



Invitation for Bid

Common Area Maintenance

The Prairie Fields Homeowner Association (PFHOA) intends to enter a 1-year contract to provide common area maintenance and lawn care. The contract will have an option to renew annually for 3 years. Changes to cost for option years will be at the mutual approval of the parties. Significant changes to the scope of services will result in solicitation for new bids.

Bidders are strongly encouraged to familiarize themselves with the sites and the contract requirements before bidding.

Scope of Services

Maintenance is required for the common areas in the Prairie Fields Subdivision. A map on page 3 of this invitation for bid shows the areas in consideration. Bids must contain both the mowing, trimming, mulching and fertilizer services as one submission. The mowing areas and required services include:

Area	Approximate Size (Acre)	Other Items	Service
North Detention Basin	1		Full
Large Detention Basin	7		Full
1 st St. Frontage	1	Trees & Shrubs near sign	Full
Old Church Frontage	2	~50 Trees	Full
Railroad Berm South	1.3		Full
Railroad / Bike Path Lots (West)	1.8		Reduced
Bike Path Lots (North)	0.4		Reduced
Indigo Mini Lot	0.1		Treatment Only

Full Service Description

- Mow grass and vegetation as necessary to maintain turf not taller than 3.5"
 - Large basin will require removal of all trees, cat tails, and other vegetation and should be maintained as other grass throughout the year.
 - If large basin conditions do not allow for equipment to be readily operated for maintenance the vegetation should be maintained at a height no taller than 8" by hand trimming if necessary
- Trim along fences and other features of properties on 1st street and Old Church at each mowing
- Fertilizer and weed control as necessary to control weeds and promote grass growth
 - 6 applications minimum required
 - 1 pre-emergent crab grass control/fertilize, 4 fertilizer/broad leaf weed control, 1 winterizing fertilizer
- Mulch around trees & shrubs (2 times per year)
- Trimming trees, shrubs, & perennials (2 times per year)

Reduced Service Description

- Mow grass and vegetation as necessary to maintain turf not taller than 6"

- Trim along fences at back of properties at railroad tracks and North edge of PFHOA

Treatment Service Description

- Fertilizer and weed control as necessary to control weeds and promote grass growth
 - 6 applications minimum required
 - 1 pre-emergent crab grass control/fertilize, 4 fertilizer/broad leaf weed control, 1 winterizing fertilizer
 - Liquid fertilizer will not be permitted.

Minimum Qualifications

The successful bidder and (sub-contractor, if applicable) will have the minimum qualifications:

