



INVITATION TO BID

SEASONAL LANDSCAPE MAINTENANCE

Introduction

The following is an Invitation to Bid, to provide landscape maintenance services for the Rockford Area Convention & Visitors Bureau's Forest City Beautiful program. Landscaped sites are located within the downtown area of Rockford, Illinois and the I90/East State Street Gateway. 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

INVITATION TO BID

Due Date

FCB is requesting proposals in the form of sealed bids from experienced vendors to fill the organization's needs as described in this invitation. Sealed bids for the contract items described in this invitation will be accepted at the above address by U.S. Mail, delivery service, hand submittal or by electronic mail to jhuber@gorockford.com until 5:00 p.m. CT **February 21, 2022**. FCB is not responsible for failed electronic submittals.

Instructions to Vendors

FCB reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any vendor regarding a bid.

Contract Item Descriptions

A summary description of each contract item advertised in this invitation is given following these instructions by item name.

Contract Documents for Bidding

This invitation contains all the contract documents for bids including an invitation, standard provisions, maintenance standards and a bid document.

Examination of Bid Documents and Site of the Work

The vendor shall inspect the sites of proposed work, investigate, and become familiar with all the local conditions affecting the bid pricing, and review the detailed requirements for landscape maintenance. Any data furnished in the submitted bid is for FCB's information in awarding and creating maintenance contracts. This bid in itself does not constitute a contract, but it will become part of the contracts awarded by FCB. FCB makes no representation or warranty, expressed or implied, as to the information conveyed or as to any interpretations made from the data. Submission of a bid shall be a conclusive assurance and warranty that the vendor has made these examinations and the vendor understands all requirements for the performance of the work. If the bid is accepted, the vendor will be responsible for all errors in the bid resulting from a failure or neglect to comply with these instructions. FCB will not be responsible for any costs, expenses, losses, or change in anticipated profits resulting from such failure or neglect of the vendor to make these examinations. The vendor shall take no advantage of any error or omission in the bid and advertised contract.

Any prospective vendor, who desires an explanation or interpretation of the specifications, or any of the contract documents, shall request such in writing from FCB. The request should be made in sufficient time to allow a written reply from FCB that can reach all prospective vendors before submission of their bids. Any reply given to a prospective vendor concerning any of the contract documents, plans, and specifications will be furnished to all prospective vendors in the form determined by FCB including but not limited to, an addendum if the information is deemed by FCB to be necessary in submitting bids or if FCB concludes the information would aid competition. It is the vendor's responsibility to review all bid

documentation. Oral explanations, interpretations, or instructions given before the submission of bids will not be binding on FCB.

STANDARD PROVISIONS

FCB's Need for Services

Forest City Beautiful (FCB) requires landscaping services from vendors to maintain the FCB program sites located in Downtown Rockford, IL as well as the I90/East State Street Gateway. Currently 13 sites are eligible for bids, in addition to 104 planters located along E. State Street, W. State St, select West side Downtown streets and BMO Harris Bank Center. See Attachment: A-Locations for specific site information.

FCB's Goal

To maintain and monitor the landscapes of FCB sites to the highest standards set forth in this document.

Services

Vendor must provide the Services and adhere to all stated performance requirements as specified in Attachment B: Maintenance Standards. The Services will include and otherwise require all labor, material, and equipment necessary for proper execution and completion of said Services. Additional services, not covered by the Service agreement, must be requested and/or authorized by the FCB Project Manager via a work order. Additional services will be billed as a separate line item at a predetermined and mutually agreed upon rate.

Failure by the vendor to fulfill the Services and/or comply with the Maintenance Standards will result in the termination of the awarded contract. Termination of the contract for failure by the vendor to fulfill the contract will be at the sole discretion of the FCB Project Manager and CEO/President of the Rockford Area Convention & Visitors Bureau. Notice of termination shall be given via email and certified regular mail. Upon receiving written notice from FCB, the vendor shall have sixty (60) days to remedy said non-performance. If FCB and vendor agree in writing, that terms and conditions of agreement have been rectified, then any payments withheld shall be executed within ten (10) days of rectified agreement.

