



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Three Year Mowing Maintenance Contract with Cornerstone Horticultural Services Company
Presenter:	Chris Adesso

Please check appropriate box:

	Government Operations	X	Government Services 04.28.14
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$106,354	Budgeted:	YES	X	NO	
-----------------	-----------	-----------	-----	---	----	--

If NO, please explain how item will be funded:

Executive Summary:

This past March, the Public Services Division issued a Request for Proposal (RFP) to fourteen (14) qualified landscape contractors to provide mowing services to the City for more than 170 acres of turf. Two contractors responded with qualified proposals and pricing. Cornerstone Partners Horticultural Services Company of St. Charles, submitted the lowest qualified pricing and it has been determined that Cornerstone Partners has the experience, equipment and expertise to perform the work within guidelines of the RFP.

Pricing submitted for the three (3) year contract, beginning in FY14/15 and ending in FY 16/17 is consistent with current market pricing and within the budgeted amount for this service.

Attachments: *(please list)*

Mowing RFP/Contract with Cornerstone Partners Horticultural Services Company.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve a three (3) year Mowing Maintenance Contract with Cornerstone Horticultural Services Company in the amount of \$106,354 annually.

For office use only:

Agenda Item Number: 6.i

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



PROPOSAL CERTIFICATION

TO: City of St Charles
200 Devereaux Way
St Charles, IL 60174
ATTN: Chris Adesso, Public Services Manager

FROM: Organization: Cornerstone Partners Horticultural Services Co.
Address: P.O. Box 745
City, State, Zip Code: St. Charles, IL 60174
Contact Person: Jake Gregory
Telephone Number: 630-482-9950
Facsimile Number: 630-482-9952

AUTHORIZED NEGOTIATORS:

Name: Jake Gregory Phone #: 630-470-7956
Name: Jim Turcan Phone #: 630-482-9950

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

In submitting this proposal, it is understood that the City of St Charles reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

In addition to this document, Offerors shall furnish, with the proposal, all submittals as required herein.

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



BUSINESS ORGANIZATION:

____ Sole Proprietor: An individual whose signature is affixed.
____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
Sub S Corporation: State of Incorporation: Illinois

Please provide your Federal Employer Identification Number (F.E.I.N.):

06 - 1775632

Seal (affix seal below if applicable)

(List Name of Officers)

President	<u>Jake Gregory</u>
Vice-President	<u>Jim Turcan</u>
Secretary	<u>Jeff Randall</u>
Treasurer	<u>Jake Gregory</u>

Attest:

Jeff Randall Signature of Secretary



Connie Billups
March 24, 2014



DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornerstone Partners (proposer) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Cornerstone Partners
Name of Bidder
By: [Signature]

State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 24 day
of March 2014



[Signature]
Notary Public

NOTE TO PROPOSER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).



CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

Cornerstone Partners Horticultural Services Co.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Walter J. Gregory II

Type or Print Name

Walter J. Gregory II

Title

President

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: Jake Gregory Signature: [Handwritten Signature]

TO: City of St Charles, Public Works Facility
200 Devereaux Way
St Charles, IL 60174
ATTN: Chris Adesso, Public Services Manager

FROM: Organization: Cornerstone Partners Horticultural Services Co.
Address: P.O. Box 745
City, State, Zip Code: St Charles, IL 60174
Contact Person: Jake Gregory
Telephone Number: 630-482-9950
Facsimile Number: 630-482-9952

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
TAX COMPLIANCE AFFIDAVIT

Walter S. Gregory II, being first duly sworn,
deposes and says: that he is President
(Partner, Officer, Owner, Etc.)
of Cornerstone Partners
(Consultant)

The individual or entity making the foregoing proposal or bid certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Walter S. Gregory II
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 24 day of March, 2014



Connie Billups

Failure to complete and return this form may be considered sufficient reason for rejection of the bid

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



CITY OF ST CHARLES, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

Walter S. Gregory II, being first duly sworn,
deposes and says: that he is President
(Partner, Officer, Owner, Etc.)
of Cornestone Partners.
(Consultant)

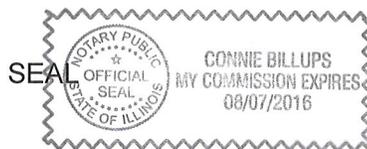
The party making the foregoing proposal or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Walter S. Gregory II
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 24 day of March, 2014



Connie Billups
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid



REFERENCES

CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: Mill Creek SSA
Address: Fabgan Parkway + Mill Creek Drive
City, State, Zip Code: Geneva, IL 60134
Telephone Number: 630 - 208 - 5175
Contact Person: Don Biggs
Dates of Service: 5/1/12 - Present

