

NOTICE TO CONTRACTORS

Notice is hereby given by the President and Board of Trustees of the Village of Oak Lawn, Illinois that sealed bid proposals will be received for the following contractual landscaping installation and maintenance services and tree and tree debris services contracts:

Bid #2011-08
2012 LANDSCAPE MAINTENANCE SERVICE &
ANNUAL FLOWER INSTALLATION CONTRACT
(LMS&FIC)

Said bid proposals will be received up to the hour of **10:00 am Monday, the 17th day of October, 2011**, in the office of the Finance Department located in the main level in the Municipal Center at 9446 Raymond Avenue, Oak Lawn, Illinois 60453. All sealed bid proposals will be publicly opened and read at 10:30 a.m. on the same day in the Municipal Center Auditorium located on the second floor.

Specifications and Bid Proposal Forms for this project are on file with the Purchasing Agent, of the Department of Finance located on the main level of the Municipal Center. A copy of these documents can also be found at the Village of Oak Lawn website, www.oaklawn-il.gov. HOWEVER, YOU MUST CONTACT THE VILLAGE FOR AN ORIGINAL BID PACKET TO PARTICIPATE. Bid proposals must be submitted with the green envelope provided and on the forms provided and are to include all detailed specification sheets and required supporting documentation. Proof of qualifications must be submitted with bid proposal.

A **mandatory** pre-bid conference will be held at **3:00 p.m. on Tuesday, October 11th, 2011** in the **Municipal Center Auditorium** to address any questions which may develop during the course of the preparation of the bid proposal. All potential bidders are required to attend this pre-bid conference.

All bid proposals offered must be accompanied by a bid bond or a cashier's check or certified check in the amount of two thousand dollars (\$2,000) made payable to the order of the President and Board of Trustees of the Village of Oak Lawn as a guarantee that, if the bid proposal is accepted, a contract will be entered into and the performance of the contract properly secured. **No bid proposal shall be considered unless accompanied by such bond or check.**

All Contractors bidding on the project shall be required to be properly licensed to do business in the Village of Oak Lawn and shall furnish sufficient insurance of guaranty of indemnity to the Village of Oak Lawn, its officers, agents, and employees, against any and all claims which might arise for damages to persons or property due to the negligence of himself, his employees or agents. **No bid proposal shall be considered unless accompanied by such certificate of insurance.**

All laborers and mechanics employed by Contractor or Subcontractor(s) on work for this project shall be paid wages at rates not less than those prevailing on similar work in the locality as determined by the Village of Oak Lawn.

All Contractors for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12)

The Village of Oak Lawn reserves the right to determine the lowest possible bidder, to waive irregularities, and to reject any or all bid proposals.

To obtain a packet, contact Judy Phelan at 708-499-7765 or jphelan@oaklawn-il.gov. For other questions please contact Heather Green, Village Forester at 708-499-7098 or hgreen@oaklawn-il.gov.

Sincerely,

Heather Green,
Village Forester

TO:

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REQUEST FOR QUOTATION
THIS IS AN INQUIRY, NOT AN
ORDER. PLEASE QUOTE PROMPTLY.

INSTRUCTIONS TO VENDOR

PLEASE QUOTE US PRICE ON
ITEMS LISTED BELOW. NOTE
DELIVERY REQUIREMENTS,
AND STATE FIRM DELIVERY
DATE.

Finance Department
Village of Oak Lawn
9446 S. Raymond Avenue
Oak Lawn, Illinois 60453

DATE	ADDRESS REPLY TO	REPLY DUE BY	DELIVERY REQUIRED BY	
10/11/2011	Use Enclosed Envelope	Monday, October 17, 2011 at 10:00 a.m.	AS SPECIFIED	
ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		<p>BID #2011-08 2012 LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC)</p> <p>PLEASE SPECIFY UNIT AND TOTAL DOLLAR AMOUNT ON ATTACHED SHEETS.</p> <p>Bid must be returned in a SEALED envelope with the GREEN envelope affixed to the outside of the envelope used and clearly marked as BID #2011-08.</p>		

VENDOR: PLEASE COMPLETE THIS INFORMATION

1. DELIVERY PROMISED
2. F.O.B. POINT
3. TERMS
4. DATE OF QUOTATION

VENDOR'S SIGNATURE AND TITLE

BY  9/27/11
 PURCHASING AGENT AUTHORIZED SIGNATURE

REQUISITION NUMBER
PURCHASE ORDER NUMBER

Form No. 325

BID CONDITIONS

- Each proposal shall be submitted with the enclosed green envelope which is plainly marked "Sealed Bid". The Bid number must be identified on the Bid envelope.
- Proposals received after the time and date specified will not be considered.
- Proposals shall be made on the forms provided (Request for Quotation & 4 page Bid Proposal). Failure to do so may constitute grounds for rejection of bid.
- Each bidder must state in clearly in numerals (dollars and cents as appropriate, written in ink without delineations, alterations or erasures) the price he or she proposes to bid.
- Quantities estimated for comparison only. Actual quantities will be determined as needed.
- It is the intention to accept the entire bid proposal. However, the Village reserves the right to choose to not implement all sites or all phases of the project in its sole discretion.
- Proposals which are incomplete, conditional or which contain additions not called for, alterations or irregularities of any kind may be rejected.
- Two (2) copies of the bid packet with full documentation are requested to be provided.
- Each bidder shall sign his proposal with his full name and address. In cases where a firm or corporation submits a proposal, it shall be signed with the full name of at least one member of the firm, or by the name of the officers authorized by its by-laws and its' official seal affixed thereto.
- A bidder may withdraw his proposal provided the request is made in writing and delivered to the Finance Department not less than four hours prior to the designated time of the bid opening.
- The right to reject any or all bids, or to waive any informalities for a given bid is reserved by the President and Board of Trustees. It is distinctly understood, and all bids are made subject to the agreement, that the President and Board of Trustees reserve the right to decide which proposals represent the lowest responsible bid.

NOTE: **Bid Deposit of \$2,000 is requirement. (See 1.14 of specifications.)**
 Certificate of Insurance is required. (See 1.15 of specifications.)
 Documentation of Experience, Skills & References (portfolio) are required.
 (See 1.18 of specifications.)

SPECIAL TERMS

PERFORMANCE BONDS REQUIREMENT

Not Required ___ Bond to be submitted in 10 % of contract total

SAMPLE REQUIREMENTS

Not Required ___ To be submitted with bid

DESCRIPTIVE LITERATURE AND TECHNICAL DATA

Not Required ___ To be submitted with bid
___ To be submitted with brand substitutions only

PENALTIES

___ 1% off contracted price for each day delivery is late.
___ Vendor will pay difference between contracted price and price available
 on the open market for failure to deliver within two weeks of contracted delivery date

**VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012 (LMS & AFIC BID # 2011-08)**

BID DUE: 10:00 am

BID OPENING DATE: Monday, 10-17-2011

BID OPENING TIME: 10:30 am

(Mandatory Pre-Bid meeting date: Tuesday, 10-11-2011 @ 3:00pm)

The undersigned hereby proposes to supply labor, equipment, and materials, in accordance with the terms, and conditions contained in the following SPECIFICATIONS.

Please use the enclosed green envelope to submit your bid. (If you have printed the specification from our Village Website, you MUST contact the Village for a bid packet including an official envelope. These will also be available at our pre-bid meeting.) If the proposal does not fit in the green envelope, please secure the provided green envelope to the outside of your envelope. In order to be considered, all required information must be complete and included with this proposal. Incomplete proposals will not be considered.

Additional Notes:

- Follow the Bid Conditions provided (Page 4)
- Do you have a complete proposal?
 - Green Envelope with Bid Number and Name of Organization
 - Request for Quotation (1 page)
 - Signed Bid Proposal (4 pages)
 - Bid Bond or Cashier's check (see 1.14)
 - Certificate of Insurance (see 1.15)
 - Experience, Skills & References (portfolio) (see 1.18)
- Please provide 2 copies of the bid packet with full documentation.

Company Name: _____

Company Address: _____

Website: _____ **E-mail :** _____

Phone Number: () _____ **Fax Number:** () _____

Print Name: _____ **Print Title:** _____

Authorized Signature: _____ **Date:** _____

VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012 (LMS & AFIC BID # 2011-08)

ANNUAL FLOWER INSTALLATION (AFI)

	Activity	Quantity	Units	Unit Price	Total Per Item
95th Street Pot Seasonal Installation					
1	First Rotation (Summer Annuals)				\$
2	Second Rotation (Winter Holiday)				\$
3	Subtotal (Add lines 1&2)				\$
Other Summer Annual Area Installation					
4	Municipal Center (Beds 1-13 & 30-38)				\$
5	Village Green & Library (Beds 14-21)				\$
6	95 th St & New England Berm (Bed 22)				\$
7	95 th St & Pulaski (Bed 23)				\$
8	98 th St & Central Ave (Bed 24)				\$
9	99 th St & Southwest Highway (Bed 25)				\$
10	111 th & Kostner Ave Installation (Bed 26)				\$
11	Southwest Highway & Keeler Ave. (Bed 27)				\$
12	Subtotal (Add lines 4 through 11)				\$
TOTAL					
13	Total of AFI (Add lines 3+12)				\$
As Requested (Cost to replace a single flower pot at a time)					
14	First Rotation Design	1 flowerpot @ \$	per pot =		\$
15	Second Rotation Install Design	1 flowerpots @ \$	per pot =		\$

LANDSCAPE MAINTENANCE SERVICES (LMS)

	Activity	Quantity	Units	Unit Price	Total per Item
"Weekly" & "As Needed" Maintenance Operations					
16.	Monthly rate "A1" Areas (March 1st through December 31 st)	10	Months	\$	\$
17.	Monthly rate "A2" Areas (March 1st through December 31 st)	10	Months	\$	\$

TOTAL OF LMS & AFI

TOTAL					
18.	Total (Add lines 13+16 +17)				\$

VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012 (LMS & AFIC BID # 2011-08)

LANDSCAPE MAINTENANCE SERVICES (LMS)					
	“As Requested” Maintenance Operations	Quantity*	Units	Unit Price	Total per Item
AR1	Oak Lawn Lake Mowing (per mowing)	3	Mowing	\$	\$
AR2	Oak Lawn Lake Broadleaf Weed Control (per app) (4 th app)	3	Application	\$	\$
AR3	Sod per one square yard installed	100	1 Sq. Yd.	\$	\$
AR4	Seeding per 1,000 square feet, installed	10	1,000 Sq ft.	\$	\$
AR5	Slit Seeding per 1,000 square feet, installed	10	1,000 Sq ft.	\$	\$
AR6	Perennial Grass Control	2	1,000 Sq ft.	\$	\$
AR7	Weed Control & Fertilize Turf Areas	200	1,000 Sq ft.	\$	\$
AR8	Clean-up hourly rate (2 men ,1 truck & appropriate machines)	32	Hour	\$	\$
AR9	Watering hourly rate (1 man, 1 water truck)	64	Hour	\$	\$
AR10	Insect & disease control for non-turf (1 man, 1 spray truck)	32	Hour	\$	\$
AR11	Mulch per cubic yard, installed	10	Cu. Yd.	\$	\$
AR12	Mushroom compost installation (for perennial beds)	20	Cu. Yd.	\$	\$
AR13	Fertilization - trees (per diameter inch)	200	Diam. in.	\$	\$
AR14	Plant replacement (2 men, 1 truck)	16	Hour	\$	\$
AR15	Tree Rings – Weed Control	20	Per Tree	\$	\$
AR16	Tree Rings – Mulch Application	20	Per Tree	\$	\$
18	Total AR1 – AR16				\$

