



INVITATION TO BID

SEASONAL PLANTER WATERING SERVICES

Introduction

The following is an Invitation to Bid, to provide weekly watering services for the Rockford Area Convention & Visitors Bureau's Forest City Beautiful program. Planter sites are located within the downtown area of Rockford, Illinois. These are permitted to RACVB by the City of Rockford; developed and managed by Forest City Beautiful (FCB).

Forest City Beautiful

Developed and led by the Rockford Area Convention & Visitors Bureau, Forest City Beautiful is a program in partnership with and empowered by the City of Rockford; designed to bring partners together to improve the visual appearance of key civic spaces, enhancing our citizen and visitor experience.

Invitation to Bid

This invitation is the official Invitation to Bid issued by FCB to obtain pricing information and qualifications from vendors related to specific landscape services. Questions concerning this invitation should be directed to:

Julie Huber
FCB Project Manager
Rockford Area Convention & Visitors Bureau
102 N. Main Street
Rockford, IL 61101
815.708.0239
jhuber@gorockford.com

Vendor's Responsibility for Damage

The vendor shall be held responsible for damages to FCB sites or any City of Rockford Property resulting from the vendor's actions. In the event of vendor-related damages, the vendor shall, at its own expense, correct any vendor-related damages to a condition equal to or greater than existed prior to the occurrence of said damage. Corrective measures include repairing, rebuilding, replacing, or compensating for damaged property as directed by FCB and the City of Rockford, IL.

Roadway and Civic Space Requirements

In performing the Services, the vendor shall provide the necessary traffic control devices to warn the public and to delineate the work zone as required. It is the vendor's responsibility to know and adhere to the most current traffic provisions, specifications and standards of the roadway and civic space, on which work is being conducted.

Lane closure hour restrictions are imposed on weekdays (Monday through Friday) from 8 a.m. – 9:30 a.m. and 4:30 p.m. – 5:30 p.m. to facilitate the flow of traffic. Additional lane closure hour restrictions may have to be imposed to facilitate the flow of traffic to and from major sporting events and/or other events. Lane closures must be approved fifteen (15) business days in advance for city roads.

Private vehicles shall not be parked in a work zone. Vendor equipment and/or vehicles shall not be parked on the sidewalks and weight of equipment should not exceed standards set by the City of Rockford for weight distribution. Vendor equipment may be on a sidewalk, if being used. Care for pedestrian safety must be exercised.

Qualifications & Insurance Requirements of Vendor

The vendor and/or vendor's staff must have and maintain the education, experience, and technical abilities necessary to perform the tasks described in this document. The vendor must also possess insurance sufficient to conduct business with RACVB at the time contracts are executed.

A. Commercial General and Umbrella Liability Insurance

Vendor shall maintain commercial general liability (CGL) to include Products and Completed Operations with limits no less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate.

B. Business Auto and Umbrella Liability Insurance

Vendor shall maintain business auto liability, and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per Occurrence. Such insurance shall cover liability arising out of any auto including owned, and non-owned autos.