Facility: Fox Mill HOA
Address: La Fox Road + Fox Mill Blvd.
City, State, Zip Code: St. Charles, IL 60175
Telephone Number: 630 - 717 - 7188
Contact Person: Laura Nicolini
Dates of Service: April 1 2010 - Present

Facility: Interstate Partners
Address: 2500 Galvin Dr
City, State, Zip Code: Elgin, IL 60124
Telephone Number: 847 - 428 - 5303
Contact Person: Mark Ebacher
Dates of Service: April 1, 2011 - Present



CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornestone Partners (proposer) shall comply with all local, state and federal safety standards.

Cornestone Partners

Name of Proposer

By: [Signature]

State of Illinois

County of Kane

SS

Subscribed and sworn to before me
this 24 day
of March 2014



[Signature]
Notary Public



**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Cornerstone Partners (proposer) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

Cornerstone Partners

Name of Proposer

By: [Signature]

State of Illinois

SS

County of Kane

Subscribed and sworn to before me
this 24 day
of March 2014



Connie Billups
Notary Public

City of St. Charles, Illinois
Public Works Department
Mowing Services Request for Proposal
For Public Services Division



AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

, Mayor

Attest:

City Clerk

CONTRACTOR: Cornerstone Partners

By:

Jake Gregory
Print Name and Title: President
(If Corporate: Chairman, President or Vice President)

Attest

Jeffrey R Randall, Secretary
Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer or Assistant Treasurer)



AC . Bid Form Submission:

Each bidder shall submit the original and two copies of the bid in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given work day, and a list of equipment to be used on the project.
3. Four (4) references who can attest to the Contractor's ability to fulfill this contract. Include names, addresses and phone numbers.
4. At least one (1) reference that can attest to the Contractor's previous satisfactory performance of an individual municipal or other governmental mowing contract annually.
5. Applicable insurance information supplied and forms completed.
6. If applicable, attach copies of Certified Landscape Technician certificates.
7. Cover page and Signature block completed.
8. For this particular contract, it is the opinion of the City that Apprentice and Training Certificates and Buy America Certificates are not applicable, and can remain blank.
9. All Completed Certificates and Disclosures as required.



IV. BID/CONTRACT FORM

The undersigned Contractor offers to provide to the City of St. Charles, **Mowing Services** conforming to the specifications, terms and conditions set forth herein.

A. Unit Prices and Extensions

May 1, 2014 to April 30, 2015

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	\$3,340.00	\$93,520.00
Rough Mowing	9	\$ 898.00	\$ 8,082.00
Very Rough Mowing	6	\$ 792.00	\$ 4,752.00
Fine Mowing	Hourly	\$ 27.80	
Sub-Total - May 1, 2014 to April 30, 2015			\$106,354.00

May 1, 2015 to April 30, 2016

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	\$3,340.00	\$93,520.00
Rough Mowing	9	\$ 898.00	\$ 8,082.00
Very Rough Mowing	6	\$ 792.00	\$ 4,752.00
Fine Mowing	Hourly	\$ 27.80	
Sub-Total - May 1, 2015 to April 30, 2016			\$106,354.00

May 1, 2016 to April 30, 2017

TYPE	ESTIMATED CYCLES	UNIT PRICE	EXTENSION
Fine Mowing	28	\$3,340.00	\$93,520.00
Rough Mowing	9	\$ 898.00	\$ 8,082.00
Very Rough Mowing	6	\$ 792.00	\$ 4,752.00
Fine Mowing	Hourly	\$ 27.80	
Sub-Total - May 1, 2016 to April 30, 2017			\$106,354.00



May 1, 2014 to April 30, 2017	
SERVICE PERIODS	EXTENSION
Sub-Total - May 1, 2014 to April 30, 2015	\$106,354.00
Sub-Total - May 1, 2015 to April 30, 2016	\$106,354.00
Sub-Total - May 1, 2016 to April 30, 2017	\$106,354.00
Sum Total - May 1, 2014 to April 30, 2017	\$319,062.00
Sum Total of Service Periods May 1, 2014 to April 30, 2017 used to establish Proposal Pricing	

B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is

3-5

- List of equipment: F-350 4x4 Pick up
20' Equipment Trailer
60" Toro Grand stand
48" Toro Grand stand
Echo Weed eater
Echo Backpack Blowers

C. If applicable, attach copies of Certified Landscape Technician certificates



“EXHIBIT C”

Mowing Maps

- A. Mowing Location Exhibit
- B. Mowing Location Atlas