“As Requested” Operations – “C” AREAS: Weed control services only						
	Activity	Quantity	Quantity*	Units	Unit Price	Total Per Item
C1	Water Tower – Fence line (98th & Massasoit)		3	Application	\$	\$
C2	92nd & Kilpatrick - Yard		3	Application	\$	\$
C3	5532/ 5550 98th St - Yard		3	Application	\$	\$
C4	5532/ 5550 98th St - Perimeter non-turf		3	Application	\$	\$
C5	SW Hwy Parking Islands		3	Application	\$	\$
C6	SW Hwy 99th to Ridgeland (River Rock areas)		3	Application	\$	\$
C7	Pulaski Guardrails (107th to 110th)		3	Application	\$	\$
C8	111th Street - North Side (Keeler to Pulaski)		3	Application	\$	\$
C9	111th Street & RR - Median (West of Cook Ave)		3	Application	\$	\$
C10	95th Street Median & Curbs (New England to Harlem)		3	Application	\$	\$
20	Total of “C” Areas				\$	

**VILLAGE OF OAK LAWN
 LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
 CONTRACT 2012 (LMS & AFIC BID # 2011-08)**

As Requested” Operations – “D” AREAS: Litter pickup and mowing services					
	Activity Quantity	Quantity*	Units	Unit Price	Total Per Item
D1	95th & Harlem Clover leaf (South Side)	14	Application		\$
D2	95th & Harlem Clover leaf (North Side)	14	Application		\$
D3	Frontage Road (northeast of fence along ramp) (95th & Harlem)	14	Application		\$
21	Total of “D” Areas				\$

As Requested” Operations – “E” AREAS: Litter pickup services only					
	Activity Quantity	Quantity*	Units	Unit Price	Total Per Item
E1	95th & Harlem Clover leaf (South Side)	14	Application		\$
E2	95th & Harlem Clover leaf (North Side)	14	Application		\$
E3	Frontage Road (northeast of fence along ramp) (95th & Harlem)	14	Application		\$
22	Total of “E” Areas				\$



**VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES &
ANNUAL FLOWER INSTALLATION
CONTRACT
(LMS & AFIC)
SPECIFICATION
2012**

BID # 2011-08

**PREPARED 9-08-11
BY
HEATHER GREEN**

**VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
LMS & AFI CONTRACT 2012**

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**VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012**

GENERAL SPECIFICATIONS

GENERAL SPECIFICATIONS

1.0 OBJECTIVE

The Contractor is to perform with the highest standards in the industry, the landscaping installation and maintenance and horticultural services of various locations, in addition to the installation and maintenance of the seasonal plants for various locations in the Village.

1.1 SCOPE OF SERVICES

The Village of Oak Lawn (hereafter referred to as "VOL") will implement through this contract both landscape and horticultural maintenance services and annual flower installation. Work will be performed at various locations in Oak Lawn, as directed by the Director of Building & Grounds, or his representative. The services shall include two (2) rotations of new annual plant material installation in existing planter pots along 95th Street as well as several other identified locations. The services shall also include all landscape and horticultural maintenance and services of identified locations.

The Contractor will be responsible for providing sufficient supplies, equipment, tools, materials, transportation, waste disposal, and qualified personnel to fully execute the specifications contained herein to the highest industry standards. The Contractor shall perform all services in compliance with the terms and conditions of the Specifications during the entire contract period.

VOL intends to utilize one Contractor to coordinate and manage the services at various VOL maintained locations as directed by the Director of Building and Grounds.

The following specifications outline the various responsibilities for providing the Landscape Maintenance Services and the Annual Flower Installation Services. It is anticipated that throughout the Contract, VOL will add or delete services and/or plant species that will impact the scope of maintenance. The Services shall include the care of all tree, shrubs, ground cover, (perennial and annual) flowers and lawn care in addition to adjacent hardscape (for example sidewalks, curbs, parking lots, etc.)

It is in the best interest of the Village of Oak Lawn to be a good neighbor. This includes creating and maintaining an aesthetically pleasing landscape. Areas of high public visibility will be maintained in the best possible manner.

The Contractor shall obtain an overall acceptable performance level, as determined by the Director of Building and Grounds, within the first ten (10) days of the Contract. After the initial 10 day period and throughout the Contract, the Director of Building and Grounds or his representative may direct the Contractor to correct any deficiencies that do not meet the standards established. After notice of deficiencies, the Contractor will be granted a 10 day period to cure any deficiencies.

VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012

GENERAL SPECIFICATIONS

If the Contractor fails to comply within the 10 day cure period, the Director of Building and Grounds may request that the Contract be terminated. Regularly scheduled Quality Assurance (QA) meetings will serve as a means to discuss problems, solutions, required actions and responsibilities.

1.2 VISITING THE SITE

The Contractor shall visit the site of the proposed work, before bidding, to thoroughly familiarize himself with all existing conditions under which the work is to be done. The contractor shall acquaint himself with the nature of materials available, soil conditions, utilities, and any other discernable conditions that may affect the work. Failure to take this precaution will not relieve the Contractor from any obligations to comply strictly and fully with the terms of the contract. No allowances will be made for the failure of the Contractor to correctly estimate the nature and quantities of labor, and materials that are to be provided or removed under this contract.

1.3 OVERVIEW OF THE PROJECT

VOL in its role of maintaining landscaping and beautification of properties seeks the services of a capable Contractor to coordinate and deliver the Landscape Maintenance Services and Annual Flower Installation Contract (hereafter referred to as the "LMS & AFIC") and horticultural services at certain village locations. The Contractor shall perform the following services:

- Annual Flower Installation: Provide services of installation of annual plants and decorations.
- Plant Maintenance & Horticultural Services: Provide services for the care of trees, shrubs, ground cover, perennials, annuals, and more as defined in the following specifications in addition to other horticultural services and advice.
- Lawn Care: Provide complete lawn care for all areas which includes fertilization, weed control, mowing and edging as detailed in the following Specifications.

1.4 CONTRACTOR'S RESPONSIBILITIES

In providing the services under this Contract, the Contractor shall:

1. Exercise safe, sanitary and sound-business practices with the skill, care and diligence normally shown by professional landscapers.
2. Require all employees to wear suitable uniforms during the time they are on Village property.
3. Supply an adequate number of trained and fully insured personnel to perform all work.
4. Require all employees to comply with all instructions in English issued by the Director of Building and Grounds or his representative.
5. Remove all rubbish, debris and wastes from the location(s), resulting from the work performed or otherwise generated, in an orderly and safe manner and legally dispose of same.
6. Provide evidence of all licenses and permits that may be required for all LMS & AFIC activities.

**VILLAGE OF OAK LAWN
LANDSCAPE MAINTENANCE SERVICES & ANNUAL FLOWER INSTALLATION
CONTRACT 2012**

GENERAL SPECIFICATIONS

7. Provide required notification of chemical application on public areas, as required by law.
8. Require all personnel to report any hazardous or out of the ordinary conditions, as well as any vandalism, theft, deterioration, graffiti, damage, spills, evidence of rodent or animal infestation, unusual activity or the like, that may affect the operation and/or safety on Village properties, to the Director of Building and Grounds, or his representative. Any item in need of repair or replacement shall be reported on the same day it is observed.
9. Provide all consumable supplies, fertilizers, chemicals, water, equipment, tools, materials, containers, transportation, insurance, and labor required fulfilling the Contract and ensuring the health, vitality and appearance of plants and lawns.
10. Provide reports as directed and requested.
11. See Section 1.18 for additional documentation responsibilities.

1.5 SERVICE DAYS

VOL recognizes that some of the LMS & AFIC are seasonal in nature. To this end, VOL requires that work under this Contract be performed at such times and under such conditions that promote the health and longevity of all plants in areas worked in. It is the Contractor's responsibility to submit anticipated work schedules for VOL review and approval. Further, the Contractor shall be responsible for requesting information regarding the anticipated work schedules of VOL workers or other Contractors with the goal of coordinating the LMS & AFIC with other services that may occur in an area that the Contractor has plans to work in. The work under this Contract shall be primarily conducted Monday through Friday, excluding holidays, during daylight hours (e.g., 6:00 a.m. through 6:00 p.m.). All LMS & AFIC work on Saturday and Sunday or during non-daylight hours shall be done only upon approval of the Director of Building and Grounds. The Contractor may recommend instances, for approval by the Director of Building and Grounds, where Contract work should be performed, at no additional cost to the Village, during weekend and non-daylight hours. In all instances the Services shall not, in any way, disrupt normal business operation or traffic flow in and around the locations. Services at the Municipal Center and large lots shall be performed on Tuesdays of each week.

Additional maintenance will be required to prepare for Special Events on The Village Green or other locations in the Village. Additional deadheading or other tending to the annuals, mowing or other maintenance activities, especially at the Municipal Center and Village Green, may need to be completed on the Friday morning before a weekend event or the morning of or day before a weekday event. Pesticide applications and various cultural control applications should be timed to maximize the experience of the use of the Village Green or other identified area during these Special Events.

Due to the timing of release of the bid request for the contract, the upcoming calendar year is not yet available. See the Appendix for an example a Calendar of Events.

1.6 REPORTING REQUIREMENTS

As previously mentioned, the Contractor shall submit reports (e.g., weekly, monthly, annually, etc.) in

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any form, content, and substance that may be required by the Director of Building and Grounds, or his representative at any time during this Contract. It shall be initially required that the Contractor provides the following reports to VOL:

- Advanced notification of implementation of “As Needed” and “As Requested” projects in addition to all pesticide applications.
- Weekly schedule, of the work week, outlining all completed activities (e.g., installation, maintenance, spraying, seeding, etc.) and staffing and indications of locations serviced.
- Monthly summary, with Contractor’s invoice, of all work performed during the preceding month as well as any problems incurred, solutions provided recommendations and new or outstanding issues that may be of relevance to the operation.
- Annual summary of the preceding year’s activities and a preliminary forecast of the coming year’s activities or concern if applicable.
- Advanced notification of chemical application schedule, minimum of two days in advance to notify staff with allergies.

Bidder shall review the suggested reporting forms in the Appendix and attach any additional forms that they recommend using for reporting on the delivery of the Services.

(Note: Failure to provide any required reports may result in delays in the processing of the Contractor’s monthly pay request)

1.7 MEETINGS

It is anticipated that there will be required meetings between VOL and the Contractor. These meetings may include representatives of other Village Departments and/or other Contractors or consultants, at the Director of Building and Grounds’ discretion. It is initially anticipated that there will be a monthly meeting, March through December, to discuss flower and landscape maintenance issues. If necessary, additional Quality Assurance (QA) meetings will be scheduled by the Director of Building and Grounds to review VOL’s standards as well as the overall quality of the services. An initial QA meeting to discuss start-up issues and requirements shall be scheduled upon Contract award.

Attendance by the Contractor at all scheduled meetings shall be mandatory. The Contractor shall have a sufficient number of management level personnel (e.g., owner, superintendent, horticulturist, foremen) with decision-making authority available to attend meetings when scheduled. In any year of the Contract, if the Contractor fails to attend meetings, VOL may seek corrective measures that could include delays in the processing of Contractor’s invoice.

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1.8 STAFFING PLAN

The Contractor shall be responsible for employing and assigning a staff of competent personnel who are fully licensed, insured and qualified to perform the LMS & AFICC as required by this contract. At the onset of the Contract the Contractor shall provide staffing schedules for the Director of Building and Grounds' review and approval. Staffing issues shall be reviewed at monthly meetings as required. Bidder shall describe anticipated maximum and minimum crew sizes with its bid. Bidder shall also provide a list and description of any work to be performed by subcontractors with its bid.

1.9 SUPPLY AND EQUIPMENT REQUIREMENTS

As described under "Contractor's Responsibilities," the Contractor shall supply all consumable supplies. Any costs for supplies shall be included as part of the bid price. Bidder shall submit a list of proposed supplies indicating a description and the brand name of each. Additionally, Bidder must provide a completed Manufacturer's Standard Material Safety Data Sheet (OSHA Form #20) for all fertilizers, herbicides and pesticides that may be used for the LMS & AFIC.

Comment [HG1]: Be shure to mention at pre-meeting that we need these documents

Any equipment or supplies of improper type or design, or inappropriate for the intended use, shall be replaced with satisfactory equipment or supplies at the Contractor's expense. Also, the Contractor shall submit where it will warehouse and how it will transport the equipment to and from the site.

