

BERKELEY PARK DISTRICT

REQUEST FOR PROPOSAL

2026

**GROUNDS MAINTENANCE AND MOWING SERVICES
OF PARK DISTRICT PROPERTY**

The Berkeley Park District will accept written proposals for **GROUNDS MAINTENANCE AND MOWING SERVICES OF PARK DISTRICT PROPERTY** until 12:00pm (12:00 Noon) on FRIDAY, MARCH 6, 2026, at the Berkeley Park District's Administration Office located in the Lind Park Fieldhouse at 1200 N. Lind Avenue, Berkeley, IL 60163, in accordance with the specifications included in this proposal packet.

A hard copy of this proposal may also be picked up at the Park District's Office by contacting the District Administrator @ 708-544-1935.

Any and all questions regarding this RFP can be directed to:

Brian Ramsey, District Administrator

Berkeley Park District

1200 N. Lind Avenue

Berkeley, IL 60163

708-544-1935 Office

708-540-5477 Mobile

brianramsey@berkeleyparkdistrict.com

All proposals must be submitted with all required forms and information in a sealed envelope with the sealed outer envelope plainly marked as **"2026 Proposal for Grounds Maintenance & Mowing Services of the Berkeley Park District."** All proposals are due prior to the time and date for submission as indicated in this invitation; no exceptions will be permitted. **Deadline for submittal of a Proposal will be 12:00pm (12:00 Noon) on FRIDAY, MARCH 6, 2026.**

Address all Proposals as follows:

2026 GROUNDS MAINTENANCE & MOWING SERVICES OF THE BERKELEY PARK DISTRICT

Attention: Brian Ramsey, District Administrator

Berkeley Park District

1200 N. Lind Avenue

Berkeley, IL 60163

The Berkeley Park District reserves the right to accept and/or reject any or all proposals, and to waive any informality, and to award a Contract for Services as deemed in right and proper for the best interest of the Berkeley Park District.

SCOPE OF SERVICES SUMMARY (Base Proposal)

The Berkeley Park District is seeking proposals from qualified commercial lawn/mowing and/or landscaping contractors/companies (hereinafter "Contractor") to furnish labor, equipment, and materials necessary to complete the **GROUND MAINTENANCE & MOWING SERVICES of PARK DISTRICT PROPERTY** within and/or held by the Berkeley Park District. Ground Maintenance and Mowing is to include mowing, trimming, shrubs & tree pruning, litter/trash removal & grounds clean-up, leaf removal, and other related services. The Contractor will provide all labor and equipment to accomplish the services as defined in these specifications.

All proposals must comply with the terms and conditions set forth in this Request for Proposal (hereinafter "RFP") and must contain all executed Proposal Forms as specified.

The instructions contained herein must be followed for the Proposal to be considered responsive to this RFP. In any of the submittal requirements are omitted or any exceptions to the contractual terms and conditions are not taken, then the Proposal shall be deemed nonresponsive. The Berkeley Park District reserves the right to reject a Proposal if it is not in compliance with the required format.

SECTION I – STANDARDS

The Berkeley Park District is interested in securing the services of a competent and experienced grounds maintenance Contractor who will maintain and enhance our park grounds at Berkeley Park and Lind Park. All park property and grounds of the Berkeley Park District are open public facilities and therefore are intended to serve the needs of residents of the Berkeley Park District. The Park District desires to engage a Contractor who will be able to efficiently maintain the parks by providing a high level of maintenance standards and satisfactory meet the performance expectations of the District.

PROVISIONS

- CONTRACTUAL TERM(S)** April 1, 2026 – March 31, 2027, and may be renewed for up to three (3) additional one (1) years terms by written mutual agreement within 60 days for the annual expiration of the Contractor's Agreement.
- GROUND MAINTENANCE** All mowing, grass trimming, litter/trash removal, shrubs & tree pruning, grounds clean-up, and leaf and branch removal.
- PERFORMANCE CRITERIA** Maintenance standards are defined with the specifications. The Contractor's performance will be regularly monitored and evaluated as deemed warranted.
- PERSONNEL** The Contractor shall be responsible to employ, train, supervise, and discipline all of its employees.
- WORK SCHEDULE** April 1, 2026, through March 31, 2027. Permitted work schedule Monday through Friday, 7:00am – 7:00pm.
- DAMAGE/REPAIRS** The Contractor is responsible for any damage as a result of act or omissions by the Contractor.
- DEFAULT OF AGREEMENT** Financial constraints; Poor & unacceptable quality of work performance; and Untimely scheduled maintenance.
- FEE TO CONTRACTOR** Based on Annual Agreement and Monthly payments.

A. GROUNDS FACILITIES / PARK PROPERTY

- 1) **Berkeley Park** – consist of approximately 8.5 acres, including the Veterans Memorial (aka Ring of Flags) area; Illinois Prairie Path; the Berkeley Gazebo; Baseball Field; Sand Volleyball Courts; Picnic Shelter; Red Storage Building; Playground; and the Tennis Court/Pickleball Courts area, plus three (3) off-street parking lots.
- 2) **Lind Park** – consist of approximately 1.5 acres, including the Lind Park Fieldhouse (Park District Administration Offices), parking space, and a small playground area.

