own expense, obtain all licenses and permits required to perform the Services. The Contractor shall provide copies of such licenses and permits to the City upon request.

D. Ethics and Conflicts of Interest

The Contractor shall adhere to the highest standards of ethical behavior in all dealings with the City. The Contractor shall disclose any potential conflicts of interest and shall not offer or provide any gifts, gratuities, or other incentives to City employees.

E. Assignments and Subcontracting

The Contractor shall not assign the Agreement or subcontract any portion of the Services without the prior written consent of the City. Any approved subcontractors shall be subject to all terms and conditions of the Agreement.

F. Governing Law

The Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflict of laws principles. Any legal action arising out of or relating to the Agreement shall be filed in the courts of Union County, Illinois.

SECTION VII. GENERAL PROVISIONS

A. Bid Preparation Costs

All costs incurred by Bidders in preparing and submitting bids are the sole responsibility of the Bidders. The City will not reimburse any Bidder for any costs or expenses associated with the preparation or submission of a bid.

B. Right to Reject Bids

The City reserves the right, at its sole discretion, to:

1. Reject any or all bids;
2. Waive any irregularities or informalities in the bidding process;
3. Accept or reject any item or combination of items in a bid;
4. Cancel or reissue this IFB; and
5. Take any other action deemed to be in the best interest of the City.

C. Modification or Withdrawal of Bids

1. A Bidder may modify or withdraw its bid at any time prior to the bid submission deadline by submitting a written request to the City.
2. No bid may be modified after the bid submission deadline, except to correct obvious errors or as requested by the City for clarification purposes.

D. Bid Opening

All bids received by the submission deadline will be opened publicly at the time and place specified in the Timetable. The name of each Bidder and the bid price will be read aloud and recorded. The bid opening is open to the public.

E. Bid Validity

All bids shall remain valid and open for acceptance for a period of ninety (90) days after the bid submission deadline.

F. Addenda to IFB

The City may issue addenda to this IFB as necessary to clarify, correct, or change the IFB. All addenda will be posted on the City's website and sent to all known potential bidders. It is the responsibility of each Bidder to check for and obtain all addenda.

G. Public Records

All bids and accompanying documentation submitted in response to this IFB become the property of the City and are subject to public disclosure under applicable open records laws. Bidders should clearly identify any portions of their bids that they consider to be confidential or proprietary and provide justification for why such information should not be disclosed.

SECTION VIII. ATTACHMENTS

The following attachments are incorporated into and made part of this IFB:

- **Attachment A:** Detailed Service Locations
- **Attachment B:** Bid Form
- **Attachment C:** Bidder Qualification Statement
- **Attachment D:** Sample Mowing Services Agreement

SECTION IX. SIGNATURE PAGE

MOWING

By signing below, the undersigned acknowledges receipt of this Invitation for Bid and all addenda, and certifies that the undersigned has the authority to bind the Bidder to the terms and conditions contained in this IFB and any resulting Agreement.

Bidder: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

Issued by the City of Jonesboro, Illinois

By: _____

Printed Name: _____

Title: _____

Date: _____