1.10 PLANT REPLACEMENTS/ GUARANTEES

Annual Flowers: Dead plants or plants that are in a state of decline or have deteriorated in health and appearance so as to become a lesser specification, grade, and/or quality than originally installed shall be immediately reported to the Director of Building and Grounds or his representative.

Upon approval from the Director of Building and Grounds, these plants shall be removed and replaced at no additional cost to the VOL. Exceptions to this guarantee shall be damage or loss due to theft, vandalism, and accidental occurrences outside the Contractor's control and Acts of God. The Director of Building and Grounds or his representative shall inform the Contractor, whether or not the replacement plants shall be of the same or of a new species.

Upon replacement, these plants shall be maintained as directed in the Specifications. The costs incurred to remove these dead or declining plants shall be within the scope of the "Monthly Rate," that is no extra compensation for plant removal.

Non Annual Flowers: See section 3.10 for details on plants installed "As Requested."

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1.11 INFRASTRUCTURE DAMAGE

The contractor is responsible to minimize damage to the irrigation and electrical lines in the pots and landscape beds. The Contractor will be charged for the Villages time and material to repair any damage that results from the Contractor's installation or maintenance services that occurs in these pots.

1.12 EXCEPTIONS

Any deviations or exceptions to these specifications must be with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory. The Village reserves the right to disqualify bids which do not completely meet outlined specifications. The Village in determining its need will evaluate the impact of exceptions to the specification.

1.13 LICENSING

All Contractors bidding on the project shall be required to be properly licensed to do business in the Village of Oak Lawn and shall furnish proof of all required licensing.

1.14 BID BOND OR CHECK

All bid proposals offered must be accompanied by a bid bond or a cashier's check or certified check in the amount of two thousand dollars (\$2,000) made payable to the order of the President and Board of Trustees of the Village of Oak Lawn as a guarantee that, if the bid proposal is accepted, a contract will be entered into and the performance of the contract properly secured. No bid proposal shall be considered unless accompanied by such bond or check.

1.15 INSURANCE

Contractor shall maintain all necessary and proper insurance for the duration of the work to be performed, including comprehensive general liability insurance and property damage insurance and workers compensation insurance, as well as automobile liability insurance. Successful bidder must be covered for the following requirements prior to receiving a contract with the Village:

- | | | |
|----|---|---------------------------------------|
| a) | Comprehensive general liability | \$1,000,000 |
| | General Aggregate | \$2,000,000 |
| b) | Automobile Liability | |
| | per person | \$1,000,000 |
| | per occurrence | \$2,000,000 |
| c) | Workers Compensation | State of Illinois
Statutory Limits |
| d) | Errors and Omissions
(Engineering or Architectural only) | Legal Limits |

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The bidder's insurance policies, as outlined above, shall provide coverage to the Village of Oak Lawn for any and all claims arising out of the contractual obligation; further the policies shall name the Village of Oak Lawn as primary non-contributory additional insured, and with original endorsements affecting coverage required by this clause. The Village reserves the right to request full certified copies of any insurance. Policy coverage shall contain no special limitations on the scope of protection afforded to the municipality, its agents, employees, or volunteers. Evidence of coverage must be presented to the Village, with bid, as provided in the bid specifications.

Coverage shall state that contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought. Any failure to comply with reporting provisions or any policy shall not affect coverage provided to the municipality, its agents, or employees.

If this insurance is written on the Comprehensive General Liability Policy Form, the certificates shall be ACORD25, Certificate of Insurance. If this insurance is written on a Commercial General Liability Policy Form, ACORD 25-S form will be acceptable. In Form ACORD 25 and 25-S, strike out (delete) in the cancellation provision the following words: "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives".

It is mandatory for the Village Manager, or his designee, to be notified if the CONTRACTOR fails to pay the premium for the above-required coverage's.

Insurer shall agree to waive all rights of subrogation against the municipality, its agents, and employees.

The insurance carrier of the bidder shall provide a minimum of thirty (30) days written notice to the Village Manager, or his designee, before insurance limits and scope of coverage are materially altered or insurance protection is cancelled.

All insurance Contracts must maintain a Best's rating of **A: Class VI** or better.

No contract shall be approved by the Village, nor shall the contractor commence any work under this contract until he has submitted evidence of compliance with the above-insurance requirements.

1.16 PREVAILING WAGE

All laborers and mechanics employed by Contractor or Subcontractor(s) on work for this project shall be paid wages at rates not less than those prevailing on similar work in the locality as determined by the Village of Oak Lawn.

All Contractors for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12)

Prevailing Wage will apply as determined by the Illinois Department of Labor. Feb 5, 2007, it was verbally expressed by the Illinois Department of labor that landscape maintenance and annual replacement of flowers was not subject to Prevailing Wage. The requirement of Prevailing Wage for this contract will be determined by the current interpretation of the Illinois Department of Labor.

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1.17 MISCELLANEOUS LEGAL

The Village of Oak Lawn reserves the right to determine the lowest possible bidder, to waive irregularities, and to reject any or all bid proposals.

1.18 EXPERIENCE, SKILLS, & REFERENCES

The Contractor must:

- Provide a certified horticulturist & turf specialist on staff who has attended and graduated from a recognized university.
- Provide current State of Illinois commercial pesticide applicator license of staff. (Additionally the winning Contractor must provide copies of 2012 licenses upon receipt.)
- Submit the names, experience and licenses for its Commercial Pesticide Applicator(s) that shall be used for spraying, weeds and pest control. (Additionally the winning Contractor must provide updated information for 2012 licenses upon receipt of updated licenses.)
- Provide an anticipated maximum and minimum crew sizes with its bid.
- Provide a list and description of any work to be performed by subcontractors with its bid.
- Provide a portfolio of at least five (5) examples spanning five (5) years of similar successful public annual flower design, installation and maintenance projects undertaken by the bidding contractor.
- Provide a portfolio to prove at least five (5) years of similar maintenance experience in municipal landscape and horticultural services contracting.
- Provide portfolios including written and photo documentation and references. The reference information must include the location of the site, name, phone number, e-mail address and mailing address of the project coordinator.
- Membership in an industry recognized professional organization is encouraged.
- **Provide evidence of all of above qualifications at the time of your bid submittal.**

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TECHNICAL SPECIFICATIONS “WEEKLY & AS NEEDED”

TECHNICAL SPECIFICATIONS: MAINTENANCE (“WEEKLY” & “AS NEEDED”)

2.0 “WEEKLY” AND “AS NEEDED” OPERATION

All of the following operations shall be performed on a “Weekly” and/or “As Needed” basis unless otherwise specified specifically as “As Requested.” These operations are to be completed within the scope of operations under the “Monthly Rate” per the accepted bid “Specification Sheet.”

Except where noted to obtain permission prior to application, it shall be the responsibility of the Contractor to perform the operation/application “Weekly” or “As Needed” to maintain the aesthetically pleasing landscape required by the contract from March 1, 2012 until December 31, 2012.

2.1 CHEMICAL APPLICATIONS

Application of all lawn care products shall be made in accordance with the Illinois Lawn Care Products Law, including notice and posting.

Posting shall include “Lawn Markers” placed at time of lawn care application in each area receiving application.

Notification information shall include the following: identification of areas in receipt of application; the brand name and trade name; type of chemical applied (fertilizer, pesticide, etc.); reason for application; the range of concentration and amount of material applied; and any special instructions.

Application of all chemicals, including but not limited to herbicides, insecticides, fungicides, and fertilizers, shall be made by a licensed Turfgrass pesticide Applicator, or by a licensed Operator under the supervision of a licensed Turfgrass pesticide Applicator. (The Illinois Department of Agriculture administers the pesticide Applicator & Operator licenses.)

Applications of herbicide materials will be made with due regard for label directions, run-off, erosion or drift potential and proximity of non-target species, wildlife or persons.

Application equipment shall be properly maintained and correctly calibrated for use with pesticide material being applied.

The labels shall be referred to on each product application, as all of the recommended materials are not labeled for every application.

Applications of weed control shall be selected with awareness of potential damage to non-target plants, especially damage to woody plants.

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TECHNICAL SPECIFICATIONS “WEEKLY & AS NEEDED”

Additionally, chemical applications to trees, shrubs, perennials and annuals will follow the above parameters.

2.2 MAINTENANCE OPERATIONS - ANNUAL FLOWER POTS:

All planters are to be maintained during the entire growing season from date of installation through November 24, 2012. Any plants that become stressed and are no longer considered acceptable are to be replaced by the contractor within ten (10) days of agreed replacement. Maintenance requirements include:

- Two (2) weekly inspections of all plant material to ensure proper hydration
- Plants are to be inspected periodically for fungus, disease and root rot which can be promoted by the drip irrigation system.
- Application of any necessary fungicide or insecticide if situation exists that significantly affect the health and vigor of the plant material and satisfaction of quality by the Director of Buildings and Grounds, or his representative.
- Regular communication is to be provided in writing with the VOL regarding adjustment of the irrigation system during the changing conditions throughout the maintenance period.
- Fertilize with an all purpose fertilizer every seven to fourteen days, for example, miracle grow. Follow directions on container. Notify Building & Grounds Director a minimum of 24 hours prior to application and confirm within 24 hours of application.
- Deadhead flowers weekly to stimulate continued flowering and to maintain a tidy appearance.
- Remove weeds from the flower pots weekly.
- All debris and hardscape materials shall be removed by the Contractor at the Contractor's expense.
- The hardscape will be packaged as requested (ie. Pre-lit Christmas trees returned to boxes for storage.)
- At season end, if the (summer rotation) flowers have become unattractive or damaged by frost, weather or time before the allotted time for the subsequent installation, at the direction of the Director of Buildings and Grounds, or his representative, the pots must

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TECHNICAL SPECIFICATIONS “WEEKLY & AS NEEDED”

be cleared of all debris and hauled off site by the Contractor and at the Contractor’s expense.

- When the winter rotation material is no longer desired, the Director of Buildings and Grounds or his representative will direct that this material be removed and disposed of at the cost of the Contractor. It is anticipated that this date is no sooner than January 5, 2013 and to be completed by January 23rd, 2013 weather pending. If it is anticipated that this action occurs before or after this time frame, the Contractor must contact the VOL Director of Buildings and Grounds for authorization for an alternate date. The VOL Public Works Department will provide an arrow board for traffic control for two (2) full work days to accomplish this task.
- The contractor will repackage the spiral trees in the boxes provided. The VOL will store the boxes.
- There will be a replacement fee of \$3.50 per box for misplaced boxes. Upon completion of repackaging the trees, the contractor will provide within 3 days a report
 - # working trees (reusable as-is)
 - # non-working trees (cannot be repaired)
 - # working but damaged trees (need repair)

2.3 MAINTENANCE OPERATIONS - ANNUAL FLOWER BEDS:

All flower beds are to be maintained during the entire growing season from date of installation through November 24, 2012. Any plants that become stressed and are no longer considered acceptable are to be replaced by the contractor within ten (10) days of agreed replacement at the contractor’s expense.

Maintenance is to include the following:

- Two (2) weekly inspections of all plant material to ensure proper hydration
- Plants are to be inspected periodically for fungus, disease and root rot which can be promoted by the drip irrigation system.
- Application of any necessary fungicide or insecticide if situation exist that significantly affect the health and vigor of the plant material and satisfaction of quality by the Director of Buildings and Grounds, or his representative.
- Regular communication in writing with the VOL regarding adjustment of the irrigation system during the changing conditions throughout the maintenance period.

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TECHNICAL SPECIFICATIONS “WEEKLY & AS NEEDED”

- Three applications of a slow release granular balanced fertilizer (10-10-10). Notify Building & Grounds Director a minimum of 24 hours prior to application and confirm within 24 hours of application.
- Deadhead flowers weekly to stimulate continued flowering and to maintain a tidy appearance.
- Remove weeds from the flower beds weekly.
- At season end, if when the flowers have become unattractive or damaged by frost, weather or time before the allotted time for any subsequent installation, at the direction of the Director of Buildings and Grounds, or his representative, the flower beds must be cleared of all debris and hauled off site by the Contractor and at the Contractor's expense.

