



REQUEST FOR PROPOSALS

VEGETATION & NUISANCE ABATEMENT PROGRAM

Issue Date: May 22, 2023

Issuer: Quad Cities Land Bank Authority

Location: Moline, Illinois

Contact Name: Mary Chappell, Land Bank Program Manager

Qualifications Due: June 12, 2023, 4:00 p.m. CT

EXECUTIVE SUMMARY

The Quad Cities Land Bank Authority (QCLBA) is requesting proposals (RFP) from contractors for Vegetation and Nuisance Abatement Services.

Key Dates:

Release of RFQ	May 22, 2023
Qualifications Submission Due Date	June 12, 2023, 4:00 p.m. CST
Interviews (as necessary)	
Selection	June 19, 2023
Expected Start Date	July 1, 2023

QCLBA Background

The QCLBA is an intergovernmental agency formed in April 2022 by the City of Moline, City of Rock Island, and City of East Moline.

The Mission of the QCLBA is to strategically acquire vacant, abandoned, tax delinquent properties, address title liabilities, and facilitate the revitalization of those properties to a productive use consistent with local government plans and priorities.

This work will be accomplished through condemnation, foreclosure, and strategic partnerships with developers, community organizations, lenders, and local governments, to improve quality of life, stabilize the tax base, and enhance economic opportunities.

SCOPE OF WORK

Note: Proposals must include bids for both vegetation abatement services and nuisance abatement services.

Vegetation Abatement Services

Services shall consist of all labor, materials, equipment and supplies necessary for mowing grass and weeds on properties of various sizes owned by the QCLBA and located in the City of Moline, City of Rock Island, and City of East Moline, all in Illinois.

The number of mows required will depend on weather conditions. Locations will not be mowed until they have reached a height of ten (10) inches, with the exception of areas that are reasonably recognized as a flower or edible vegetable garden area.

Shrubs and trees are not included in the abatement unless specifically ordered and following written agreement between the QCLBA program manager and the contractor.

Vegetation abatement services are *not* subject to the Illinois Prevailing Wage Act.

Nuisance Abatement Services

Services shall consist of all labor, materials, equipment and supplies necessary for removing vegetation accumulations, trash, rubbish, appliances, discarded furniture or other miscellaneous nuisance items found on the inside and outside of the work order locations and disposing of such items at the landfill.

Nuisance abatement services may also consist of securing the first floor of homes/buildings with ½” plywood and screws. In some emergency situations such as a building fire, a building may need to be boarded immediately. In these instances, the contractor must secure the first floor and any other accessible openings to a building within two hour notice. Such service is required only on required workdays, not on weekends.

Each contractor is expected to provide all information necessary to evaluate the contractor’s ability to meet the requirements of service as outlined above.

Note: *Nuisance abatement services that involve work on any structure (e.g., board-up of a building) are subject to the Illinois Prevailing Wage Act and Contractor must comply with its terms, including submittal of certified payroll for these services to the designated portal at IDOL. The prevailing rates of wages may be found at: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>.*

The contractor is advised to check the web site for revisions or changes to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website.

Work subject to the Prevailing Wage Act will be on a cost-plus fee basis.

Photographs

The contractor must photograph all abatement sites and the items/weeds/junk that are to be removed and/or abated *prior to* removal and abatement. Contractor must also photograph the site once the removal and/or abatement has occurred. Contractor must use its own cameras to perform this service, and the QCLBA will provide memory cards to contractor for this purpose, if necessary. This service is done to substantiate invoices. This service is *not* subject to the Illinois Prevailing Wage Act.

Basis of Award

The contract will be awarded for a twenty-four month period. The bid proposal represents the cost per hour for weed and grass abatement and nuisance abatement services. The price for said services is to be according to the schedule of hourly rates submitted in your recommended proposal. Said schedule is attached hereto and incorporated herein. Said hourly rates shall have increments of ¼ hours.

A flat fee cost should also be included for instances in which the contractor shows up at a location to perform work and the work has already been completed. Additionally, landfill costs on a unit basis should be included with your bid.

This contract will be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria required. The contractor will be paid for the time on the job, not a minimum dollar amount per site.