B. GROUND MAINTENANCE ACTIVITIES

The Contractor shall be responsible for

labor, equipment, and materials necessary for:

- Weekly mowing & trimming of all designated park property/grounds; trimming along street curbs, parking lots, and walkways, as well as any other park amenity or feature(s) (i.e., Trash Receptacles; Bleachers; park benches; and fence lines; etc....)
- Weekly litter/trash removal found on the ground and in trash containers.
- Trimming & pruning shrubs and trees as warranted monthly.
- General grounds clean-up of sticks/branches and leaf removal during the season and/or remaining leaf accumulation from the previous year.

C. SEASONAL CLEAN-UP

- The Contractor will be responsible for the initial spring clean-up of accumulated leaf and ground debris from winter snow covered months, as well as through-out the annual year. This will consist of removal of twigs, sticks, and branches of all sizes on a daily basis, raking and removing of accumulated matted leaves and ground debris along fence lines, shrub areas, fencing and in and around building structures, and other areas where such debris can accumulate.
- The Contractor is responsible for hauling away all yard waste and disposing of it properly.

D. SPECIAL ATTENTION

The Park District property is expected to be well maintained and in top condition at all times, but the Park District has designated the following dates/weekends when a higher than normal activity is anticipated using the park grounds and facilities, and may require additional / special service in preparing for these occasions/events:

- Annual Easter Egg Hunt – TBD Annually (March/April)
- Memorial Day Weekend (May)
- Fourth of July (July)
- Labor Day Weekend (September)
- Berkeley Fun Festival – TBD Annually (July)
- Halloween Event – TBD Annually (October)

The Contractor will be responsible for placing extra emphasis on the grounds maintenance for the week prior to the weekends as listed and possibly include additional personnel and/or equipment in order to have the grounds prepared for these dates/events. Additionally, the Contractor will be prohibited from performing and/or scheduling work activities on these specific dates as well.

E. FREQUENCY OF MOWING

- Mowing will be done at least on a weekly basis, and more often, as deemed necessary in order to maintain an appropriate grass height. After mowing, it is mandatory that trimming and grass clipping removal should be completed from all walkways; parking lots; and shelters.
- Mowers will avoid blowing grass clippings onto any roadway and walking path, as well as the Sand Volleyball area; kids Playground, and Tennis Courts/Pickleball Court area.

F. HEIGHT OF CUT

The contractor shall maintain and cut grass at a height of 2.5 to 3.5 inches, or as designated in the execution of the Contractors Agreement. The height may vary depending upon the terrain and weather conditions (drought).

G. TRIMMING

Trimming near permanent structures, like trees, benches, landscaping, fences, buildings, poles and upright protrusions will be done with appropriate tools to avoid causing any damage.

H. REMOVAL OF GRASS CLIPPINGS

- Cutting grass and debris which falls or is thrown on walkways; parking lots; adjacent streets; through action of the work crew, shall be removed prior to the crew leaving the park at the end of the workday.
- No trimming will be permitted to be blown into any roadway as required by the Village Ordinance.

I. WEEDS

Weeds growing from sidewalk cracks, along curbs, in floral beds, and fence lines, and court surfaces shall be removed by contractor's crew weekly or as deemed necessary.

J. TREES/SHRUBS

Suckers or water sprouts protruding from around the bases of trees, shrubs, or developing in fence lines or next to buildings and/or other park structures, must be removed by the Contractor.

K. FINAL APPEARANCE

Mowing patterns shall be such that the clippings and mulch are evenly distributed, not windrowed into noticeable deposits. However, if the mowing pattern results in windrowed clippings, picking up or bagging of cut grass and raking of leaves will be required. Mowing patterns will be established and equipment operated so that the height of cut is uniform in nature.

L. USE OF CHEMICALS

- The Contractor shall possess a valid Illinois Pesticide Applicator License and have completed state-approved training in the application of herbicides, pesticides, and fungicides for park property maintenance. The Contractor shall apply all chemicals in strict compliance with Illinois state regulations and safety standards governing the maintenance of park property.

- Proper public notice must be provided in accordance with Applicators Licensing.
- A copy of the License must be provided to the Park District and accompanied the executed Agreement.

M. GENERAL LITTER / DEBRIS CLEAN-UP

- The Contractor and/or their designee (mowing crew) will be responsible for policing each mowing site prior to mowing for any type of litter and debris that should be picked up prior to mowing in order to prevent damage, injuries, and running over debris that would create even more smaller pieces of litter throughout the park site.
- If so, the mowing crew would be expected to stop mowing and pick up this litter immediately.
- Furthermore, the Contractor will be responsible for removal of any litter, debris, and branches found on the ground, along fence lines, on hard surfaces, sidewalks, & roadways, and shall be immediately removed and disposed of.
- The Contractor is responsible for emptying the trash receptacles in the park each week (May – September), and at least one time per month or when they are full (October – April).
- The Contractor is responsible for placing a new trash liner in each trash container after it has been emptied.