Reporting

In the performance of the Services, the vendor will furnish and deliver to FCB all information, data and reports required by FCB as specified in Attachment(s) C: Landscape Bed Maintenance Report and Work Orders.

Contract Term

A full contract term shall commence on execution and terminate on November 20, of the contract year. A full maintenance season is April 1st to November 20. The contract term for this proposal shall be from April 1, 2022 - November 20, 2022. The maintenance schedule will follow the detail outlined in this document, according to the season. A work order will be presented at the award of this contract and will begin on Friday, April 1, 2022.

Projected Maintenance Schedule for Seasonal Maintenance such as:

1. Spring & Fall Clean Up
2. Pre-Emergent
3. Post Emergent – Broadleaf Herbicide
4. Slow-Release Fertilizer
5. Mulch
6. Planting of Annual Flowers
7. Fall & Winter Plantings

April 1-April 30

- Spring Clean Up
- Cut Back Ornamental Grasses (as specified) & Remove Dead Foliage from Perennials
- Remove Dead/Downed Plant Material
- Pre-Emergent (1st week of April)
- Slow-Release Fertilizer
- Weed Control with Broadleaf Herbicide
- Mushroom compost 3" thick in (6) 10x10 corner beds

May 1-May 30

- Plant Annual Flowers in specified beds
- Mulch
- Slow-Release Fertilizer
- Pruning

June 1-June15

- Slow-Release Fertilizer

July 15-August 1

- Slow-Release Fertilizer
- Turn Mulch

September 1-October 15

- Slow-Release Fertilizer
- Pre-Emergent
- Fall Leaf Clean Up
- Leave Ornamental Grasses and Perennials with Prominent Seed heads for Winter Interest such as Coneflowers
- Remove Dead Foliage from Perennials such as Hostas and Daylilies
- Add Fall Plant Material

November 1 – 21

- Remove Annuals from Landscaped Beds and Planters in all designated areas
- Fall Leaf Clean Up

Projected Regular Weekly or Bi-Weekly Maintenance

- Thursday, if Thursday is a holiday, then maintenance is on Wednesday

April 1 – May 15 (Bi-Weekly)

- Weed Control
- Litter Removal
- Clean Sidewalks and Egress Areas Contiguous to the Landscaped Areas Identified within the proposal
- Remove and Replace Dead/Downed Plants – report type of plant removed, # of plants and locations within lots.

May 16 – September 15 (Weekly)

- Weed Control
- Litter Removal
- Clean Sidewalks and Egress Areas Contiguous to the Landscaped Areas Identified within the proposal
- Remove and Replace Dead/Downed Plants - report type of plant removed, # of plants and locations within lots.

September 16 – November 21 (Bi-Weekly)

- Weed Control
- Litter Removal
- Clean Sidewalks and Egress Areas Contiguous to the Landscaped Areas Identified within the proposal
- Remove and Replace Dead/Downed Plants - report type of plant removed, # of plants and locations within lots.

Work Orders and Scheduling

FCB will issue work orders to vendors via e-mail, 15 days in advance of the scheduled work completion date (i.e., work orders to be completed by July 30 will be issued by June 15). The work orders will contain site information/locations, maintenance items, and frequency of maintenance visits. Work orders are:

1. Intended to help vendors schedule work crews.
2. Serve as the vendor's final approval that work was completed and met the satisfaction of Supervisor.
3. To be completed, signed, and returned to FCB within ten (10) business days of work completed.

Completion Date

All work orders furnished by FCB within 30 days of the terminus of the maintenance season must be completed on or before the term has ended, unless otherwise specified by FCB.