2.4 MAINTENANCE OPERATIONS – TURFGRASS

2.4.0 MOWING - GENERAL

The following shall apply to all mowing operations:

- All turf areas shall be mowed not less than once each seven days, unless otherwise directed by the Director of Buildings and Grounds.
- Height of cut shall be set at 2 1/2 to 3 inches and adjusted to provide a level, even cut. Turf at Oak Lawn Lake will be cut to a height of 3 1/2 to 4 inches. Frequency of cut is to occur so that no more than 1/3 of the grass blade is removed per cutting
- All mowing operations shall be performed in a safe manner to prevent damage to the turf, trees, shrubs, structures, site fixtures and parked vehicles; and to prevent injury to equipment operators.
- Equipment shall not be operated at excessive speed or on slopes that could overturn equipment.
- Mowing equipment shall be properly maintained at all times and in proper working order. Blades will be properly sharpened; all guards and anti-scalping devices will be in place as is applicable.
- Prior to mowing, all rocks, sticks, paper and other debris will be picked up and removed.
- Mowing operations will not be allowed when soils are excessively wet, where water is standing; or where ruts or soil compaction will result if such operations take place.
- Mowing operations or foot traffic will not be allowed on frosty or frozen grass.

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- Mowing of Oak Lawn Lake banks is included in the weekly service. It is the grass located on top of the banks along the curb line and the tall fescue turf areas. It does not include the specialty grass planted at the waters' edge. This grass and vegetation is cut on an “As Requested” basis.

2.4.1 MOWING - TRACTOR/RIDER

Tractor/rider mowers shall be used in all areas large enough and level enough to permit safe operation.

2.4.2 MOWING - WALK-BEHIND

Walk-behind power driven or push type mowing equipment is to be used in areas too small, too wet or otherwise unsuitable for tractor/rider equipment. Walk-behind equipment is to be adjusted to exactly the same mowing height as tractor/rider equipment mowing in the same area.

2.4.3 MOWING - HAND TRIM

In areas that do not allow use of tractor/rider or walk-behind mowing equipment, trim turf mowing equipment is to be used. This equipment is to be used in all areas where scalping may occur, where slopes are too steep or where soils are too wet for larger equipment to be operated.

Areas mowed with trim turf equipment are to be mowed at exactly the same height as that mowed by tractor/rider or walk-behind equipment mowing in the same area.

2.4.4 MOWING - LINE TRIMMING

Line trimmers or reciprocating blade trimmers are to be used in all areas inaccessible to larger mowers, including around bases of trees, gang walks and curbs, around beds, and next to buildings. The equipment is to be operated in a manner that avoids damage to shrubs, flowers or the bark of trees and that does not scatter mulch or other debris.

Line trimming shall cut the grass to a height approximately the same height as that mowed with larger equipment.

2.5 EDGING - GENERAL

Areas shall be edged at a minimum of once during each mowing, and often enough that the grass does not encroach upon the walk or into the tree rings or landscape beds.

All edging and debris are to be removed from the site that same day.

All tools or equipment shall be properly maintained and sharpened.

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TECHNICAL SPECIFICATIONS “WEEKLY & AS NEEDED”

2.5.0 EDGING - SIDEWALKS AND CURBS

Turf areas bordering sidewalks and curbs are to be edged using edger equipment. The turf shall be edged following the contour of the walk.

2.5.1 EDGING - TREE RINGS AND SHRUBS

The edge shall follow the contour of the ring or bed. If a straight edge is necessary, a line shall be stretched as a guide.

Turf areas adjoining tree rings and shrub beds are to be edged using hand tools such as straight edge or round blade edgers, or with a power edger. Care should be taken so as to not cut significant roots or electric lines running to some trees. The Village staff will mark such lines, as requested, to avoid any damage. The contractor shall place this request in writing one week prior to commencing this operation to provide adequate time for staff to locate these lines.

Excess soil shall be shaken off plant material (encroaching grass, broadleaf weeds, etc.) removed in this process, and the plant material shall be removed from the site the same day.

Mulch or chips moved during the edging process are to be raked back into place or replaced with new material.

2.6 TURFGRASS RENOVATION

2.6.0 TURFGRASS RENOVATION - DETHATCHING

Where a thatch layer consisting of live and dead roots, rhizomes and crowns exceeds 1/4 to 1/2 inch in thickness, the turf shall be power raked using a power-driven, verti-cut mower with fixed metal tines. The equipment shall be set to remove no more than 1/4 inch of thatch.

The thatch shall be collected and removed from the site the same day.

2.6.1 TURFGRASS RENOVATION - CORE CULTIVATION

Where a thatch layer consisting of live and dead roots, rhizomes, and crowns exceeds 1/2 inch in thickness, or where the soil has become so compact as to prevent root development, the turf shall be cultivated using either tractor pulled or walk-behind power coring equipment.

The equipment shall be operated to remove 36 cores per square foot. The cores shall be dragged or otherwise broken up to filter down into the turf.

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Core cultivation operations shall not take place when soils are excessively wet so that turf is damaged, or so dry that tines cannot penetrate the soil.

Core cultivation shall penetrate to a minimum depth of four (4) inches.

To minimize damage to sprinkler systems, underground wiring and any other infrastructures, the contractor shall notify staff in writing one week prior to operation so as to allow staff to mark the heads and other infrastructures or schedule staff to be present to advise of locations of infrastructures.

Spring aeration shall be performed at all locations where physically applicable and completed by May 1st or as approved by the Director of Buildings and Grounds.

Fall core aeration shall be performed in areas with thatch layers or compaction is a greater issue and completed by October 1st or as approved by the Director of Building and Grounds.

2.6.2 TURGRASS RENOVATION – SLIT SEEDING

Please refer to the Appendix, “Calendar of Operations” for detail of recommended timing and seed type and rate of application.

Slit seeding shall be performed at the proper depth and seed rate as recommended from that manufacturer.

2.7 TURFGRASS CHEMICAL APPLICATIONS - GENERAL

Please refer to the Appendix for recommended products and timing.

2.7.0 TURFGRASS FERTILIZATION

All turf shall be fertilized with a complete, dry, granular fertilizer to provide one pound of actual nitrogen per 1,000 square feet, as early in the season as possible. Two additional fertilizer applications shall be made in late summer and late fall to maintain an even, moderately green color to the turf.

Application shall be made using a broadcast type spreader properly adjusted and calibrated for the type of fertilizer being applied. The equipment shall be operated to apply the fertilizer as evenly as possible over the turf.

The spreading equipment is to be filled on a paved area where spills will not damage the turf, and where spilled fertilizer may be swept up for re-use or disposal.

2.7.1 TURFGRASS BROADLEAF WEED CONTROL

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Application of broadleaf weeds controls in turf areas shall be performed in late April/early May, and on an as needed basis.

Control of 90% of broadleaf weeds is expected in all areas. In areas 1-8 (the municipal center and Village Green) a greater level of weed control is expected.

Individual weeds may be spot-treated with herbicide. Entire large expanses of weedy turfgrass may be spot treated where conditions warrant, however, broadcast treatment is recommended.

2.7.2 TURFGRASS CRABGRASS CONTROL

A pre-emergent crabgrass control herbicide shall be applied as a granular, and shall be applied after spring cleanup but prior to May 10th, each spring. The timing shall coincide with soil temperatures and consider window of germination and emergence. (Crabgrass begins germination at soil temperature above 50 (55-60) degrees F and can germinate throughout the summer.)

2.7.3 TURFGRASS DISEASES AND INSECTS

When application is necessary, the Contractor shall apply insecticides and/or fungicides to control significant potential damage or existing damage by these existing pests or potential pests.

2.8 MAINTENANCE OPERATIONS – TREES, SHRUBS, PERENNIALS & GROUNDCOVERS

2.8.0 FERTILIZER APPLICATION - TREES, SHRUBS, PERENNIALS & GROUNDCOVERS,

All landscape beds and raised planters that contain trees, shrubs, perennials, groundcovers, or annuals shall be fertilized annually with a complete fertilizer to provide one pound of nitrogen per thousand square feet of bed.

The fertilizer may be dry granular material broadcast evenly over the soil in the beds or raised planters or may be applied as a liquid.

For woody plant beds, application is to be made in fall after leaves drop from deciduous plants, during the winter, and in early spring prior to leafing out.

For herbaceous plant beds, one application is to be made at the beginning of the growing season. Additional applications may be needed during the season if the growth of the plants indicates need.

Containers are to be fertilized annually with granular fertilizer to provide two ounces of nitrogen per one hundred square feet of surface, or with liquid fertilizer at the rate of application as recommended by the manufacturer.

2.8.1 WEED CONTROL APPLICATION - TREES, SHRUBS, PERENNIALS, & GROUNDCOVERS,

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Weeds in tree lawns, tree beds, tree pits or tree planters and shrubs, perennials, groundcovers, and annuals in beds, raised beds or containers shall be primarily controlled by a combination of mechanical and chemical means that does not cause harm to the desired plant material.

Existing weeds may be removed by hand pulling or by hoeing. Such cultivation shall be performed with care to avoid injury to shallow roots, and to avoid breaking the seal provided by pre-emergent herbicides.

With prior approval by the Director of Buildings and Grounds, or his representative, areas free of weeds may be treated with pre-emergent materials to keep them weed-free, provided that it does not result in injury to the trees, shrubs or other plants in the tree lawns, tree beds, tree pits or tree planters or to the surrounding turfgrass.

Post-emergent herbicides **shall not** be applied without prior written approval by the Director of Buildings and Grounds or his representative.

Combinations of appropriate materials are preferred, providing a greater range of control.

Fall application will be made to control germination of winter annuals and perennials. Spring application will be made to control germination of summer annuals.

All pre-emergent herbicides shall be incorporated or mulched to prevent movement out of the target area.

Selection of herbicide materials for application to containers is limited. Carefully read and follow label directions for use of pre-emergent herbicides on container-grown plants.

2.8.2 OAK LAWN LAKE WEED CONTROL

Note the sensitivity of the site. We have a water feature, an abundance of animal activity and people recreating.

2.8.3 OAK LAWN LAKE SLOPES –

Broadleaf control of weeds on the slope/bank is “As Needed” with intent to establish a pleasing prairie like, generally weed free appearance. Weed control should include hand pulling and chemical weed control throughout the year. Weed control along the banks/ slopes is expected “Weekly” and “As Needed.”

It is expected that Lontrel or similar suitable chemical that can control the weeds of the bank while following label recommendations. If the death of plant material is unsightly by the Director of Buildings and Grounds and is required to be removed, it will be performed by the Contractor at the Contractor’s expense with no additional compensation.

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With the 2012 contract, it will be expected that 3 chemical applications of Lontrel be made at the highest recommended rate during April, June, and Sept-Oct will adequately control the weeds along the bank. The Director of Building and Grounds, or his representative, will receive in writing notification in advance (minimum 24 hours) of the scheduled chemical applications and notice in writing of the confirmation of the completion of the application (within 24 hours.)

If more than three applications are necessary, the additional application will be “As Requested.”

Additionally voluntary trees that are not a design of the landscaping or desired addition will be controlled.

With the 2012 contract, it will be expected that the weeds in the banks will be addressed and removed and under control by July at no additional cost.

2.8.4 OAK LAWN LAKE LOOKOUTS AND SIDEWALKS-

The sidewalk, outlooks, curb and adjacent asphalt require regular weed control “As Needed.” See Section 2.8.6 for more detail. Additionally voluntary trees that are not a design of the landscaping or desired addition will be controlled.

2.8.5 OAK LAWN LAKE CURBS-

The curb area of the Oak Lawn Lake shall be maintained weekly per Sections 2.4, 2.5, 2.6, & 2.7 Any necessary reseeding would be “As Requested,” as found in 3.2.1 or Section 3.2.2

2.8.6 WEED CONTROL APPLICATION - PARKING LOTS, CURBS, SIDEWALKS, ETC.

All locations for maintenance that have parking lots, curbs, sidewalks, inside or adjacent to the maintenance area also require weed control in the hardscape areas (parking lots, curbs, sidewalks, etc.) such that weeds are controlled as they become apparent. Where a street is adjacent to a maintenance location, it is understood that area of control extends to a minimum of 5’ from the curb into the street, 10’ for a dead end or cul-de-sac.