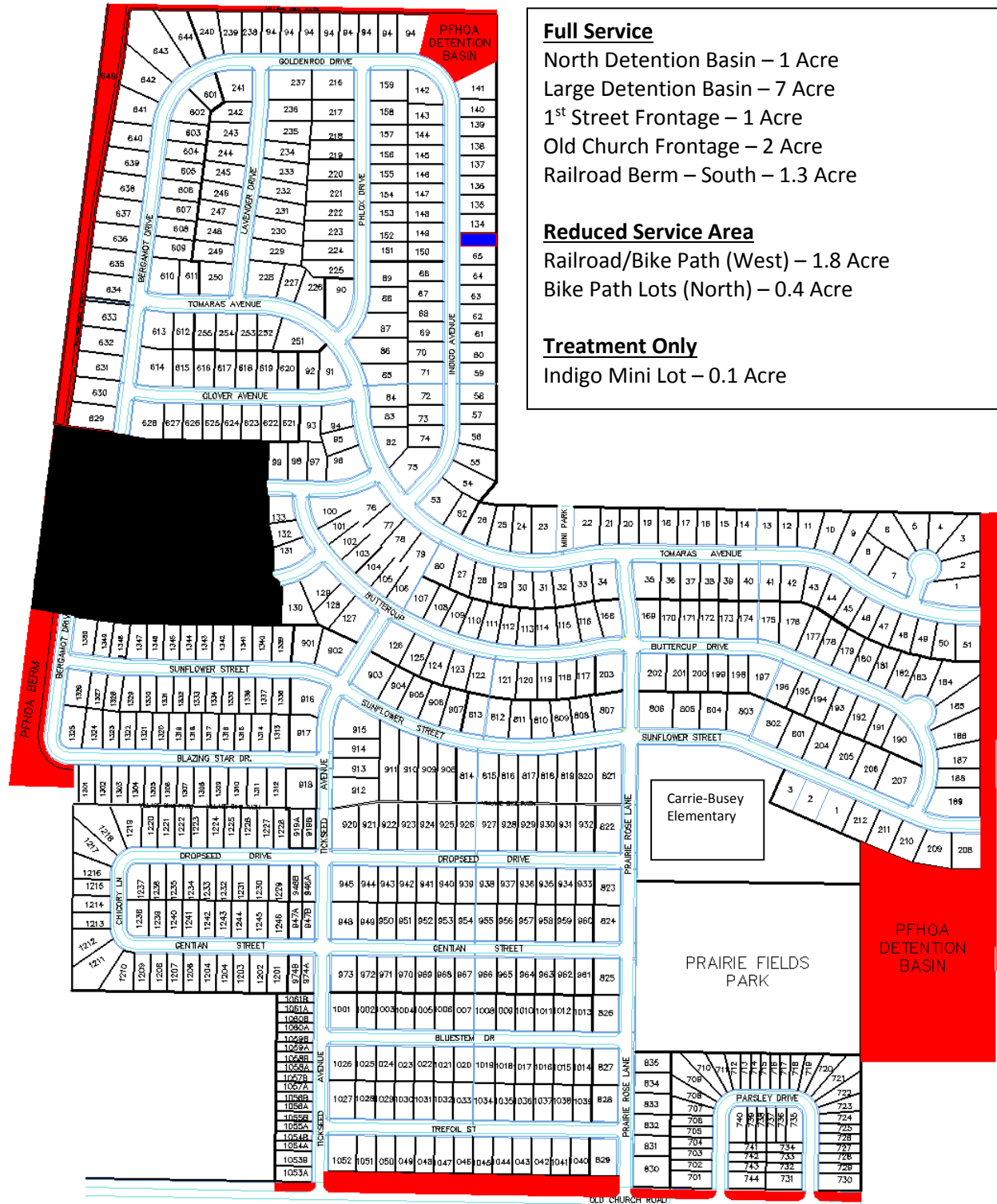
- Three years of commercial lawn care experience
- Illinois Department of Agriculture certified commercial applicator fertilizer/herbicide/pesticide
- General liability insurance with the following minimum coverage:
 - Commercial General Liability - General Aggregate \$1 M
 - Automobile Liability - 100k/300k
 - Workers Comp – 1 M/2 M
- Commercial lawn mowing equipment sufficient to perform the described scope of work over the course of the season.

Bid Format

Bidders are requested to complete the attached “Bid Submittal” form and return it via email to **board@prairiefields.org** (preferred) or via US mail at the address listed on the cover of this IFB. A subcontract for services may be acceptable but only one contract will be executed for all services and the vendor will be responsible for any or all subcontractors.

Bids, including requested attachments, must be received by 5:00 pm on April 4, 2014. The PFHOA Board of Directors will meet on April 7, 2014 to review and approve the contract for successful bidder. Notification will be made to the successful bidder on April 11, 2014. All dates after the bid submission deadline are approximate and may be adjusted as conditions indicate, without addendum to this IFB.

Map of PFHOA



Bid Submittal

Contact Information

Company Name _____ Phone Number _____
 Contact Name _____ Email address _____
 Address _____
 City, State, Zip _____

Cost

	2014
Mowing, trimming, tree trimming and mulching costs	\$ _____
Fertilizer and weed control	\$ _____
TOTAL	\$ _____

References

Please provide 3 references for commercial clients where you have provided similar services in the last 3 years.

Client			
Contact Person			
Phone No.			
Address			
Description of Services & Property			

Attachments

- Please attach a copy of your proof insurance certificates, coverage limits and references for the vendor and any subcontractors.
- Please provide a description of equipment owned and proposed for use
- Please provide a detailed narrative describing your capacity to perform the described work, including contingencies

Local Vendor Certification

Please check the appropriate boxes below and provide name and address information.

Is company owner a member in good standing of the Prairie Fields HOA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Address
Is a company employee a member in good standing of the Prairie Fields HOA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Address