



Barrington Area Library |
Request for Proposals for Landscape Maintenance Services

A. SUBMISSION OF PROPOSALS

1. **Issuing Office:** This Request for Proposals (RFP) is issued by the Head of Operations. The actual contract will be issued by the Board of Library Trustees of the Barrington Public Library District, a special unit of local government.
2. **Number of Copies and Closing Date:** Please submit one (1) copy, printed or electronic, of the Proposal to:

Jason Pinshower
Head of Operations
505 N. Northwest Highway
Barrington, IL 60010
847-382-1300 x 4000
jpinshower@balibrary.org

Proposals must be submitted by 3 PM on Monday, March 7, 2022.

3. **Inquiries:** Please make inquiries concerning this RFP by telephone or e-mail to:

Kurt Zemla
Building Services Manager
505 N. Northwest Highway
Barrington, IL 60010
847-382-1300 x 2400
kzemla@balibrary.org

4. **Site Visit:** A survey of the grounds and a question and answer session will take place at 10 AM on February 28, 2022, with Kurt Zemla, Building Services Manager, and Jason Pinshower, Head of Operations. Please meet at the front entrance of the Barrington Area Library, located at 505 N. Northwest Highway, Barrington, IL.
5. **Terms:**
 - a. Please specify monthly cost and payment terms.
 - b. Please specify cancellation terms.

B. LANDSCAPE MAINTENANCE SPECIFICATIONS

It shall be the responsibility of the landscape contractor to not only monitor/supervise the maintenance crew in performing their required duties, but moreover, to act in the capacity as landscape manager for the Owner/Agent. This responsibility includes the following:

- Ensure that routine activities are executed properly.
- Identify problems in early stages so that they can be remedied in an efficient and cost-effective manner.
- Inform Owner/Agent of any problems/concerns relating to substance and/or appearance that may require additional work not incorporated in the contract.

1. Scope of Agreement

- a. This Agreement shall extend from April 1, 2022, to November 30, 2022
- b. The Owner is willing to consider either a one-year or a three-year contract, if there is a multi-year discount.
- c. Contractor shall furnish to Owner all labor, materials, services, equipment, and supervision to perform all work specified in this Agreement.
- d. In general, the work includes the following services, with additional specifications noted herein:
 - Lawn mowing and maintenance;
 - Lawn fertilization and weed control;
 - Maintenance of shrub beds and tree rings;
 - Tree care and ornamental tree and shrub pruning, except as noted herein;
 - Plant fertilization;
 - Clean-up and disposal;
 - Core aerification (if included in the signed contract).

2. Lawn Mowing and Maintenance

- Pick up and dispose of paper and other small debris before mowing. (The Contractor is not expected to remove abandoned property.)
- Perform routine mowing (minimum once a week) to maintain lawn at 3" to 4".
- Provide three (3) fertilization applications as well as two (2) weed control applications.
- Provide one (1) pre-emergent crabgrass control.
- Provide edging of tree circles, shrub beds, sidewalks (minimum twice a year or as needed).
- Perform leaf removal as needed.
- Remove excessive lawn clippings from lawn and paved surfaces.
- String trim along posts and miscellaneous structures weekly.
- Remove debris, paper, etc. from lawn areas weekly.
- Perform one (1) core aeration in the fall.

3. Maintenance of Shrubs, Groundcover Beds, Perennials:

- Cultivate and/or weed all beds as necessary to present a neat and weed-free appearance at all times.
- Apply pre-emergent weed control to all beds and tree rings in the spring.
- Prune all shrub beds at least once per season to remove dead or damaged branches and to develop the natural form of the plant.
- Prune all groundcover beds as necessary during the season to insure healthy growth and a first class appearance.
- Monitor shrubs and ground cover for watering needs. Apply water as needed.
- Fertilize all shrubs, groundcovers, and perennials once per season.
- Remove leaves from beds as needed.
- Deadhead flowering perennials routinely.
- Remove debris, paper, etc. from planting beds weekly.
- Provide fall clean-up to remove leaves and spent perennial vegetation.