2.8.7 WEED CONTROL APPLICATION - 95TH STREET

This is a high profile location and high quality appearance is a must. The sidewalks and curbs of 95th Street from Central Avenue to the Railroad tracks/ Tank require periodic weed control for weeds in the cracks. The area includes along sidewalk and in curb along 95th street and cross streets to alley on both the north side and south side of 95th street. (On the north side of 95th, weed control/ landscape maintenance extends to include the area around the Tank just east of the railroad tracks.)

This is a sensitive area as there can be a high volume of pedestrian traffic and the six (6) lane highway can produce significant air movement. Timing of this application is critical.

2.8.8 LANDSCAPE MAINTENANCE LOCATIONS – “B” AREAS

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This is limited landscape service of turf fertilizer and weed control. See Appendix for list of “B” Areas. Apply turf fertilizer and weed control services as found in Section 2.7 not including 2.7.3. Three applications are required (vs. four): April, May and September.

Additionally providing weed control for the hardscape and landscape beds services equal to those found in 2.8.1 and 2.8.6.

2.8.9 INSECT & DISEASE CONTROL – MONITORING

All plant material shall be monitored continuously for the presence of insect or disease problems. Maintenance staff shall report any pest problems detected to the Director of Buildings and Grounds in writing for a determination as to the control system needed.

2.8.10 PRUNING – TREES

The Contractor shall not be responsible for pruning trees other than broken or damaged branches that are low and interfering with work or pedestrians.

The Contractor shall provide a report of damaged branches and any low branches or need of trimming to the Director of Buildings and Grounds or his representative.

2.8.11 PRUNING - SHRUBS

Shrubs shall be pruned to develop and maintain their **natural** form. **Shrubs are not to be sheared into ball or box form, and, in mass planting locations, they are not to be sheared into individual or separate shapes, except as Directed by the Director of Buildings and Grounds or his representative.** They are to be allowed to grow together into masses.

Pruning shall be limited to renewal, consisting of removal of 1/4 of the oldest stems to the ground annually; and to heading back, for reduction of the length of overly long branches to shorter side branches.

Where overgrown shrubs exist, rejuvenation pruning may be required. This includes cutting them down to a six-inch height to re-grow from the bases if the species is recommended for such pruning, by good horticultural practices.

Evergreen and deciduous hedges may be sheared to shape. The Director of Buildings and Grounds or his representative identifies these plantings, only these hedges shall be sheared. All shearing of hedges shall be done using strings or ribbons as guides to assure straight lines, and all hedges shall be sheared wider at the bottom than at the top.

Hedge shearing shall be under the supervision of an experienced and trained landscape specialist. **No shearing shall be done without the specific direction of the Director of Buildings and Grounds.**

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All dead wood shall be removed as observed on a monthly basis at minimum. Diseases of shrubs, which are best handled with sanitation, will have the dead, dying, infected limbs removed when found and removed from the site for proper disposal. (One example of this is the blighted canes of the red dogwood bushes.)

We expect spring rejuvenation pruning of all shrubs, as horticulturally recommended to take place in March or early April, or at a time that is professionally recommended. (Some examples of species expected to be pruned in this manner include but are not limited to are the spirea and red twig dogwood.)

2.8.12 PRUNING - PERENNIALS & GROUND COVERS

Ground cover plants shall be edged to keep them within the boundaries of the beds. Top growth shall be sheared in early spring to remove any winter-damaged growth, and during the season to maintain a tidy appearance.

Dead flowers shall be removed from perennials to stimulate continued flowering and to maintain a tidy appearance.

Seed heads of invasive ornamental grasses shall be removed prior to seed maturity.

Winter damage is to be anticipated in perennial and ground cover plants, especially in raised beds and containers. Heavy losses of plants should be anticipated with replacements as high 100% possible.

As early as possible in spring, perennial and ground cover plants in a state of decline or already dead shall be identified, and a report in writing filed immediately with the Director of Buildings and Grounds. Upon approval, the plants shall be removed immediately under the scope of the “Monthly Rate.”

2.8.13 PLANT REMOVAL

Shrubs, perennials, and groundcovers in a state of decline or already dead shall be tagged and a report in writing filed immediately with the Director of Buildings and Grounds. Upon approval by the Director of Buildings and Grounds, the said plants shall be removed immediately.

Losses are to be evaluated as early as possible in spring and recommendations for replacement made immediately in writing to the Director of Buildings and Grounds. Replacements will be made as approved and on an “As Requested” basis.

2.8.14 MULCH APPLICATION AROUND SHRUBS

Mulch shall be fluffed or renewed bi-annually, in April and September, as needed and as often as conditions indicate.

New shredded bark will be installed “As Requested” except in the 2012 contract, the Metra North parking lot require an installation of mulch to be applied per specification found in 3.7, NOT as an “As Requested” item.

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2.8.15 WATERING

The irrigation systems exist in all areas of annual flower installation in this Contract. The contractor shall advise Village personnel concerning watering schedule, and work with Village personnel to program irrigation system timers throughout the growing season. Inspections of the flower beds and pots for watering requirements need to be made at a minimum of once per week, as weather conditions change and plant establishment changes. A written report shall be provided weekly to the Director of Buildings and Grounds or his representative as to the acceptable watering conditions or recommended changes.

The Contractor shall provide watering of the 95th & Cook planters (Prairie Town Center) for the 2012 season as the planters need. It is anticipated that the planters will require one watering per week from May to October. Additional watering, if requested, will be at the rate identified “As Requested.”

For the 2012 contract, watering “as needed” the planting bed at the Village Parking Lot 95th & Cook, “A1” Area 40.

2.9 CLEAN UP

2.9.0 CLEAN UP – SPRING

As early as weather conditions permit, all debris that has accumulated in planting beds, planters, containers or turfgrass areas shall be collected and removed from the site.

Mulch shall be rejuvenated in all beds.

An assessment of winter damage shall be made and reported in writing to the Director of Buildings and Grounds or his representative.

2.9.1 CLEAN UP – FALL

Planting beds shall be raked to remove all leaves and debris. Spent annuals and perennial tops shall be removed. All materials are to be disposed of off-site.

All plantings are to be in a tidy and well-manicured condition prior to the onset of winter weather.

2.9.2 CLEAN UP - ROUTINE

All trash, plant debris, top soil, spilled materials, fertilizer bags, chemical containers, drink containers or other debris generated by or resulting from landscape maintenance operations or other work by the contractor or others shall be removed from the site by the contractor the same day. No such materials shall be left on the site over night. In the course of routine activities by the landscape maintenance

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employees, any dead or broken branches, pulled out plants, large weeds, or other unsightly items shall be picked up and removed. All such materials must be disposed of in a legal manner.

Any items in need of repair or replacement are to be reported daily in writing to the Director of Buildings and Grounds or his representative.

The Contractor's staff on the site are to immediately report to the Director of Buildings and Grounds or his representative any unusual activity or condition such as vandalism, graffiti, damage to plants or facility, spills, signs of trespass, or any other suspicious or unusual situation which may affect the operations or safety of Village properties.

The Contractor's staff shall police all planters and plant beds and remove all debris such as paper, bottles and cans, other litter, leaves, branches and garbage. These materials are to be removed immediately. All such materials must be disposed of in a legal manner.

2.9.3 CLEAN UP – DETENTION POND

The detention pond receives regular maintenance of the turf. However the bottom of the detention pond can be wet. It is the Contractor's responsibility to be sure that the vegetation and litter is maintained throughout the year. It is acceptable that this is not cut weekly, as it could cause more damage than good in wet conditions. However, it is the responsibility of the Contractor to take advantage of dry conditions and cut and remove the debris in a timely manner and as needed.

Consideration to the function of the detention pond must also be taken. The vegetation cannot impede the flow of water into the culverts.

2.10 INSPECTIONS & REPORTS

The contractor shall perform periodic inspection of all plantings at the various locations. The inspection shall commence as early as possible after the plant material has begun to grow, or at the discretion of the Director of Buildings and Grounds or his representative.

The condition of turf, trees, shrubs, plants; the extent of winter damage; the progress of areas under development; the status of landscape maintenance contacts and the general appearance of the site shall be determined.

Recommendations for repairs and improvements, changes in maintenance schedules, changes in procedures because of changing conditions, suggestions for additional equipment, and similar recommendations shall be reported to the Director of Buildings and Grounds or his representative.

2.11 DAMAGE TO VILLAGE PROPERTY

Damage to Village Property will not be tolerated. Fees for repairs or replacement will be assessed

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and charged. It is the Contractor’s responsibility to report any damage immediately to the Director of Buildings and Grounds or his representative.

2.12 PROFESSIONALISM

All landscape maintenance operations shall be performed in a professional and ethical manner, exercising safe, sound and sanitary practices. All employees and subcontractors shall comply with the instructions issued by the Director of Buildings and Grounds or his representative.

All employees and subcontractors where applicable, shall wear suitable uniforms during the time they are on Village property. The uniforms shall be clean and in good repair at the beginning of the workday. Each employee of the contractor or subcontractor shall wear a photo identification badge at all times when working on Village property.

All employees of the contractor or subcontractor shall be properly trained and properly supervised to perform the tasks to which they are assigned. Where required, all employees must be properly licensed with the State of Illinois.

All consideration shall be made for the safety and convenience of residents and visitors moving through the Village properties. All employees shall interact with such persons in a courteous manner.

All employees of contractors, subcontractors and others engaged in landscape management operations shall be considered representatives of the Village of Oak Lawn, and shall act in a manner commensurate with that responsibility.

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TECHNICAL SPECIFICATIONS – MAINTENANCE ("AS REQUESTED")

3.0 "AS REQUESTED" OPERATIONS

The following operations in section 3.0 will be performed on an "As-Requested" basis and paid at an additional rate to the "monthly rate" per the accepted bid correlating bid amount on the "Bid Proposal Sheet." The anticipated crew and truck allocations are identified on the "Bid Proposal Sheet" also. Authorization for "As Requested" work will only proceed once approval is provided in writing by the Director of Building and Grounds, or his representative.

3.1 OAK LAWN LAKE

3.1.0 OAK LAWN LAKE MOWING

Mowing of the grasses along the slopes shall occur per direction of the Director of Buildings and Grounds or his representative. Pick up and hauling away of the debris is included in this service. Debris will not be allowed to fall or otherwise be placed into the lake. Debris shall not be allowed to remain on the site, if determined by the Director of Buildings and Grounds or his representative that it is un-aesthetically appealing.

Note - maintenance (mowing, weed control, fertilizing, etc.) of the tops of the banks next to the curb is included in the "Weekly" and "As Needed" portion.

3.1.1 OAK LAWN LAKE WEED CONTROL

If it is determined that more than the contracted three (3) applications of Lontrel are needed for weed control, additional applications can be applied "As Requested." It is expected that Lontrel or similar suitable chemical that can control the weeds of the bank while following label recommendations. If the death of plant material is unsightly by the Director of Buildings and Grounds and is required to be removed, it will be performed by the Contractor at the Contractor's expense with no additional compensation.

3.2 TURF REPAIR

Turf areas along walks and drives whose damage was not a result of the Contractor's action but rather by winter salting or other uncontrollable acts shall be repaired as follows. The damaged areas may be sodded or seeded as directed by the Director of Buildings and Grounds.

3.2.0 TURF REPAIR – SOD

As early in the season as weather conditions allow, strip or otherwise remove dead grass and soil to a depth of 2 to 3 inches. Replace with fresh soil or soil mix. Rake to smooth and level.

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Sod shall consist of a blend of Kentucky bluegrass cultivars. It shall be fresh and young with no more than 1/4 of thatch, and shall have been grown on a soil as nearly like that on the site as it is possible to obtain.

The sod shall be installed over moist, prepared soil, making sure that seams are staggered and firmly butted together. Following installation, the sod shall be rolled to firm it into place. Water shall be applied to keep the sod wet until rooting has taken place.