Insurance Requirements

The Contractor must obtain, at its own expense, the following types and amounts of insurance:

- Commercial general liability policy, including premises-operations, explosion collapse, and underground hazard (commonly referred to as “X”, “C”, and “U” coverages) and products-completed operations coverage with limits at no less than \$2,000,000 per occurrence for bodily injury (including death) and for damage to property from any one accident and \$2,000,000 general aggregate.
- Workers compensation with statutory limits if required under Illinois law
- Automobile liability insurance on all owned, non-owned and hired vehicles in the amount of one million dollars (\$1,000,000) combined single each accident for bodily injury and property damage per occurrence; and
- Employer’s liability insurance with limits of not less than one million dollars (\$1,000,000) each accident/\$1,000,000 disease – each employee/\$1,000,000 disease-policy limit
- Said coverage must be in force at all times during the term hereof. The insurance coverage shall name the QCLBA, its officers and employees as additional insureds with respect to the liability coverage. All insurance provided shall be effected under valid and enforceable policies and issued by insurers legally able to conduct business in the State of Illinois.
- The policies required shall contain the following endorsement:

It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until ten (10) days after receipt by the QCLBA, by registered mail or certified mail, return receipt requested, of a written notice addressed to the program manager of such intent to cancel or not to renew.

Before commencing work, the contractor shall submit evidence of the coverage required above to the QCLBA for approval. The evidence shall be shown on a Certificate of Insurance.

Completion of Work Orders

The contractor shall perform all weed and grass and nuisance abatement work orders within three (3) workdays of receiving notification to proceed. The Contractor will not be charged a workday when the weather is such that the Contractor’s services cannot be performed by normal governmental bodies performing similar services.

Workdays for the purposes of this contract are defined as Monday through Friday, excluding recognized holidays. Holidays include: President's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.

The Contractor will be assessed a \$50.00 fee for each location not completed within the time limitations. Furthermore, the Contractor will not be paid for work done after the time limitation unless agreed to by the QCLBA.

Hours and Days of Work

The contractor will not perform services under this agreement outside the hours of 8:00 a.m. to 8:00 p.m., Monday through Saturday. However, work is not required to be performed on Saturdays.

Vendor Payment

The contractor shall submit all invoices for work completed by the Monday after completion, no later than 4:00 p.m. to the QCLBA program manager. The submission of false or inaccurate information to the QCLBA by invoice shall result in the immediate termination of the contract. Payment for services shall be made in 30 days in the form of a check.

Property Owner Billings

The QCLBA will be responsible for billing the property owners or other interested parties for services performed by the Contractor. The QCLBA will collect all charges due for said services and under said billings, without any further payment due to the contractor other than as outlined herein. Payment to the contractor shall not be contingent upon the QCLBA's ability to collect from the property owners.

Inspections

All work performed under this contract shall be accessible to the QCLBA Program Manager, or his/her designee, for inspection after scheduled completion. If the work performed does not meet the standards of the QCLBA Program Manager or his/her designee, then the Contractor shall either immediately correct the deficiencies at no additional cost to or shall not charge for the deficient work, whichever the QCLBA chooses.

Contract Bond

A contract bond is not required for this contract.

Failure to Perform

It is understood that if, in the opinion of QCLBA Program Manager, the Contractor has not met the requirement of these specifications, then the contract may be terminated with two weeks written notice. All reasonable effort will be made to assist the Contractor in meeting the obligations of the contract.

Mowing and Trimming Requirement

Picking up or bagging of grass is not required, however, grass clippings shall be removed from hard surface areas on the public right-of-way such as sidewalks, driveways, and streets by sweeping or other method accepted by the QCLBA Program Manager. Mowing patterns shall be such that the clippings and mulches are evenly distributed, not wind rowed into noticeable deposits.

Mowing patterns will be established and equipment operated so that the height of cut is uniform and minimizes scalping. The height of the finished cut should be between 3 and 4 inches. Trees, shrubs and other plants should not be "barked" by running into them with the mowing equipment nor damaged by string trimmers.

Mowing and trimming equipment shall be kept in good, safe operating condition with sharp blades so that the grass is cut properly and in such a condition that oil and gasoline are not leaked.