Payment Structure

Payment to vendor will be monthly; mailed by the 20th of the month, following the month services were rendered. Reports must be completed correctly and submitted within the guidelines of this document. If a report is in error and not rectified or resolved by the end of the service month, payment for that specific maintenance report will be held by FCB until the error has been corrected by the vendor. If after six months, the error has not been resolved, the vendor will forfeit any compensation for said reported maintenance.

- Landscape Bed Maintenance Report – to be completed by vendor and emailed to FCB Project Manager or designee within three (3) business days of Service.
- Work Order – to be completed by vendor, signed and emailed to FCB Project Manager or designee within ten (10) business days of work order completed.

Material Inspection and Certification

All materials provided by the vendor must conform to the applicable requirements of this document. Knowledge of and adherence to regional material and certification requirements are the sole responsibility of the vendor. Vendors shall provide material samples and/or certifications, upon request of FCB, prior to start of work or at any time during the course of work or after the completion of the Maintenance Season.

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.

Site Visits

Prior to the start of the season (April 1; if contract is for a full season, or as otherwise denoted), FCB requires that the vendor and FCB's Project Manager visit each site assigned to the vendor to discuss site

boundaries, maintenance standards and estimated maintenance frequency as outlined in this contract. Site visits with FCB's Project Manager are required once per month, at the discretion of FCB's Project Manager, for all sites maintained by vendor throughout the Maintenance Season. This is at no additional cost to FCB. The site visit schedule will be agreed upon prior April 1; if contract is for a full season. Otherwise, site visit will be scheduled for a mutually agreed upon time.

New Products/Substitutions

All supplies and materials furnished shall be new, unused, or most recent manufacture and not discontinued unless otherwise authorized below. If an item becomes discontinued or otherwise not available during the term, the vendor may propose to substitute an equivalent or better product at no additional cost, subject to approval of FCB.

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 30 days' written notice to RACVB prior to the cancellation or material change of any insurance referred to therein. Written notice to RACVB shall be by certified mail, return receipt requested.

Failure of RACVB to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of RACVB to identify a deficiency from evidence that is provided shall not be construed as a waiver of Company's obligation to maintain such insurance.

RACVB shall have the right, but not the obligation, of prohibiting Vendor from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by RACVB.

Failure to maintain the required insurance will result in termination of this Contract at RACVB's option. Vendor shall provide certified copies of all insurance policies required above within 10 days of RACVB's written request for said copies.

E. Indemnification

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the RACVB and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the Vendor's activities, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts as any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in the Paragraph. Vendor shall similarly protect, indemnify, and hold and save harmless the RACVB, its officers, officials, employees, volunteers, and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Contract.

ATTACHMENT A: LOCATIONS

WEST SIDE OF ROCK RIVER

#LOTS	LOT-ID		SITE/LOCATION	IRRIGATED
1	7	East of BMO Harris Bank Center	Elm & Wyman Elm Elm & S. Main	Yes
2	1	East of Octane	Mulberry & Wyman Mulberry Mulberry & N. Main	Yes
3	3	West of Rockford Library	Mulberry & Wyman Mulberry Mulberry & N. Main	Yes
4	5	East of Courthouse	W. State & Church Church	Yes
5	9	Rockford Park District Office	S. Main & Green St S. Main Green St.	Yes

EAST SIDE OF ROCK RIVER

6	32	City Market Pavillion	E. State St Water St	Yes
7	4	Between CJ's & Bath Body Fusion	E.State St- Elevated Planter and Street level	Yes/no
8	8	City Hall -back lot	Planters on North Side of Lot N. Second St N. Second & Walnut	Yes
9	10	Lucette	N. Second St & E. State	Yes
10	30	Old Fran Kral	E. State St E. State & Third Third to Driveway into Lot	Yes
11	12	Irish Rose	E. State & Third St	Yes
12	14	Shumway Market	E. State & Third St (including interior islands)	Yes
13		I-90/E. State St Gateway	North Side of E.State St	Yes

ATTACHMENT B: MAINTENANCE STANDARDS

***FCB reserves the right to change the frequency of all maintenance work conducted throughout the Maintenance Season. FCB also reserves the right to contract with a third-party vendor to enhance existing FCB sites, which may conflict with and reduce regularly scheduled maintenance visits.