Mowing shall commence when grass reaches proper mowing height using a hand mower until soil is firm enough to support tractor/rider or walk-behind equipment.

3.2.1 TURF REPAIR – SEED

Small bare areas may be worked up using a hoe or hand cultivator to produce a seedbed, and seeded with a mixture of 50% turf-type perennial ryegrass and 50% Kentucky bluegrass cultivars. Rake seed into the top 1/4 inch of soil, firm, and mulch with straw to provide 50% shade.

3.2.2 TURF REPAIR – SLIT SEED

As early in the season as weather permits, the damaged turf area shall be restored using a slit seeder set to the proper depth and calibrated to the recommended seed rate per user manual instructions and the Director of Buildings and Grounds or his representative. The seed type used will depend on the location needing repair.

3.2.3 TURF REPAIR – PERENNIAL GRASS CONTROL

As indicated by the Village of Oak Lawn, control of perennial grass weeds in the turf areas of Village Hall shall be controlled using approved chemical or mechanical method, removed and restored with sod or seed as approved by the Director of Buildings and Grounds.

3.3 WEED CONTROL & FERTILIZER APPLICATION FOR TURF IN OTHER AREAS

Provide the same level, product and rate of weed control and fertilizer as requested for the identified locations of “Weekly” locations. However, this application would be for areas not identified in this contract.

3.4 CLEAN-UP HOURLY RATE

Maintenance actions shall be performed as clarified in this document to locations not included within the scope of this contract. “As Requested” these same services may be required of other village owned property or extra service time required of contract areas.

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It is possible that this line item of the contract will serve as a Contractor for the Quality Control mowing of residential parcels in violation of VOL Code. The Director of Public Works will provide a list of properties in violation of code that require action the upcoming week. This list of sites will change as compliance is met by the homeowner. It is possible to utilize the LMS & AFICC Contractor on the chronic violators for consistency. The LMS & AFICC Contractor shall provide a separate bill for this "As Requested" work.

3.5 WATERING HOURLY RATE - TREES, SHRUBS, PERENNIALS, & GROUND COVERS

Some locations maintain a comprehensive irrigation system for the watering of its designated lawn areas and perennial beds. All un-irrigated areas, however, shall be watered by hand on an "As Requested" basis as necessary to maintain adequate growth and health. All plant materials shall be monitored continuously for adequate moisture. The Contractor shall notify the Director of Building and Grounds, or his representative, of any observations of need of water.

Water for areas without irrigation, will be provided by the Village, from a designated hydrant through a water meter provided by the Village Water Division or by a water supply at the PW garage at 98th & Central.

Watering, except for the site of 95th & Cook Ave tree planters and parking lot is considered "As Requested" and is beyond the scope of the "Monthly Rate" of maintenance.

The soil moisture condition shall be determined by use of a soil probe or by digging within the root zones of the plants. Where the soil type in the ball of the plant and that surrounding the ball differs, both shall be sampled.

The preferred method of applying water to shrub beds and raised beds shall be by means of the sprinkler system,

Plants in un-irrigated areas shall be provided with adequate water to prevent wilting. They shall not be over-watered in a manner, which would prevent development of roots throughout the soil mass.

Plants shall be watered when they show signs of permanent wilt, or when sampling indicates that the soil is thoroughly dry to the point of wilt. Water shall be applied to thoroughly wet the root ball and the surrounding soil.

Water shall not be applied again until and unless the plants show signs of permanent water deficiency, or unless sampling of the soil moisture condition indicates that the soil is thoroughly dried to the point of wilt.

Where perennials, ground covers, shrubs and/or annuals are planted in tree or shrub beds, every effort must be made to avoid frequent watering of the perennials and ground covers as to not over-water the trees and shrubs.

Containers shall be watered individually.

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Trees shall require slow and deep watering. Water shall be applied thoroughly to the surrounding soil. The entire area beneath the drip lines of the trees shall receive a measured two inches of water with each watering.

The entire area of the shrub bed or raised bed shall receive a measured two inches of water with each watering.

The entire perennial/groundcover beds area shall receive a measured one-inch of water with each watering.

3.6 INSECT & DISEASE CONTROL FOR NON-TURF (SHRUBS, PERENNIALS, & GROUND COVERS)

Insecticide and fungicide application shall be made for control of insect and disease pests on an "As Requested" basis.

All plant materials shall be monitored continuously for the presence of insect or disease problems. Maintenance staff shall report any pest problems detected to the Director of Building and Grounds, or his representative, in writing for a determination as to the control system needed.

3.7 MULCH APPLICATIONS

Mulching material shall be applied "As Requested" It is to be shredded hardwood mulch, and shall be no more than three (3) inches in length and no more than one (1) inch wide.

The mulch depth shall be maintained from two (2) to four (4) inches and shall NOT be allowed to contact the stem or trunk of the tree.

Mulch shall be applied to the weed-free surfaces of the tree rings, tree beds, tree pits, tree planters, shrub beds, or raised planters. The depth shall be two inches.

Do not mulch ground cover plants.

3.8 MUSHROOM COMPOST AROUND PERENNIALS AND GROUND COVERS

Perennial plants shall be provided with a top dressing of mushroom compost in early spring "As Requested."

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3.9 FERTILIZER APPLICATION FOR TREES

Fertilizer shall be applied “As Requested.” Individual young developing trees up to two and one half inches in caliper shall be fertilized annually with a complete fertilizer to provide one quarter pound of nitrogen per inch of trunk diameter. Additionally, parkway trees throughout the Village that have suffered damage may require fertilizer application.

If fertilizer is requested, a minimum of 200” per visit would be assigned.

3.10 INSTALLATION OF REPLACEMENT PLANTS

Shrubs, perennials, groundcovers and annuals that have been removed shall be replaced with the same species and number “As Requested.” Where plants have declined or died because of unsuitability of the species, upon approval by the Director of Buildings and Grounds, alternative species may be planted as replacements.

Plant material must be vigorous and the material must be approved by the Director of Buildings and Grounds or his representative. The material must have a warranty of 12 months and be replaced if plant material dies or suffers decline equal or greater than 25% loss in health and vigor. The plant material supply and installation must meet standards approved by the Illinois Nursery Association (INA) and Illinois Landscape Contractors Association (ILCA), the Illinois Arborist Association (IAA) and their national affiliations.

Any material or installation not to standard will be replaced without additional cost to the Village of Oak Lawn.

3.11 TREE RINGS – WEED CONTROL

In preparation for re-applying mulch in tree rings of locations not included in the contract, weeds shall be controlled “As Requested.” Mulch shall be applied to the weed-free surfaces.

The site is to be prepared such that all weeds are controlled with a non-soil active post-emergent in addition to application of a pre-approved pre-emergent, when necessary. Suckers shall be cut and all litter removed. Weed control is expected within 7 days of one application. A minimum of 20 trees will be assigned if this “As Requested” work is approved.

3.12 TREE RINGS - MULCH

In re-applying mulch in tree rings, mulching material shall be applied “As Requested.” It is to be shredded hardwood mulch, and shall be no more than three (3) inches in length and no more than one (1) inch wide.

The mulch depth shall be maintained from two (2) to four (4) inches and shall NOT be allowed to contact the stem or trunk of the tree.

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Mulch shall be applied to the weed-free surfaces. The mulch depth shall be two inches and the ring width approximately 3-5 feet pending the size caliper of the tree. A minimum of 20 trees will be assigned if this “As Requested” work is approved.

3.13 LANDSCAPE MAINTENANCE LOCATIONS – “C” AREAS

Apply weed control services for the identified areas “As Requested.” See Appendix for list of “C” Areas: This is limited landscape service of weed control. Services are equal to those found in Section 2.8.1 and 2.8.6. (This is mostly total kill application for weed control.)

3.14 LANDSCAPE MAINTENANCE LOCATIONS – “D” AREAS

Mowing and clean up services for the identified areas “As Requested.” See Appendix for list of “D” Areas: This is limited landscape service of debris pickup. Services are equal to those found in Section 2.4, 2.5, & 2.9.2.

3.15 LANDSCAPE MAINTENANCE LOCATIONS – “E” AREAS

Clean up services for the identified areas “As Requested.” See Appendix for list of “D” Areas: This is limited landscape service of debris pickup. Services are equal to those found in Section 2.9.2.

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INSTALLATION DETAIL – ANNUAL FLOWERS

TECHNICAL SPECIFICATIONS – ANNUAL FLOWER INSTALLATION

4.0 ANNUAL FLOWER INSTALLATION

4.1 LOCATIONS

Bidder proposes to furnish material, installation and maintenance services for the following Flower Pots: 95th Street & War Memorial @ Cook Ave & Dumke Drive- (154 Pots in total)

Bidder proposes to furnish material, installation and maintenance services for various flower beds identified in the contract. (See Appendix for this year's detail of annual flower location detail.)

4.2 95TH STREET FLOWER POTS - 1ST ROTATION (SUMMER)

The design for all bidders to supply costs of installation and maintenance will consist of a mix of a centerpiece, fillers, trailers and accent plants per planter grown specifically for this project:

4.2.0 SITE PREPARATION:

Any existing plant material and soil exchange must be removed and disposed of by the Contractor at the Contractor's Expense. (See 2.2)

All planters are to be amended with a planting mix consisting of minimal soil, sand, wood fines, compost, peat moss and a slow release granular balanced fertilizer (10-10-10). Mix is to be slightly mounded for a better presentation.

It is the contractor's responsibility to prevent damage to both the drip irrigation system and the electrical system present in every planter. The drip irrigation system must be secured in every planter to keep it from buckling while placed to adequately water the plant material. The soil must not interfere with the irrigation drip holes.

All plants selected for this installation are subject to acceptance by the Village of Oak Lawn. If material is rejected for any reason, it is the contractor's responsibility to replace rejected material within two days to avoid any delay of the installation. It must be noted that the timeliness of the installation is of utmost importance to the residents and businesses of the Village of Oak Lawn.

4.2.1 INSTALLATION:

Completion must be done no earlier than May 17th, 2012 and no later than June 5th, 2012. . Installation must be completed within two (2) full days. The VOL Public Works Department will provide an arrow board for traffic control for two (2) full days. (Any additional days due to lack of satisfaction with plant material or installation will incur cost of time and material charged to the Contractor for any necessary assistance requested of VOL Public Works with Traffic Control.)

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INSTALLATION DETAIL – ANNUAL FLOWERS

The irrigation will be tested by the VOL prior to installation. Any damage or malfunction will be identified by the VOL prior to plant installation. Once plant installation is complete a survey of irrigation damage will be made by both the Contractor and VOL. Any repairs will be made by the Contractor or if made by the VOL, the VOL will be compensated the cost of time and material to make the repairs caused by contractor installation or removal. If hand water is necessary as a result of damage to irrigation from plant install, the Contractor shall provide water to the pots at no additional cost to the Village.

4.3 95TH STREET POTS 2ND ROTATION – (WINTER):

4.3.0 SITE PREPARATION:

All planting pots are to have the existing debris removed and disposed of at the Contractors expense. It is the Contractor's responsibility to prevent damage to both the drip irrigation system and the electrical system present in every planter during removal of the first planting and the installation of the holiday décor. The drip irrigation system must be secured in every planter to keep it from buckling. All materials and greenery selected for this installation are subject to acceptance by the Village of Oak Lawn. All greenery is to be fresh and free from tip burn or dry stems. If material is rejected for any reason, it is the contractor's responsibility to replace rejected material within two days to avoid any delay of the installation. It must be noted that the timeliness is of utmost importance to the residents and businesses of the Village of Oak Lawn.

4.3.1 INSTALLATION:

Completion must be done no earlier than November 15th, 2012 and no later than November 24th, 2012. Installation must be completed within three (3) full days. The VOL Public Works Department will provide an arrow board for traffic control.

Frozen planting soil is not a valid reason for the installation being delayed. If this is an anticipated issue, installation may be earlier upon approval from Director of Buildings and Grounds.