The Contractor shall mow the boulevards (right-of-way) that are adjacent to private lot work orders. The contractor is required to trim around all trees, signposts, power poles, fire hydrants and/or other objects on the boulevard.

Clearing of some areas might require heavy-duty string trimmers and/or commercial-type mowing equipment, which the Contractor must own or provide to accomplish compliance.

Mowing is required to bring these locations into full compliance under the City Code.

Nuisance Abatement Services Requirement

Nuisance abatement services under this contract shall consist of all labor, materials, equipment and supplies necessary for removing vegetation accumulations, trash, rubbish, appliances, discarded furniture or other miscellaneous nuisance items at work order locations and disposing such items at the landfill.

Additionally, nuisance abatement services may consist of securing the first floor of homes/buildings with ½” plywood and screws. In some emergency situations such as a building fire, a building may need to be boarded immediately. In these instances, the Contractor must secure the first floor and any other accessible openings to a building within two hour notice. Such service is required only on required workdays, not on weekends.

Each contractor is expected to provide all information necessary for the QCLBA program manager to evaluate the contractor’s ability to meet the requirements of service as outlined above.

Nuisance abatement services are performed in conjunction with the enforcement of the jurisdiction where the property is located.

Contract Expiration

The contract will expire July 1, 2025, or at QCLBA’s discretion. Upon execution of this contract, two copies will be provided to the contractor.

This contract may be extended on a yearly basis, not to exceed an additional two years, at mutual consent of the QCLBA board of directors and the contractor.

Pre-Performance Meeting

The selected contractor will meet with the QCLBA Program Manager before any work is commenced during the contract term. A date and time will be selected after the award of the contract.

PROJECT TIMETABLE

The QCLBA is asking that all RFP responses be returned by 4:00 p.m. Central time, June 12, 2023, to the following address:

Attn: City Clerk
City of Moline
619 16th Street
Moline, IL 61265

Submit via e-mail to: mchappell@moline.il.us

In submitting a proposal, each responders acknowledges that QCLBA shall not be liable to any person for any costs incurred therewith or in connection with costs incurred in anticipation of QCLBA accepting any proposal. The QCLBA may accept or reject any proposal without limitation. Nothing in this request for proposals or in subsequent negotiations creates any vested rights in any firm or individual.

PROPOSAL

TO THE QUAD CITIES LAND BANK AUTHORITY

1. PROPOSAL OF

(Name, Address and Contact Phone of Bidder)

For the improvements, designated as follows:

VEGETATION & NUISANCE ABATEMENT PROGRAM
July 1, 2023 – July 1, 2025

Bid Due: June 12, 2023

2. The specifications for the proposed improvements are those prepared by the QCLBA, which cover the work described in paragraph 1 above.

The specifications herein referred to are the Standard Specifications for Vegetation and Nuisance Abatement Program.

3. The undersigned agrees to complete all work covered by this contract by:

The time limits stated within the special provisions of this contract. The contract expires July 1, 2025, or at the QCLBA's discretion.

4. The undersigned submits herewith this schedule of prices covering the work to be performed under this contract.

5. The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or the QCLBA, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from bidding on this contract as a result of conviction for the violation of the State laws prohibiting bid-rigging or bid-rotating.

6. **Schedule of Prices**

The person submitting this proposal does hereby declare and stipulate that this proposal is made in good faith, without collusions or connection with any other contract bidder for the same work, and that said quotation is made in pursuance of and subject to all terms and conditions of the foregoing instruction, for the following amounts.

<u>Bid Price per Hour</u>	<u>2023</u>	<u>2024</u>
Vegetation Abatement Services	\$ _____	\$ _____
Nuisance Abatement Services	\$ _____	\$ _____
Fee (markup percentage) for work subject to Prevailing Wage Act	_____ %	_____ %

The following prices need not be per hour:

Show Up Fee	\$ _____	\$ _____
<small>(Flat fee to be charged when contractor shows up to perform work and the work has already been performed by others.)</small>		
Landfill charges	\$ _____	\$ _____

Equipment to be utilized is as follows:

Mower (s) _____

Trimmer (s) _____

Other _____

Contractor

Contact Phone Number

Address

Authorized Signature

City and State

Date