

# Harvard

Community Unit School District 50

Harvard Community Unit School District 50  
401 N Division Street  
Harvard, IL 60033

REQUEST FOR QUOTE  
Lawn Mowing Service

Due: March 7, 2022 at 2:00 pm

## REQUEST FOR QUOTE LAWN MOWING SERVICE FOR

### Harvard Community Unit School District 50

THIS IS NOT A COMPETITIVE BID. The request for quote allows the Harvard Community Unit School District 50 to select the contractor that best meets the needs of the District, taking into consideration the overall qualifications of the contractor and its personnel, the services to be rendered and price. The Harvard Community Unit School District 50 ("Harvard CUSD 50" or "District") invites Lawn Mowing Contractors to submit quotes for lawn mowing for 2022 in accordance with the requirements and specifications put forth.

The School District reserves the right to reject any quotes in whole or in part or to accept that which is in the best interest of the School District. The award of a Contract shall be based on the amount of the quote, experience, reputation and financial stability of the Contractor as well as the strict compliance with the format, terms and conditions of this proposal. A Contract will be awarded, only after a formal notice is given to the Contractor as determined by the Board of Education.

The quote forms shall be submitted at the office of the Board of Education located at 401 N Division Street, Harvard, IL 60033 and tendered to Sean Huffstutler, Director of Buildings and Grounds, or Julie Soutar, Buildings and Grounds Office Manager, in the above office.

#### REQUEST FOR QUOTE TENTATIVE SCHEDULE

STEP	TIMING
Quote Due Date	March 7, 2022 2:00 pm
Mandatory Walk Through with Awarded Contractor	March 10, 2022 10:00 am
Board Approval	March 16, 2022

## SPECIFICATION INSTRUCTIONS – LAWN MOWING

1. Mow and trim approximately 33 acres of grass.
2. Total acreage is broken down into five areas and should be quoted per full cut per area. Maps of each area are attached. The areas are as follows:
  - Area 1-Harvard Junior High School, 1301 N. Garfield Street
  - Area 2-Harvard High School, 1103 N. Jefferson Street & Jefferson Elementary School, 1200 N. Jefferson Street
  - Area 3-Administrative Center, 401 N. Division Street
  - Area 4-Washington Elementary School, 305 S. Hutchinson Street
  - Area 5-Crosby Elementary School, 401 Hereley Drive
3. There will be a minimum of 15 full cuts. Average lawn maintenance season is projected at 20-25 cuttings. Cutting is to be adjusted with the growing season. Owner will establish a mowing schedule and will contact the contractor before mowing occurs. Owner will specify grass height.
4. Mowing of all areas will be completed within 2 days, weather permitting.
5. Contractor must remove all grass clippings from sidewalks and paved areas.
6. Trimming is to be completed with each mowing. **Owner is responsible for maintaining planting beds**
7. Mowing will not be permitted around buildings during the regular school hours.
8. While mowing, discharge guards must be functional and in place for safety and to minimize damage to property.
9. Contractor is responsible for the costs involved with damage by the contractor, employees or equipment to District 50 property.
10. To ensure good relations and communications, the successful contractor is expected to have mobile phones and provide the district with numbers which will be answered at all times. These phones are to be used to provide immediate response to any questions or concerns which may arise.
11. All work is to be completed in a workmanlike manner according to standard practices. Alterations or deviations from the above specifications involving extra costs shall be performed only if authorized by the Director of Buildings and Grounds, Chief Financial Officer or Superintendent of Schools.
12. **Mandatory Walkthrough.** There will be a mandatory walkthrough **after** the apparent lowest responsible quote is determined on March 10th at 10am . To qualify as a vendor, in order to assure accuracy of the submitted quote, the contractor must attend this mandatory walkthrough at all locations **with the district representative** and submit a verification letter stating that the quote is accurate and complete as submitted and compiled with all specifications.

13. Contractor receiving the contract award must submit a Certificate of Insurance listing Harvard Community Unit School District 50 as an additional insured.