All material is to be secured to the planter or its contents as to avoid materials falling into traffic and assist in preventing damage during snow plowing.

4.4 REPAIR/ REPLACEMENT OF PLANT MATERIAL

Occasionally a flower pot is vandalized or damaged in its entirety by a vehicle and requires repair or replacement by the VOL. The contractor shall replace the plants in the damaged pot as requested by the VOL. The replacement plants shall be the same quality and species of plant materials. It is expected that this work will be completed within three (3) days of notification of need of replanting.

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INSTALLATION DETAIL – ANNUAL FLOWERS

4.5 OTHER AREAS OF ANNUAL FLOWER INSTALLATION

4.5.0 SITE PREPARATION

Any existing plant material must be removed and disposed of by the Contractor at the Contractor's Expense.

All beds are to be amended with a planting mix consisting of minimal soil, sand, wood fines, compost, peat moss and a slow release granular balanced fertilizer (10-10-10). It is expected that at least two (2) inches of compost is added to soil surface. The beds are to be rototilled to a depth of eight (8) inches thoroughly incorporating the amendment. Rake surface level and smooth and slightly mounded prior to planting of flowers for a better presentation. Plant flowers as described, water root ball evenly immediately. Apply water soluble flower fertilizer very five (5) weeks.

It is the contractor's responsibility to prevent damage to any irrigation system and any existing electrical system present in every planting bed.

All plants selected for this installation are subject to acceptance by the Village of Oak Lawn. If material is rejected for any reason, it is the contractor's responsibility to replace rejected material within two days to avoid any delay of the installation. It must be noted that the timeliness of the installation is of utmost importance to the residents and businesses of the Village of Oak Lawn.

4.5.1 INSTALLATION

Completion must be done no earlier than May 17th, 2012 and no later than June 5th, 2012. Any variance off of this date must be approved by the Director of Buildings and Grounds or his representative.

4.6 DESIGNS – SUMMER ANNUALS

See Appendix

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5.0 LANDSCAPE MAINTENANCE LOCATIONS

5.0.0 LANDSCAPE MAINTENANCE LOCATIONS – “A1” AREAS

Bidder proposed to furnish full weekly landscaping services for the following areas:

1. ***Municipal Center**
 2. ***Village Green**
 3. ***Village Parking Lots located North, South, and West of the Municipal Center**
 4. ***Village Parking Lot 9420 52nd Ave – East of Village Green and Masonic Temple**
 5. ***Village parking lot located East of the Oak Lawn Public Library**
 6. ***Village Office Building (5210 W. 95th Street)**
 7. **Two median areas located north of the Municipal Center from Oak St. to North St., between 53rd Ave. and Raymond Ave.**
-
8. **95th Street Sidewalks and curbs from Central to the Railroad Tracks**
 9. **Metra Commuter parking lot located at 95th St. and Columbus Dr. (North of 95th St.)**
 10. **Columbus Ave. Triangle (49th Ave. & Columbus Dr.)**
 11. **Metra Commuter parking garage located at 95th St & Tulley (South of 95th St.)**
 12. **Traffic Control Island 50th Ct & 95th St. (South of 95th St.)**
 13. **Traffic Control Islands Brandt & 95th St (South of 95th St)**
 14. **Traffic Control Islands & Parking Lot 49th Ave. & 95th St. (South of 95th St.)**
(Parking Lot is between 49th Ave & LaCrosse Ave. only the west half of this lot.)
 15. **Traffic Control Island 96th St & Cicero (West of Cicero)**
 16. **Traffic Control Island 96th Pl & Cicero (West of Cicero)**
 17. **Entryway sign area located near Southwest Highway and Kilbourn Ave. (includes mowing)**
 18. **Village Parking Lot @ 9223-9235 48th Ct. (Fox's)**
 19. **Village Parkway @ 48th Ct dead end from 93rd St. (Southwest Highway) north to dead end.**
(Includes entire east parkway to wall and north end to wall.)
 20. **Traffic Control Island @ 91st Pl. & Cicero (West of Cicero)**
 21. **Cul-de-sac @ 48th Ct & 90th St (North End)**
 22. **Village parking lot located at 5424 W 95th St. (north of BJ McMann's and west of TGIF and north of wall)**
 23. **Village Parking Lot @ 5620 95th St/ 9425 Parkside Ave. (North of Century 21)**
 24. **Village Parking Lot @ Menard Ave. & alley (approx 94th pl.) (North of Napleton Dodge Auto Dealer)**
 25. **Entryway sign area located near 95th St. and New England Ave. (Includes mowing turf inside and outside of fence at water tower, landscaping outside of water tower fence. Includes vegetation control along both sides of fence parallel to 95th St.)**
 26. **Napleton Honda landscape buffer (6701 W. 95th St.)**
 27. **Entryway sign median located near raised planter @ Southwest Highway and 99th Pl.**

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- 28. Village Parking Lot @ 9514 Parkside Ave. (South of Oak Lawn Bank)
- 29. Oak Lawn Lake site located between East Shore Dr. and West Shore Dr. and 96th St. and Edison Ave. (curb, ramps and decks included)
- 30. Village detention pond area located at 52nd Ave. and Harnew Road South (includes rock areas) (SE corner)**
- 31. Village Pump Station building located at 10259 S 52nd Ave.**
- 32. Entryway sign area located near 111th St. and Cicero Ave. (NE corner)**
- 33. Entryway area Kostner Ave. & 111th (NE corner)**
- 34. Tree Planter Boxes 95th & Cook (south side) (Prairie Town Center)**
- 35. Tank @ 95th & 50th Ct – (north side)
- 36. Village Parking Lot @ 95th & Tulley (north side) (Krauss's Tavern)
- 37. Traffic Control Island 95th & McVicker (north side)(McDonald's / Speedway)
- 38. Village Parking Lot & Traffic Control @ 95th & 50th Ct – (south of alley)
- 39. Village Parking Lot@ 95th & Brandt - Village Parking Lot (SE corner)
- 40. Village Parking Lot @ 95th & Cook – (south side to 52nd and RR tracks) (Morningside)**
- 41. Detention Pond @ 93rd Pl & Keeler (SE corner)
- 42. Village Parking Lot @ 95th & 53rd (south side) (Delores Interiors 5307 95th st)
- 43. Menard Triangle – Southwest Highway & Menard (NE corner)

Bolded areas are highest profiles and **priorities**.

Comment [HG2]: Train Station Sidewalks included in maintenance. ramps, sidewalks, decks included in Oak Lawn Lake maintenance

*Landscape areas 1-7 are bounded by 53rd Ave., Oak St., 52nd Ave., & 95th St. The area does not include houses along Oak St. or Zimmerman and Sandeman Funeral Home (5200 95th St.) Maintenance includes all parking areas, sidewalk and curbs in this area and are to be serviced Tuesday of each week and the day before or day of Special Events, unless otherwise directed by the Director of Building and Grounds or his representative..

5.0.1 "A2" AREAS

Bidder proposed to furnish full weekly landscaping services for the following areas not including turf mowing or edging:

- 44. Fire Station #1– 4401 103rd St **
- 45. Fire Station #2- 6457 93rd Pl**

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5.0.2 LANDSCAPE MAINTENANCE LOCATIONS – “B” AREAS -

Bidder proposed to furnish weed control as identified in 2.8.8:

B1	92nd & Kilpatrick (Public Works Building)
B2	55th Ave - West Side (Franklin to the gate)
B3	Franklin Ave - North Side, (West of 55th)
B4	5532 98th St - South of Building
B5	5550 98th St - South of Building & West of Fence
B6	Central Ave (RR tracks to 103rd St) – East
B7	103 rd Street (Cicero to Central) – North
B10	103 rd Street (Cicero to Central) – South
B11	Little Cicero (99 th St to 102 nd St)
B12	Edison Ave – South Side (Central to 55 th Ave)
B13	SW Hwy & 97 th St – (Meade Triangle)
B14	96 th & Cook Triangle (South of RR tracks)

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5.0.3 LANDSCAPE MAINTENANCE LOCATIONS – “C” AREAS

Bidder proposes to furnish maintenance as identified in 3.13:

C1	Water Tower – Fenceline (98 th & Massasoit)
C2	92 nd & Kilpatrick – Yard
C3	5532/ 5550 98 th St – Yard
C4	5532/ 5550 98 th St – Perimeter non-turf
C5	SW Hwy Parking Islands
C6	SW Hwy 99 th to Ridgeland (River Rock areas)
C7	Pulaski Guardrails (107 th to 110 th)
C8	111 th Street – North Side (Keeler to Pulaski)
C9	111 th Street & RR – Median (West of Cook Ave)
C10	95 th Street Median & Curbs (New England to Harlem)

5.0.4 LANDSCAPE MAINTENANCE LOCATIONS – “D” AREAS

Bidder proposes to furnish maintenance as identified in 3.14:

D1	95 th & Harlem Clover leaf (South Side)
D2	95 th & Harlem Clover leaf (North Side)
D3	Frontage Road (northeast of fence along ramp) (95 th & Harlem)

5.0.5 LANDSCAPE MAINTENANCE LOCATIONS – “E” AREAS

Bidder proposes to furnish maintenance as identified in 3.15:

E1	95 th & Harlem Clover leaf (South Side)
E2	95 th & Harlem Clover leaf (North Side)
E3	Frontage Road (northeast of fence along ramp) (95 th & Harlem)

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5.1 CALENDARS

5.2 CALENDAR OF MAINTENANCE OPERATIONS

Below is a basic maintenance schedule for the contracted landscape areas, with exception of the Village Green. (Detailed applications for the Village Green follows in Section 0.) Timing is given as guidance. Actual application is weather dependent and timing should follow industry standards. All other applications are to be included weekly, as needed, or as requested. Chemical substitutions must be approved in writing prior to application.

APPROX. WEEK OF		LANDSCAPE OPERATION
March 1 thru March 20	-	Rejuvenation pruning of appropriate shrubs & litter clean up
March 20 thru April 21	-	Spring inspection and clean-up
March 20 thru April 21	-	Rejuvenate or apply mulch to planting beds and tree rings
April 1	D	Apply spot treatment weed control
April 15	-	Core Cultivation (<i>After Easter Egg Hunt</i>)
April 15	A	Apply crabgrass prevention
April 15	A	Apply fertilizer & weed control (Pre & Post emergent herbicide)
May 1	E	Apply weed control Oak Lawn Lake (3 apps)
May 1	D	Apply spot treatment weed control
May 20	B	Apply fertilizer & weed control (Pre & Post emergent herbicide)
May 20	-	Start watering of 95 th St Planter Boxes
May 20	G	Apply fertilizer to annual flowers (3 apps)
May 20	F	Start fertilizer application to annual flower pots every 7-14 days
June 1	E	Apply weed control Oak Lawn Lake (3 apps)
June 1	D	Apply spot treatment weed control
July 1	E	Apply weed control Oak Lawn Lake (3 apps)
May 20	G	Apply fertilizer to annual flowers (3 apps)
July 1	D	Apply spot treatment weed control
July 15	C	Apply fertilizer
August 1	D	Apply spot treatment weed control
May 20	G	Apply fertilizer to annual flowers (3 apps)
September 1	D	Apply spot treatment weed control
September 15	-	Core Cultivation (<i>after Fall on the Green</i>)
"	B	Apply fertilizer & weed control (Pre & Post emergent herbicide)
"	-	Rejuvenate or apply mulch to planting beds and tree rings
Oct 15	-	Trim bushes around the hall for holiday decorating
Oct 17 – Dec 31	-	Fall Clean-up

** Fertilize annual flowers per specifications

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Approved chemicals for applications:

A	25-0-5** with Dimension 175 lbs/Acre	Turf
B	16-0-8** Millenium Weed & Feed 175 lbs/Acre	Turf
C	25-0-25** 50% SCU (Sulfer Coated Urea) 175 lbs/Acre	Turf
D	Round-up – non-selective contact weed control	Other
D	Speedzone – selective, broadleaf weed control	Other
D	Various selective broadleaf control as approved	Other
E	Lontrel – broadleaf weed control along lake edge	Lake
F	All purpose Fertilizer (annuals in pots)	Flowers
G	All purpose Fertilizer (10-10-10)** annual flower beds	Flowers