1. Pre-Emergent Weed Control

Granular pre-emergent weed control may be applied once to every site during the first week of April and in September. FCB has the right to change the pre-emergent weed control application period based on weather conditions and other unpredictable factors. Regular weed control through the Maintenance Season is discussed in Bed Maintenance. Pre-emergent weed control should not be applied prior to consent from FCB's Project Manager.

2. Bed Maintenance

Dead-head, pluck or snip spent blooms on key perennials such as the grasses, daylilies, salvia or annuals such as petunias, geraniums or others as needed, to encourage re-blooming throughout the season.

Weed-free beds are required. Weed control is performed as necessary during the Maintenance Season. Hand weeding will be required to maintain a uniform and manicured appearance. Vendor is required to apply spot treatments of herbicide, only where necessary, after pre-emergent application. Weed whacking can be performed around light poles, signage, fence lines, and other obstacles, when grass height needs to be reduced. Weed trees that occasionally appear should be cut back and sprayed with an effective herbicide to prevent regrowth.

Disposal of weeds is required. Measurement of the volume of weeds pulled will be important for FCB to monitor. Measurement data will be reported on the landscape maintenance report and estimated.

Any plant material that is alongside designated landscaped sites may be subject to weed control. Weed control is to be performed at:

- Entrance/exit sites
- Sidewalks contiguous to landscaped beds
- Asphalt contained within landscaped areas
- All FCB landscaped beds

Slow-Release Fertilizer will be applied to stimulate and maintain quality plant life throughout the maintenance season.

3. Pest Management

Vendor is to scout, monitor, and treat for insects and diseases that damage plant material such as Japanese beetles, mites, inchworm, bagworm, June beetle etc. Vendor is to monitor sites for larger pests that could potentially damage plant material and report to the FCB Project Manager.

4. Dead/Downed Plant Material

Vendor will pick up and dispose of any fallen material within the site and notify FCB of removal. This information should be included on maintenance reports.

Any plant material located on an FCB site that has died over a season should be removed and reinstalled. Plant material shall be purchased by vendor and installed.

Vendor will purchase plant material at a wholesale price and submit receipts to FCB that include no more than a 10% mark up. Receipts must be submitted to FCB's Project Manager for reimbursement. Vendor will notify FCB's Project Manager via the maintenance work report.

5. Pruning

Pruning on FCB sites is intended only to increase visibility of FCB sponsorship signs and to remove dieback/browning/or shaping. Dieback is to be hand pruned and not to be done with mechanical shears. Gold Flame Spirea in Lot 1 can be shaped with mechanical shears.

Cutting back of grasses and other plant material to allow for new growth shall occur in the spring, early in April. Grasses should be identified prior to cutting back by vendor and agreed upon by FCB Project Manager.

Should overgrown trees, shrubs or grasses obstruct motorists' views of FCB signage (as determined solely by FCB's Project Manager); the vendor will be charged with liquidated damages of \$250 per site violation after written and oral warnings. FCB has the right to deduct this amount from accounts payable as necessary. Upon third violation, the vendor risks loss of site under contract terms.

6. Mulching

Landscaped beds and tree pits may be mulched at the beginning of the Maintenance Season after the pre-emergent has been applied. The mulch will be obtained by vendor at wholesale cost with markup not to exceed 10% and will be reimbursed by FCB. The mulch will be triple shredded hardwood mulch, dark brown in color, free of litter, debris, and noxious weed seeds. Three (3) inches of mulch is necessary at each site. Mulch should be spread evenly and is intended to further prevent weed growth and improve the landscaped beds' aesthetic quality. Care should be exercised when laying mulch to avoid mulch spray, where mulch sits on top of plants, or choking of plants by placing too much mulch around their base. Sites should not be mulched prior to consent from FCB's Project Manager.