4. Tree Care

- Prune all tree branches under 15' H as necessary to remove dead or damaged vegetation and develop the natural form of the plant. This specification does not include a provision for tree pruning and/or removal, which may be necessary due to the occurrence of damaging weather conditions, pest infestations, or stress defects.
- Note: Large tree removals or work that requires high elevation arbor equipment shall be dealt with on an "as needed basis" and are not included in the fees for general maintenance.
- Monitor insect/disease activity and respond in an appropriate timely manner – notify owner of any required response that exceeds the work called out in this specification.
- Provide one (1) application of granular fertilizer in appropriate amounts to each tree.

5. Miscellaneous

- Remove landscape debris from the site at no additional charge.
- Provide certificates of insurance.
- Provide MSDS information.
- Landscape supervisor: perform routine site inspections.
- Care of the terraced garden and designated wetland planting done in cooperation with the Barrington Garden Club. Landscaper to conduct a spring clean-up and cut-back of dried vegetation early in the season.

C. ADDITIONAL SERVICES

1. Annual Flower Program – Entrance:

- Summer rotation, seasonal display in three (3) pots.
- Spring rotation (Fall 2022 planting for Spring 2023 display): provide and install 900 top-sized bulbs.
- Fall rotation, seasonal display in three (3) pots.

2. Compost Mulch: Provide and install 17 CY to all perennial beds.

3. Hardwood Mulch: Provide and install 30 CY to shrub beds and tree rings.

4. Limestone Gravel Path Touch-Up: Top dress and roll limestone screenings at various worn locations.

5. Native Prairie Stewardship: Provide supplemental watering to promote establishment of plants, and mechanical or chemical means of culling non-native plants. Mow and fertilize vegetation to enhance establishment of desirable plants and prevent unwanted plants from going to seed.

6. Insect and Disease Control: The Contractor should not use pesticides unless specific diseases or insect infestations occur. Skilled personnel should be trained to observe problems as they appear, using established principles. If it is necessary to spray for a specific problem, then it should be discussed as an additional cost to the Agreement.

7. Pest Management: Contractor should describe their approach to pest management, including monitoring system and treatment options.

8. Clean-Up and Disposal: Remove all plant parts and other debris generated during maintenance operations upon completion of each visit and dispose of offsite.

9. Teaching Garden: Provide nine (9) weeding pickups throughout the year. Weeds will be ready to load and take away upon arrival. Provide two (2) 5 CY mulch deliveries, to be scheduled in May and October. Provide one (1) full workday of two crew members to assist in weeding of Teaching Garden.

D. INSURANCE

Trade Contractor shall furnish certificates of Insurance and applicable endorsements to Contractor before Trade Contractor commences any work.

Insurance Requirements for Sub-Trade Contractors:

Trade Contractor shall ensure that all tiers of his Sub-Trade Contractors shall maintain insurance in like form and amounts, including the Additional Insured requirements. Each Sub-Trade Contractor shall provide Certificates of Insurance and applicable endorsements to the Trade Contractor prior to the start of the Sub-Trade Contractor's work on this project.

Acceptance/Compliance:

The required insurance shall be subject to the approval of the Contractor, but any acceptance of insurance certificates by Contractor shall in no way limit or relieve Trade Contractor of the duties and responsibilities stipulated in the Trade (Sub) Contract Agreement. If higher limits or other forms of insurance (e.g., professional liability, aircraft insurance, builders risk, hazardous materials or pollution liability) are required by

the Owner, the Trade Contractor will comply with such requirements. Owner or Contractor may take such steps as necessary to assure Trade Contractor's compliance with insurance requirements. In the event Trade Contractor fails to maintain minimum insurance coverage as required or provide written evidence of required Certificates and/or endorsements, Contractor may maintain such coverage and charge the expense to Trade Contractor, terminate this agreement and/or withhold payment.

Workers Compensation (Statutory) and Employer's Liability:

\$1,000,000 each accident for bodily injury by accident; \$1,000,000 each employee for bodily injury by disease; \$1,000,000 policy limit for bodily injury by disease.

Certificate: Request waiver of subrogation in favor of the Library.