14. When a lawn mowing contract has been awarded the hours to mow district property must be scheduled with Sean Huffstutler (815) 943-4022 or (815) 999-2060

15. **PREVAILING WAGE/CERTIFIED PAYROLL REQUIREMENTS**

The contractor is required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination and Preference to Illinois workmen **as applicable.**

16. **Roll-over years:** Up to three roll-over year's may be added to the contract, one year at a time. Yearly increases for roll-over years shall be no more than 5% or C.P.I. whichever is lower. CPI shall be the same as the US Consumer Price Index, All Urban Consumers as used for Property Tax Extension Limitation Law, which is available from the McHenry County Clerk's Office. Each roll-over year shall be mutually agreed upon between the contractor and the Director of Buildings and Grounds for the District prior to February 1 of that year.



**QUOTE SUBMITTAL**

We hereby submit our quote for: LAWN MOWING

PRIOR TO: \_\_\_\_\_

QUOTES MUST BE DELIVERED TO: HARVARD COMMUNITY UNIT SCHOOL DISTRICT 50  
Sean Huffstutler, Director of Buildings and Grounds  
401 N. Division Street  
Harvard, IL 60033

It is understood and agreed that the Board of Education reserves the right to award the contract in accordance with its best interest, to reject any and all quotes and to waive any informalities or variations in quotes.

The undersigned further declares that this quote is made without any connection with any person making another quote for the same contract, that this quote is in all respects fair and without collusion or fraud, that no member of the Board of Education of Harvard Community Unit School District No. 50, McHenry County, Illinois or other officer of said school district, or any person in the employ of said school district, is directly or indirectly interested in this contract or in any portion of the profits thereof.

\_\_\_\_\_  
(Name of Company or Firm)

\_\_\_\_\_  
(Name of Company Representative)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

HARVARD COMMUNITY UNIT SCHOOL DISTRICT 50  
Central Office  
401 N. Division Street  
Harvard, IL 60033

**LAWN MOWING QUOTE FORM**

	Price per Cut
Area 1 Harvard Junior High School	\$ _____
Area 2 Harvard High School & Jefferson Elementary School (Includes Baseball field and Surrounding area of Football Field, but excludes Football field)	\$ _____
Area 3 Administrative Center	\$ _____
Area 4 Washington Elementary School	\$ _____
Area 5 Crosby Elementary School	\$ _____
Total	\$ _____

Note: Due to State Laws, no herbicide is to be applied without notifying Sean Huffstutler. No Vegetation kill will be allowed more than 3 inches from any fencing. All herbicide applications must be in conformance and meet the state law requirements.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMERCIAL REFERENCES**

1. Name:

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Phone:

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2. Name:

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Phone:

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3. Name:

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Phone:

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Contractor may list more references on a separate sheet at Contractor's discretion.

**NO SMOKING CLAUSE**

Contractor agrees that they, and their employees and subcontractors, will abide by the District 50 no smoking policy on any District 50 property as required by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**SEXUAL HARASSMENT CLAUSE**

Each contractor must certify that they have complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 50 Board of Education states that it is in compliance with said law.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date



**NONDISCRIMINATION CLAUSE**

Each contractor must certify that they are an equal opportunity employer and does not discriminate in any of its employment practices on the basis of race, color, religion, creed, sex, age, national origin, ancestry, citizenship status, marital or parental status, physical or mental handicap or disability, sexual orientation, unfavorable discharge from military service or source of income. The contractor further certifies that it only hires individuals authorized to work under the *Immigration Reform and Control Act of 1986*. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 50 Board of Education states that it is in compliance with said law, does not discriminate and is an equal opportunity employer.