7. Litter Removal

Litter pickup is to be performed during every site visit during the Maintenance Season. Litter includes but is not limited to paper, cardboard, cigarette butts, other commercial waste in landscape beds, adjacent sidewalks, and interior curbs, and excludes plant debris such as tree branches and weed clippings.

Vendor is to report litter removal based on approximate weight estimates. A 30-gallon trash bag filled with litter shall be estimated at 50 pounds (or any part thereof). A car tire shall be estimated at 20 pounds. These are extreme cases and most litter amounts can be quantified as; few items, small or medium sized bag, etc.

For large debris, the vendor will notify FCB of location and type of debris on the maintenance work report.

8. Clean Sidewalk

A highly maintained landscaped bed will be enhanced if the sidewalks contiguous to it are free of litter, leaves, mulch etc. After maintenance has been performed, the sidewalks contiguous to the landscaped bed must be blown or swept clean.

9. Monitoring

The vendor will monitor the site at each visit for problems such as; impediments to maintenance, stolen material, graffiti/tagging, downed signs, damage due to car accidents, etc. and report accordingly to FCB's Project Manager.

For sites with irrigation systems, the vendor will monitor to ensure that the system has been turned on at the beginning of the season and for problems such as leakage, broken pipes or not supplying adequate water. The vendor will notify the FCB Project Manager of any problems. Vendor is not responsible for turning on or off the irrigation systems, and the vendor is only responsible for maintenance (or cost thereof) when vendor-imposed damage occurs. See Vendor's Responsibility for Damage under Standard Provisions.

SCHEDULE OF PRICES

PLEASE RETURN TO: RACVB - FOREST CITY BEAUTIFUL

2022 FCB Landscape Maintenance Bid Contract

Locations: See Attachment A

Lot 1, 3, 4, 5, 7, 8, 9, 10, 12, 14, 30, 32, 190/East State Street Gateway & Planters
(Please measure to verify square feet of lots)

These prices consist of the maintenance costs for FCB's Sites

Item Number	Pay Item Description	Unit of Measure	Quantity x	Unit Cost = Price	Total
1	Pre-Emergent	Sq Ft			
2	Post Emergent	Sq Ft			
3	Slow Release Fertilizer	Sq Ft			
4	Bed Maintenance	Sq Ft			
5	Replace Dead Downed/Per Plant Plant Material				
6	Pruning	Sq Ft			
7	Mulch	Sq Ft			
8	Litter Removal	Sq Ft			
9	Sweep Sidewalks				

THIS IS THE TOTAL BID \$ _____

NOTES:

1. Each Pay Item should have a UNIT COST and a TOTAL PRICE.
2. The UNIT COST shall govern if no TOTAL PRICE is shown or if there is a discrepancy between the product of the UNIT COST multiplied by the QUANTITY.
3. If a UNIT COST is omitted, the TOTAL PRICE will be divided by the QUANTITY in order to establish a UNIT COST.
4. A bid may be declared UNACCEPTABLE if neither a UNIT COST nor a TOTAL PRICE is shown.

LANDSCAPE MAITENANCE BID
RETURN TO FOREST CITY BEAUTIFUL
(No later than February 21, 2022)

Bid of

Taxpayer Identification Number (mandatory) _____ **for the**
work identified and advertised for bids in the Invitation for Bids as:

VENDOR CONTACT INFORMATION

Vendor Name

Address

Phone (Office)

Phone (Cell)

Fax

Email

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

2022 FCB Maintenance Contract

This Project Consists of Maintenance for FCB's Landscape Sites.