General Liability Insurance (CGL):

Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:

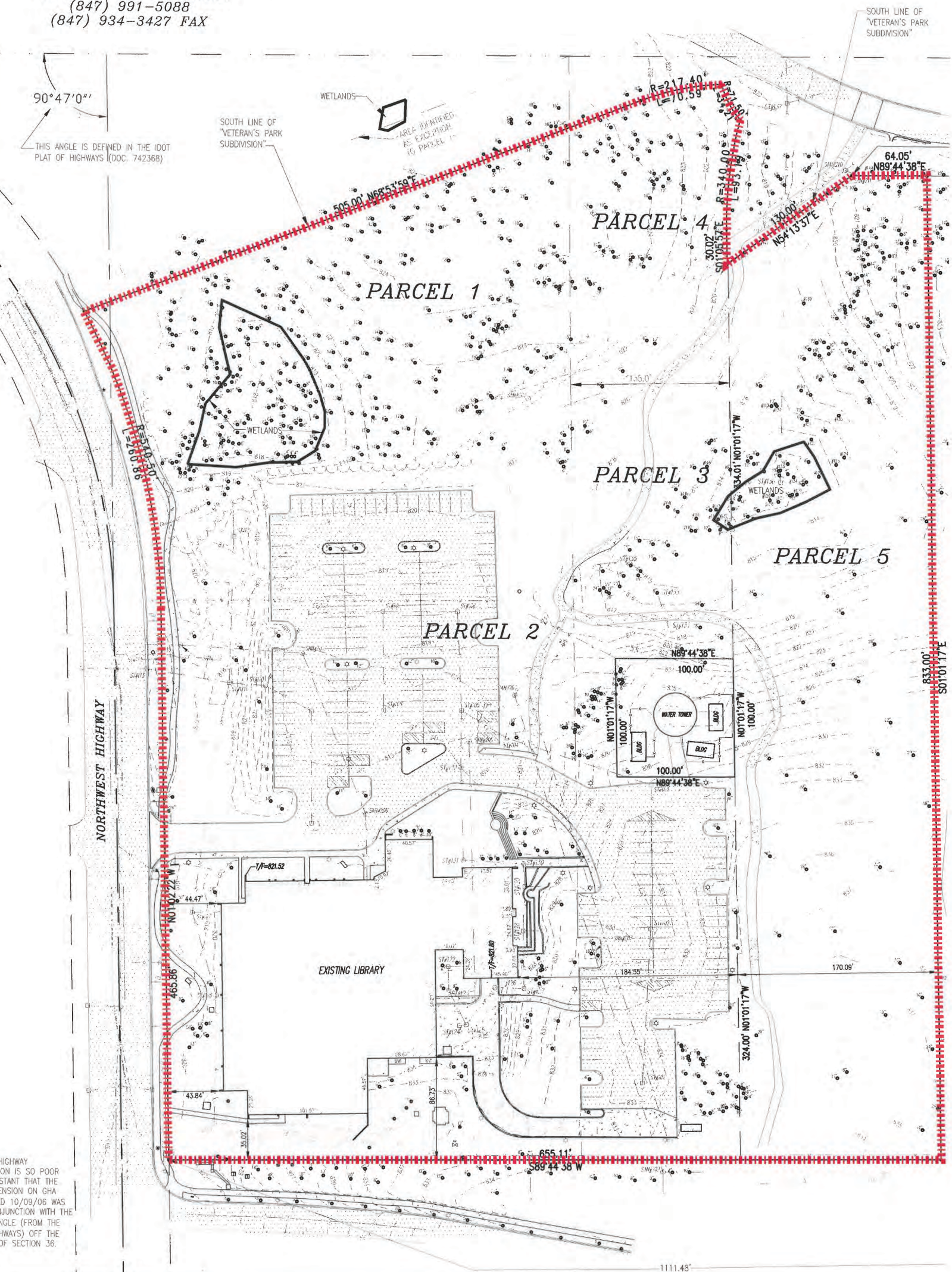
- \$1,000,000 each occurrence (combined single limit for bodily injury and property damage);
- \$1,000,000 for personal and advertising injury liability;
- \$1,000,000 aggregate on products and completed operations;
- \$2,000,000 general aggregate.

Additional Insured Endorsement: Blanket additional insured coverage should be requested to include the Library, and any other party, as may be required.

Automobile Liability Insurance:

\$1,000,000 Combined single limit each accident for bodily injury and property damage. Include coverage on all owned, hired, and non-owned automobiles.

C. DOLAND ENGINEERING, INC.
LAND ENGINEERING ~ LAND SURVEYING ~ LAND PLANNING-
34 EAST COLFAX STREET, UNIT C-1
PALATINE, ILLINOIS 60067
(847) 991-5088
(847) 934-3427 FAX



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