If a contract is awarded, the contract is subject to the equal employment opportunity clause required by the Illinois Department of Human Rights as contained in 44 ILL, Admin. Code 750.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

## **EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- 1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- 4) That it will send to each labor organization or representative or workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act or Rules, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- 6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- 7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractors. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

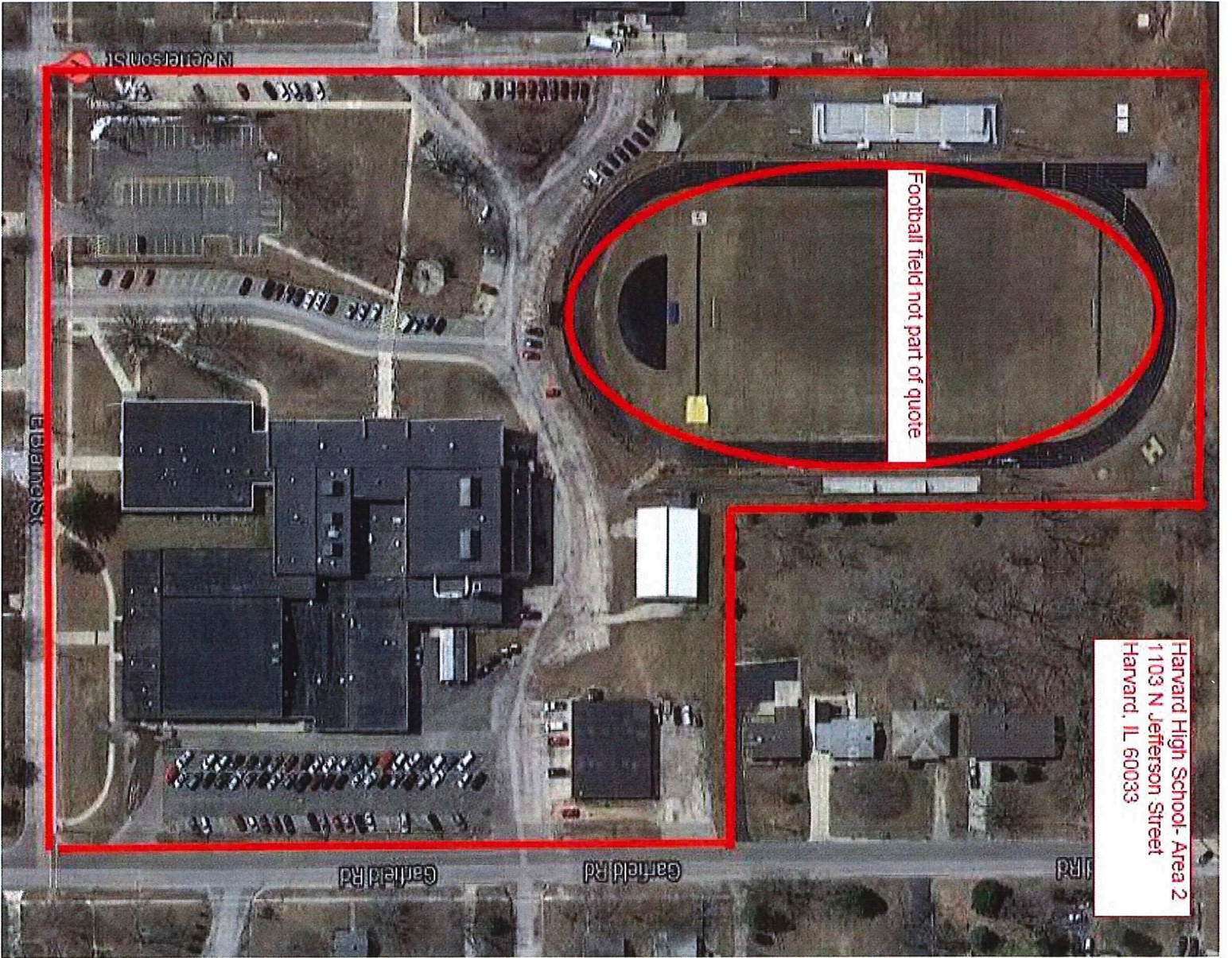




Harvard Jr High- Area 1  
1301 N. Garfield Street  
Harvard, IL 60033







Football field not part of quote

Harvard High School - Area 2  
1103 N Jefferson Street  
Harvard, IL 60033

Blaine St

Jefferson St