N. SHRUBS & FLORAL BEDS

- Pruning of shrubbery must be performed as necessary and in accordance with accepted horticultural practices.
- All weeds, pruning debris, foreign plant growth, and yard waste material must be removed.
- Perennial and annual flower beds will be maintained by the Contractor.
- New premium mulch will be added to each bedding area & new trees annually in the Spring.

O. FUELING

- Spilled gasoline and oil kills' grass. Mowers shall not fuel or maintain mowers in grass areas.
- The Contractor shall be responsible for clean-up of spill areas and remove any spilled oil and/or fuel.
- Gas and oil containers shall not be left unattended in the parks.

P. PERSONNEL

- The Contractor shall provide sufficient and competent employees to adequately maintain the District's park sites and shall be obligated to appropriately compensate all such employees including withholding of all taxes as required by Illinois Department of Labor.
- As a Contractor's employees may come in contact with the general public from time to time, the Contractor will be responsible for their employee's behavior and conduct while working on Park District property.

Q. SUPERVISION

- The Contractor and all employees of the Contractor shall be regarded as an independent contractor. The Park District expects the Contractor to provide daily direction,

supervision, training, and instruction to their employees with limited guidance, or no guidance from the Park District.

Page 5 of 8

- In seeking direction and/or guidance from the Park District, the Contractor shall contact the District Administrator and/or their designee as related to ground maintenance and execution of this agreement.

R. DAMAGE(S) & REPAIRS

- The Contractor will report any and all damages to the District Administrator within 48 hours that may have occurred while the Contractor was engaged in the performance of their work as described in this agreement.
- The Contractor will be required to carry Commercial General Liability Insurance naming the Park District as the Additional Insurer.
- The Contractor limited coverage will be for a minimum of \$1,000,000.00 per occurrence.
- A Certificate of Insurance must be provided to the Park District before the Agreement can be executed and any work started.

SECTION II – TERM

The annual term of this Agreement shall be (12 months) April 1, 2026, through March 31, 2027, and may, by written mutual agreement, be renewed at the same terms and conditions for up to three (3) additional one (1) year terms. Any request by the Contractor to exercise a renewal term herein shall be made in writing on or before January 15th annually. An annual adjustment of compensation in accordance with the Consumer Price Index (CPI) may be considered at the time of renewal but is not guaranteed as compensation is limited based upon the fiscal year allocations for funding this service.

SECTION III – QUALIFICATIONS & SELECTING A CONTRACTOR

Each proposal will be evaluated based upon the following criteria:

- 1) Statement of Qualifications (30% weighted scoring)
 - 2) References and background Check (30% weighted scoring)
 - 3) Total Unit Pricing (60% weighted scoring)
- Statement of Qualifications shall include the following number of staff members and equipment that the Contractor has available to perform the work.
 - References and Background Check – each proposal should contain contact information for at least 3 current/previous contracts that you have managed and are willing to provide you with a quality referenced check for your ability to full this Agreement.
 - Total Unit Pricing is the overall annual cost to perform this Agreement.

Right to Reject Proposals

The Berkeley Park District reserves the acceptance and/or reject any or all proposals as deemed in the best interest of the Berkeley Park District. Furthermore, the Park District reserves the right to award all or portion of this Proposal (RFP) on a line-item basis to one or more Proposers, or the award may be made to the lowest/highest Contractor that is deemed the best responsible proposals.

PROPOSAL APPLICATION FORM

**GROUNDS MAINTENANCE & MOWING SERVICES
FOR THE BERKELEY PARK DISTRICT**

The undersigned hereby agrees to furnish all labor, equipment, manpower, and materials in accordance and specifically outlined within this Request for Proposal (RFP) for the Berkeley Park District with an annual fee as listed below.

TOTAL ANNUAL FEE FOR ALL SERVICES AS INDICATED IN THIS RFP

\$ _____

PLEASE PRINT

Name of Corporation: _____ Years in Business: _____

Business Address: _____

Town/City: _____ State: _____ Zip Code: _____

Business Phone #: _____ Email: _____

Name/Person Submitting Proposal: _____

Title: _____

Phone #: _____ Email: _____

Authorized Signature: _____ Date: _____

REFERENCES:

1) Name/Business:

Address/City/State: _____

Zip: _____

Contact: _____ Title: _____ Phone #: _____

Years of Services: _____ Mowing Acres _____ Other _____

2) Name/Business:

Address/City/State: _____

Zip: _____

Contact: _____ Title: _____ Phone #: _____

Years of Services: _____ Mowing Acres _____ Other _____

3) Name/Business:

Address/City/State: _____

Zip: _____

Contact: _____ Title: _____ Phone #: _____

Years of Services: _____ Mowing Acres _____ Other _____

Qualifications – Please list the Equipment and staffing levels that you have at your disposal.

Mowers (Make/Sizes/Year)

Trimmers/Blowers