The undersigned vendor will furnish all labor, material, and equipment to complete the above-described project in a good and workmanlike manner as provided in the contract documents provided by FCB. This bid will become part of the contract and the terms and conditions contained in the contract documents shall govern performance and payments.

Assurance of Examination and Inspection Waiver

The undersigned further declares that he/she has carefully examined the Invitation, Bid, Standard Provisions and Maintenance Standards; and that he/she has inspected in detail the site of the proposed work, and that he/she has familiarized themselves with all the local conditions affecting the contract and the detailed requirements of maintenance, and understands that in making this bid he/she waives all right to plead any misunderstanding regarding the same.

Contract Award

The contract for the term April 1, 2022 to November 20, 2022 will be awarded on March 14, 2022.

Execution of Contract and Contract Bond

The undersigned further agrees to execute a contract for this work and present the same to Rockford Area Convention & Visitors Bureau Attn: Forest City Bureau by April 1, 2022.

Schedule of Prices

The undersigned vendor submits herewith, in accordance with the rules and instructions, a schedule of prices for the items of work for which bids are sought. The unit prices bid is in U.S. dollars and cents, and all extensions and summations have been made. The vendor understands that the quantities appearing in the bid schedule are approximate and are provided for the purpose of obtaining a gross sum for the comparison of bids. If there is an error in the extension of the unit prices, the unit prices shall govern. Payment to the vendor awarded the contract will be made only for actual quantities of work performed and accepted materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased, or omitted as provided elsewhere in the contract.

Execution of Contract

The Rockford Area Convention & Visitors Bureau (FCB) will execute the contract and shall be the sole entity having the authority to accept performance and make payments under the

contract. Execution of the contract by the CEO/President of RACVB and FCB Project Manager is for approval of the procurement process and execution of the contract by FCB.

Capacity/Independent Contractor

In providing the Services under this Agreement, it is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee. The Service Provider (Vendor) and the Customer (RACVB/FCB) acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

References

Please provide a list of references, to be contacted, regarding work history of similar scope and size of project.

Education/Experience Qualifications

Please provide your educational, certifications and experience qualifications.

Vendor's Signature

Date

ATTACHMENT A: PLANTER LOCATIONS



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

ATTACHMENT C: LANDSCAPE BED MAINTENANCE WORK ORDER

Mail or email completed work order to:

Rockford Area Convention & Visitors Bureau
c/o Forest City Beautiful
102 N. Main St.
Rockford, IL 61102
Attn: FCB Project Manager
Email: jhuber@gorockford.com

Work order #:

Vendor:

Work Order Dat

Work Order Cor

Site Locations:

SAMPLE

Bed Maintenance per FCB's Maintenance Standards

Litter Removal per FCB's Maintenance Standards

Clean sidewalk(s) per FCB's Maintenance Standards

Landscape Bed Maintenance Reports completed within (3) business days

Work Order report/checklist submitted to RACVB C/O Forest City Beautiful as noted above

Vendor's Signature:

Date:

FCB Project Manager Signature:

Date:

ATTACHMENT C: LANDSCAPE BED MAINTENANCE REPORT

Site Location(s)	
Date:	
Time Started:	
Time Ended:	

	Deadhead	Weed	Weed Whack	Sweep Sidewalk	Litter Amount Removed
Bed Maintenance					
Litter Removal & Disposal					
Weed Removal & Disposal					

Dead/Downed Plants	Lot #	#Dead/Downed	#Replaced	#Needed	#Ordered	Projected Install	Date Completed

	Date	Product Applied	Application Method	Amount Used
Pre-Emergent Weed Control				
Post Emergent Weed Control				
Weed Control Broadleaf Herbicide				
Slow-Release Fertilizer				
Mulching: Spring				
Mulching: Fall Turn				
Pest Management/Insecticide				
Pruning				
Cut Back Grasses & Perennials				
Plant Annuals-Spring				
Remove Annuals				
Spring Clean Up				
Fall Clean Up				