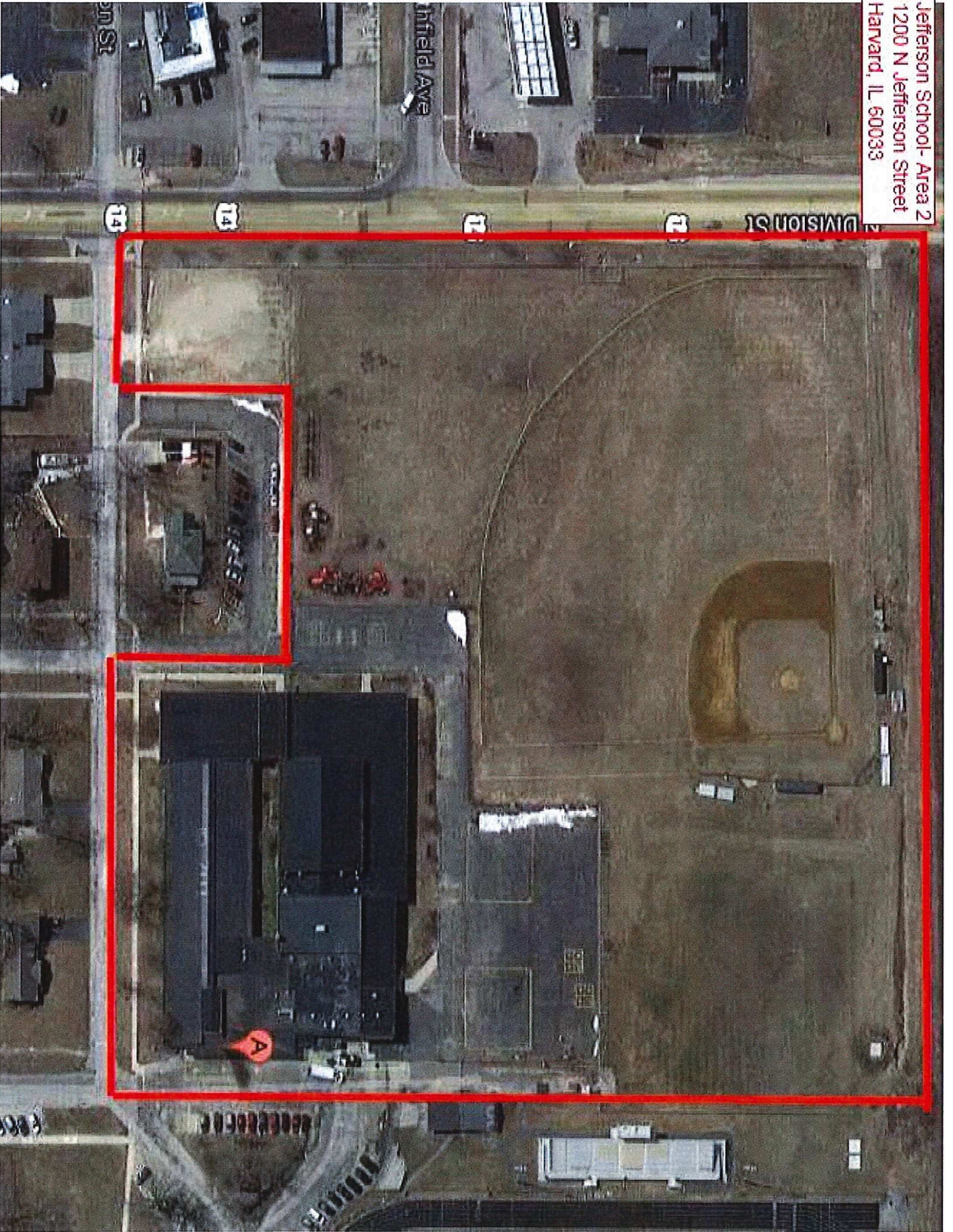
Garfield Rd

Garfield Rd

Rd

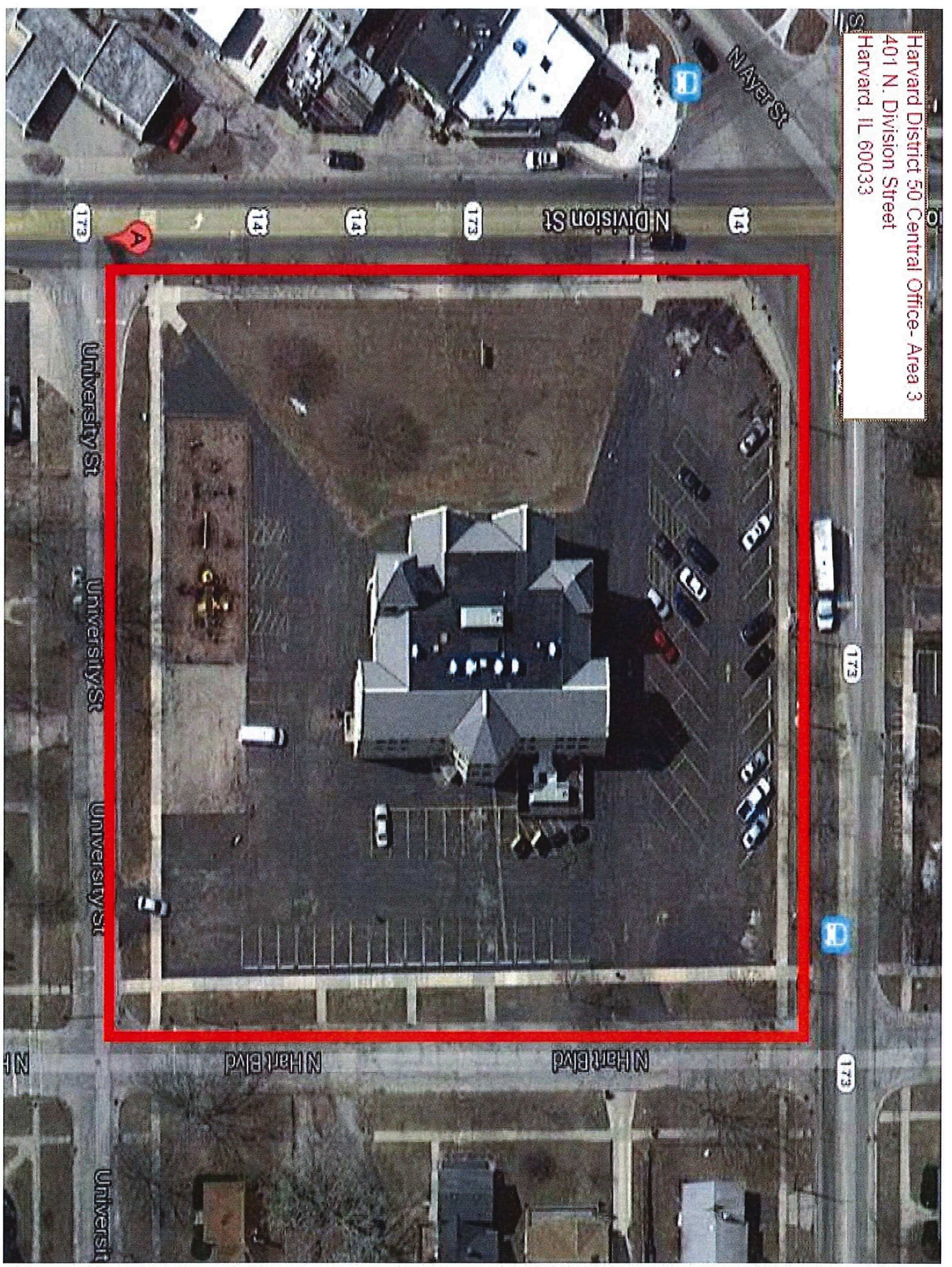


Jefferson School - Area 2  
1200 N Jefferson Street  
Harvard, IL 60033



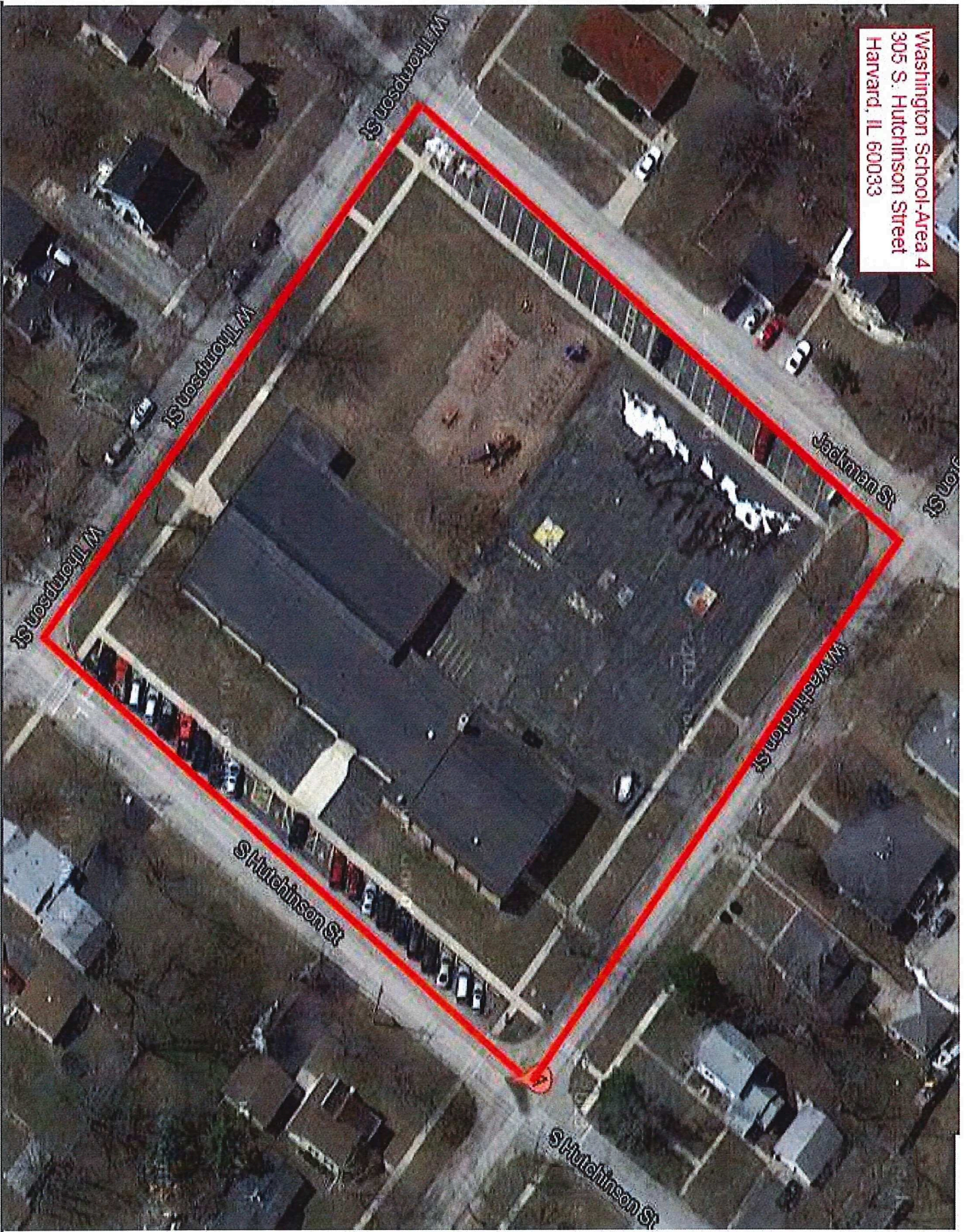


Harvard District 50 Central Office - Area 3  
401 N. Division Street  
Harvard, IL 60033