C. Workers Compensation Insurance

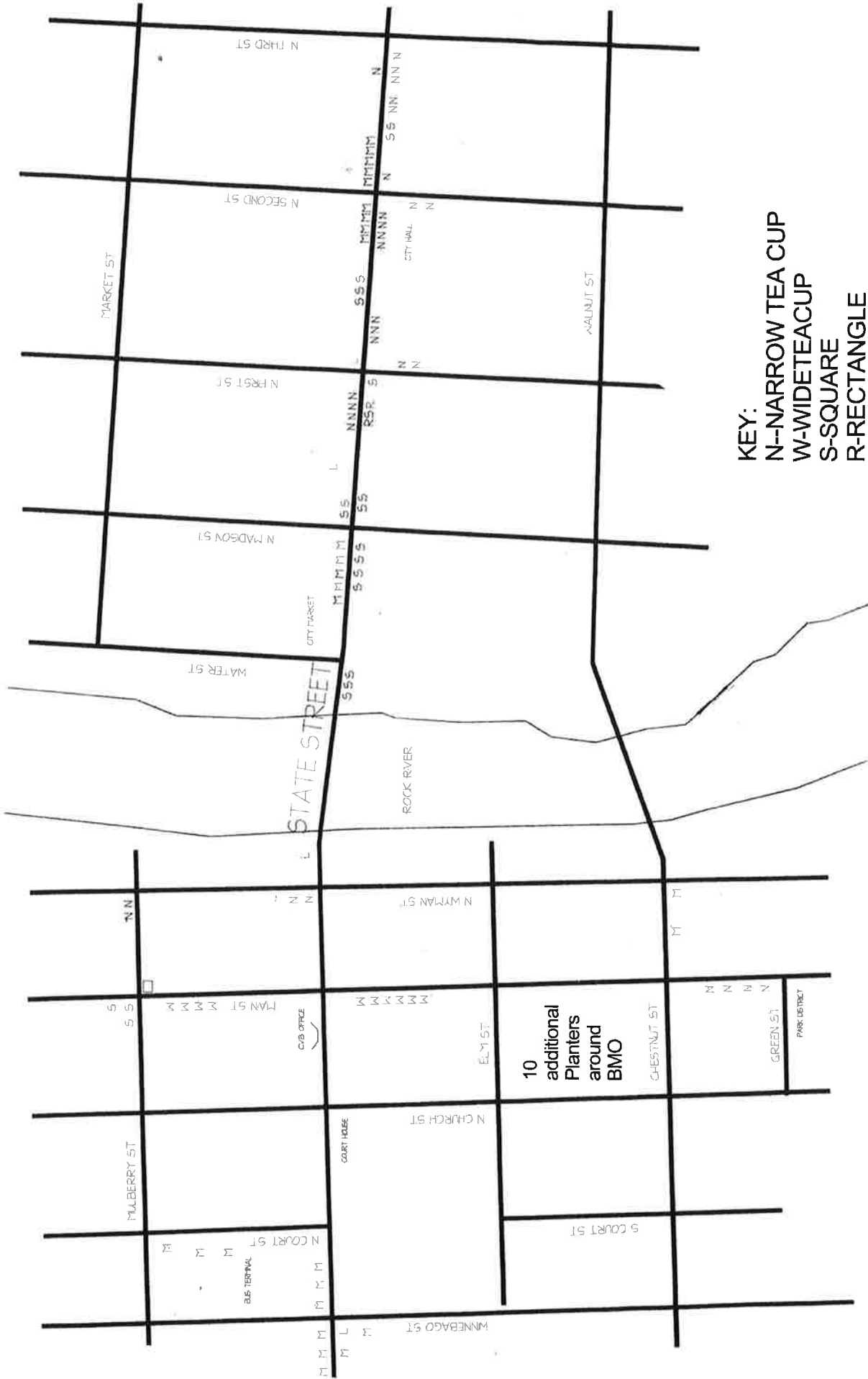
Vendor shall maintain workers compensation and employers liability insurance.

Vendor waives all rights against Rockford Area Convention & Visitors Bureau (RACVB) and its officers, officials, employees, volunteers, and agents for recovery of damages arising out of or incident to the Vendor's activities.

D. General Insurance Provisions/ Evidence of Insurance

Vendor shall furnish RACVB with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for

ATTACHMENT A: PLANTER LOCATIONS



- KEY:**
- N-NARROW TEA CUP
 - W-WIDE TEA CUP
 - S-SQUARE
 - R-RECTANGLE
 - L-LARGE ROUND
 - M-MEDIUM ROUND

ATTACHEMENT B: WEEKLY WATERING REPORT

FOREST CITY BEAUTIFUL: WEEKLY WATERING REPORT

DATE: _____

TIME STARTED: _____

TIME ENDED: _____

PLANTER CONCERN/DAMAGE (Please include location and detailed description):

EMAIL TO:

JULIE HUBER

jhuber@gorockford.com