

Request for Quotes for Landscaping Maintenance at Grant Park Fountain, Oval Garden, and Rockery

April 7, 2021 Issue Date

Instructions & General Information

The City of Galena is requesting quotes seasonal maintenance of the four landscaped gardens surrounding the Fountain, the landscaping at the Oval Garden, and the landscaping in the Rockery—all in Grant Park, as detailed below and as available on the City website: www.cityofgalena.org under Departments/Engineering/Bid Documents.

Scope of Project

The City of Galena is requesting quotes to complete the work detailed below.

Conditions

1. All Work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including the latest revisions and the Illinois Preference Act. Contractors are required to submit certified copies of their payroll.
2. The City of Galena shall be exempt from any liability for loss incurred by unsuccessful bidders in preparation for this proposal.
3. The City shall receive sealed quotes to complete the proposed not later than:
10:00 AM, Monday, April 19, 2021.
4. The City of Galena will make payment within thirty (30) days after acceptance of the completed work. The City of Galena reserves the right to reject any or all quotes.
5. Questions concerning the project or arranging a site visit with City Staff should be directed to: Mark Moran at 815-777-1050 or mmoran@cityofgalena.org
6. Contract award date is expected to be April 26, 2021.
7. Initial **weeding and mulching shall be completed within fourteen days (14) of contract award.**

Specifications

Fountain Gardens

1. Weed all four flower beds and remove dead vegetation.
2. Mulch all four flower beds with four (4) inches of chocolate fine processed organic mulch.
3. Weed all four flower beds once every two weeks through September 30, 2021.
4. Prune flowers and shrubs as needed during weeding visits to the site.

Oval Gardens

1. Weed the flower beds and remove dead vegetation.
2. Mulch all flower beds with four (4) inches of chocolate fine processed organic mulch.
3. Weed all flower beds once every two weeks through September 30, 2021.
4. Prune flowers and shrubs as needed during weeding visits to the site.

Rockery

1. Weed the flower beds and remove dead vegetation.
2. Mulch the flower bed with four (4) inches of chocolate fine processed organic mulch.
3. Weed the flower bed once every two weeks through September 30, 2021.
4. Prune flowers and shrubs as needed during weeding visits to the site.

Contractor agrees to complete specified work at prices specified on the Table of Quantities on the following page.

BID DOCUMENT

Contractor agrees to complete specified work at prices specified in the Table of Quantities below.

TABLE OF QUANTITIES: LANDSCAPING MAINTENANCE AT GRANT PARK GARDENS				
#	ITEM	UNIT	QUANTITY	AMOUNT \$
1	Weed all four flower beds around the Fountain, remove dead vegetation, and mulch all four flower beds with 4 inches of chocolate fine processed organic mulch.	Sum	1	\$
2	Weed all four flower beds around the Fountain once every two weeks and prune flowers and shrubs as needed through September 30, 2021.	Sum	1	\$
3	Weed the flower beds at the Oval Garden, remove dead vegetation, and mulch the beds with 4 inches of chocolate fine processed organic mulch.	Sum	1	\$
4	Weed the flower beds at the Oval Garden once every two weeks and prune flowers and shrubs as needed through September 30, 2021.	Sum	1	\$
5	Weed the flower beds at the Rockery, remove dead vegetation, and mulch the beds with 4 inches of chocolate fine processed organic mulch.	Sum	1	\$
6	Weed the flower beds at the Rockery once every two weeks and prune flowers and shrubs as needed through September 30, 2021.	Sum	1	\$
7	As an alternative to submitting a bid price for Items 1-6 above, please list your hourly rate and not to exceed cost for all labor and materials for the entire contract.	Sum	1	\$
	TOTAL			\$

All work to be completed in accordance with specifications described in this request for quotes.

The contractor is advised to visit the site to view the proposed work to determine the extent and nature of the listed work items.

(Please complete following page and submit with this page)

Respectfully submitted:

Company

Date

Title

Signature

Address

APPROVED BY CITY OF GALENA

Signature

Date