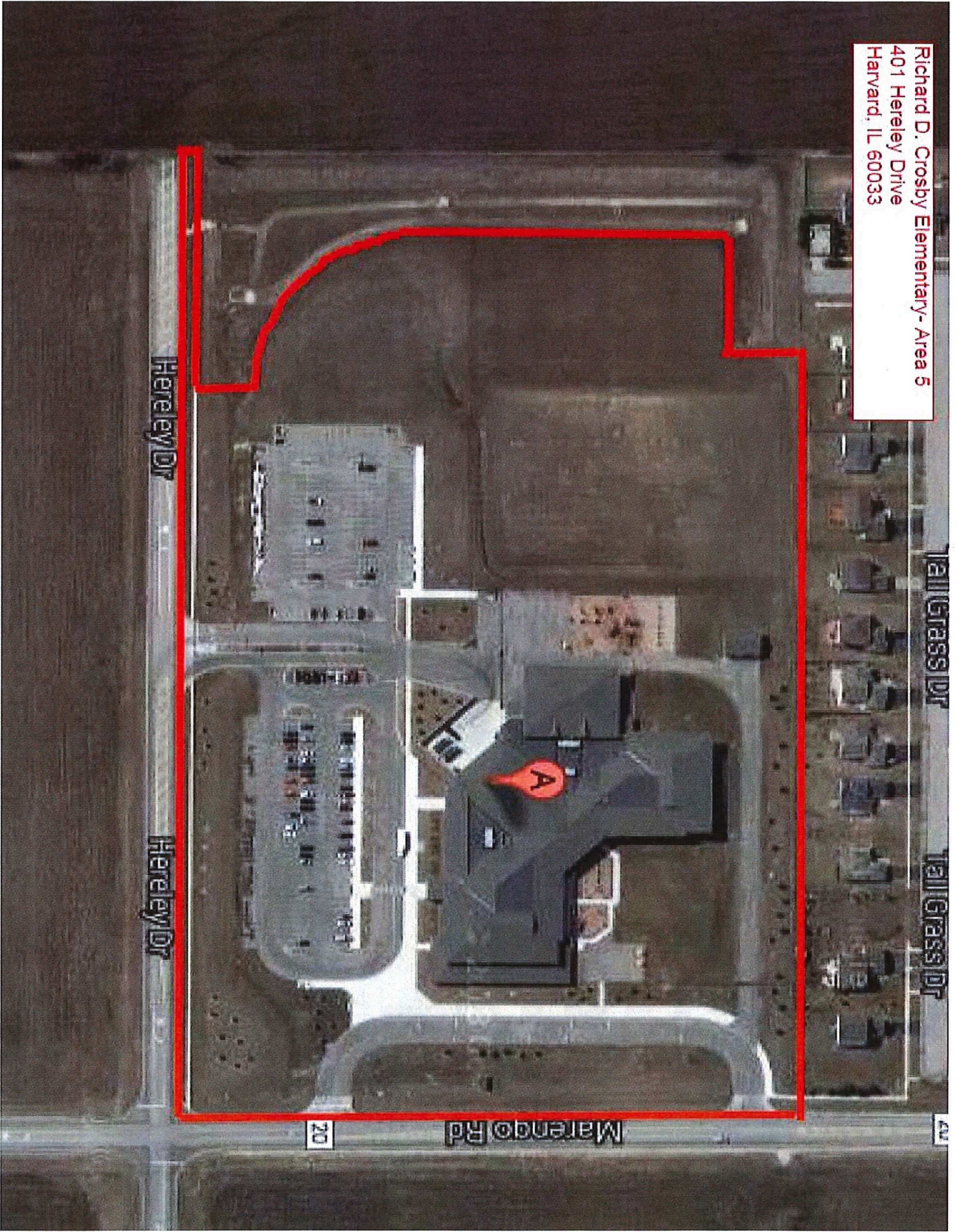


Washington School-Area 4  
305 S. Hutchinson Street  
Harvard, IL 60033





Richard D. Crosby Elementary - Area 5  
401 Hereley Drive  
Harvard, IL 60033



Hereley Dr

Hereley Dr

Tall Grass Dr

Tall Grass Dr

Marango Rd

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