**Update analysis of fertilizers to conform with current regulations, phosphorus ban, etc.

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CALENDAR OF MAINTENANCE OPERATIONS (CONTINUED)

Weekly Operations

Inspect all annual flower areas
Inspect all turf and landscape areas
Remove all litter and debris in all landscaped areas
Mow all turf areas and remove clippings
Edge sidewalks and curbs
Weed landscape & annual flower beds
Check moisture levels of plants and advise of any recommended changes.
Submit reports of work completed or damage

As Needed Operations

Fertilize – annual flowers and turfgrass
Weed control – annual flowers, turfgrass & landscape beds
Weed control – designated parking lots, sidewalks, curbs and roadways
Weed control – Oak Lawn Lake (3 apps)
Insect & disease control – annual flowers and turfgrass
Dethatch, core aerate, and perform other turf repairs
Edge shrub beds and tree rings
Rejuvenate mulch
Tend shrubs (deadwood and trim) (monthly and as needed)
Deadhead perennials and annuals
Seasonal Clean-up (spring and fall)
Water 95th Street Planters & Morningside

As Requested (Work in addition to the monthly rate)

Oak Lawn Lake bank mowing
Oak Lawn Lake bank weed control – after 3 applications completed.
Sod, seed or slit seed installation
Perennial grass control
Weed & fertilize other turf areas or perennial grass control in turf areas
Clean up (areas outside of “Monthly rate”)
Water plantings in un-irrigated areas (not including 95th St raised planters)
Apply insect & disease control for non-turf
Apply Mulch
Install Mushroom compost
Fertilization of trees
Installation of Plant Replacement
Installation of New plant material
Tree Rings – Weed Control or mulch application.
Weed & Fertilize “B” Areas;
Weed Control “C” Areas
Maintenance to 95th & Harlem Clover Leaf (“D’ or ‘E’ areas)

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5.3 CALENDAR OF OPERATIONS FOR THE VILLAGE GREEN

**Update analysis of fertilizers to conform with current regulations, phosphorus ban, etc.

<u>Date</u>	<u>Approximate Application</u>	<u>Description</u>
4-15	Fertilize Herbicide Sulfur Inspect turf	25-0-5 Dimension Crabgrass Control @ 90 lbs/acre When broadleaf weeds actively growing, apply approved product. 5lbs / 1000 sq. ft Make notes and additional recommendations as required.
6-15	Fertilize Herbicide	25-0-5 Dimension Crabgrass Control @ 90 lbs/acre When broadleaf weeds actively growing, apply approved product.
7-10	Inspect Treat Fertilize	Look for crabgrass seedlings If any crabgrass seedlings then treat with DRIVE @ 1lb/acre 15-0-8 ROOTS @ 250 lbs/acre
9-1	Inspect	Look for thin areas, weeds, insects, etc.

(FALL ON THE GREEN)

9-15	Aerate Top dress Fertilize Slit Seed	If adequate soil moisture, pull 15-20 cores/ sq. ft. 2.5" deep Use a native soil. Blend up to 10% sand. 13-0-13 @ 250 lbs/acre Slit seed with Legend Athletic mix @ 5 lbs/ 1000 sq. ft.
10-25	Fertilize Sulfur	13-0-13 @250 lbs/acre 5 lbs/ 1000 sq. ft.
11-25	Fertilize	15-0-8 ROOTS @ 250 lbs/acre

Additional maintenance will be required to prepare for events on The Village Green. Additional debris pickup, mowing, edging, deadheading, general clean-up, etc may be required on the Friday morning before a weekend event or the morning of or day before a weekday event. There are approximately 22 events and therefore 22 extra days of preparation to be included with the contract. If additional days of clean up or prep are required they will be on an "As Requested" nature.

Pesticide applications and various cultural control applications should be timed to maximize the experience the use of the Village Green during these events.

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Additional Notes:

Mowing Height: After mowing, the turf should be 2.5” tall if not drought conditions. 3” if drought.

Broadleaf Weeds: Applications should be applied as needed throughout the season. This may be via broadcast and spot application. Chemical must be approved prior to application.

5.4 2011 SCHEDULE OF EVENTS – FOR AN EXAMPLE ONLY

<u>SPECIAL EVENT DATES – 2011</u>	
•	Easter Egg Hunt - April 23rd, Saturday 11:30 / 12:00 / 12:30 am (Village Green)
•	MS-WALK - May 1st, Sunday 9:00 am (Wolfe Wildlife/Richards High School –South Parking Lot)
•	Spring into Summer Event – June 17 th & 18 th - Auto Show & Vendor Fair / Friday 6:00pm-10:00pm, Saturday 10:00am-5:00pm (Village Green – Dumke Drive) Chamber of Commerce
•	Pet Parade - June 18th, Saturday 10:00am (Oak Lawn-Hometown Middle School)
•	Summer Concerts - 7:00pm Starting Time (Village Green)
•	Sunday, May 29th – Walk-In's (Cover Band-All Music)
•	Sunday, June 12th – Out of Control (8 piece "Wedding Band")
•	Sunday, June 26th – Suburban Cowboys (Country Band)
•	Sunday, July 10th – The New Invaders (60's Music Invasion)
•	Sunday, July 24th – CTA - Chicago Tribute Anthology
•	Sunday, August 7th – Hat Guys (Cover Band-Energetic Dancing)
•	Sunday, August 21st – Hey Jimmy (Premier Party Band) - FIREWORKS
	Movies on the Green - " At Dusk" - Starting Time (Village Green)
•	Friday, June 10th – Raiders of the Lost Arc (PG)
•	Friday, June 24th – Despicable Me (PG) (Animated)
•	Friday, July 8 th – The Blind Side (PG-13) (Adult Night)
•	Friday, July 22nd – Rocky (PG)
•	Friday, August 5th – Karate Kid 2010 (PG)
•	Friday, August 26th – Twilight (PG-13) (Adult Night)
•	4th July Parade - July 4th, Monday, 10:00 am (95th Street -b/n 51ST & 55thCT.)
•	Classic Car Show – July 10th, Sunday, 9:00am-4:00pm (Village Green / Dumke Drive)
•	Irish Music Festival - July 29 th & 30th, (Behind The Goal Post Tavern)
•	Fall on the Green - September 9, 10 & 11th (Village Green)
•	Pumpkin Fest - October 15th, Saturday 10:00am -4:00pm (Village Green)
•	Santa on the Green - November 26th, Saturday 1:00- 5:00pm (Village Green)
•	Farmers Market - Every Wednesday - 7:00am -1:00pm / June 1st - October 12th (52 nd Ave & Dumke Drive)

* Additionally: Red Ribbon Event – date to be determined.

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5.5 REPORTING FORM EXAMPLE

Bidder shall review the suggested reporting forms in the Landscape Services Manual and attach any additional forms that they recommend using for reporting on the delivery of the Services.

Date: ___/___/___

VOL - Weekly Report for 2011 LMSC

Fax 708-499-7065 Attn: Heather Green

Area	Weekly	Inspect	Damage?	Remove Litter	Mow	Edge walk & Curb	As Needed	Fertilize	Weed Control	Aeration	Turf Repair	Edge beds & rings	Rejuvenate Mulch	Tend shrubs	Deadhead flowers	As Requested	OL Lake mowing	OL Lake Br Wd Cont	Sod installation	Seeding	Silt Seeding	Perennial Grass	Weed Contr & Fert	Clean up	Water	Pest cntrl - nontrul	Mulch	compost	Fertilize trees	Plant Replacemnt		
* 1 Municipal Center	X																															
* 2 V. Green	X																															
* 3 V. Pkg lots (N, S, W of MC)	X																															
* 4 Family Service Bldg.	X																															
* 5 V. Pkg lot (E of Library)	X																															
* 6 5210	X																															
* 7 2 Medlans	X																															
* 8 95th Street shrinks 7 curbs	X																															
* 9 Mirra - North	X																															
10 Columbus Triangle	X																															
* 11 Mirra - South	X																															
12 TCI 50th Ct	X																															
13 TCI Brandt	X																															
14 TCI & Parking Lot 46th Ave.	X																															
15 TCI 96th St	X																															
16 TCI 96th Pl	X																															
* 17 E Sign @ SWHwy & Kilbourn	X																															
18 V P L (Fax's)	X																															
19 48th Ct & Southwest Hwy	X																															
20 TCI @ 91st Pl	X																															
21 Curdcase @ 49th Ct & 90th St	X																															
22 TCI	X																															
23 VPL @ 95th & Parkside (N)	X																															
* 24 VPL @ Menard Ave. 94th Pl	X																															
* 25 E Sign @ 95th & New England	X																															
26 Napoleon Honda (95th)	X																															
* 27 E Sign @ SWHwy & 99th Pl	X																															
28 VPL @ 95th & Parkside (S)	X																															
* 29 Oak Lawn Lake	X																															
* 30 Det. Pond (52nd)	X																															
* 31 Pump Station (52nd)	X																															
* 32 E Sign @ 111th St. & Cicero	X																															
* 33 E sign @ 111th St. & Kosner	X																															
* 34 Tree Planter Boxes (95 & Cook)	X																															
35 Tank	X																															
36 VPL 95th & Tully (N)	X																															
37 TCI 95th & McVicker (N)	X																															
38 VPL TCI 95th & 50th Ct (S)	X																															
39 VPL 95th & Brandt (S)	X																															

Comments (Including Damage):

Please enter "and" "X" for work completed in each area. Indicate damage found with a "y," and give a description. Please provide descriptions when applicable. When using chemicals, please use additional sheet. Thank you for completion of this report.

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5.6 SUMMER ANNUAL DESIGN DETAILS

2012 ANNUAL FLOWER INSTALLATION

1. Municipal Center - East Entrance / 2 Flower Beds

8 - Dwarf Canna Burgundy Leaf, Pink Flower - 6in.
192 - New Gold Lantana - 4 in.
156 - Sun Coleus 'Trailing Plum' - 4 in.
60 - White Wax Begonia/Green Leaf - 4 in

2. Municipal Center - Ernie Kolb Memorial

6 - Purple Fountain Grass - 6in.
72 - Angelonia 'Serena White' - 4 in.
144 - Purple Wave Petunia - 4 in.
12 - Purple Basil - 4 in.
4 - Spikes - 4 in.

3. Fountain Bed (Next To EK Memorial)

36 - Blue Salvia 'Victoria Blue' - 4 in.
24/24 - Red 'New Look' and Yellow ;Fresh Look' Celosia Mix - 4 in.
6 - Caladium Rosebud - 1 Gallon

4. Municipal Center - glass atrium bed

132 - New Guinea Impatiens 'hot pink' - 4 in.

5. Municipal Center - circular raised bed / "Circle Sign"

120 - Angelonia 'Serena Purple' - 4 in.
96 - Star Gold' Zinnia - 4 in.

6. Municipal Center Island - 8 tree rings *

45 - "Cocktail Mix" - Begonias - 4 in. per ring

7. Municipal Center - north entrance

60 - Sun Coleus 'Solar Saturn' - 4 in.
20 - Coleus "Electric Lime" - 4 in.

8. Municipal Center - west entrance

48 - "Cocktail Mix" - Begonias - 4 in.

9. Municipal Center - Raymond Ave south parking lot - 9 tree rings *

45 - "Cocktail Mix" - Begonias - 4 in. per ring

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9-1. Municipal Center - East Side/Grass Site - 4 Circle Rings & 1 Circle Ring "North Side"

60 - Red Wax Begonia/Bronze Leaf - 4 in. per ring

9-2. Municipal Center - Blue Star Memorial

200 - Blue Salvia 'Victoria Blue' - 4in.

100 - Coleus 'Rustic Orange' - 4 in.

100 - Easy Wave Blue Petunia - 4in

9-2a. Winter / Christmas

3 bales Balsam Boughs

6 bunch Red Twig Dogwood

6 bunch Birch Branches

9-3. Municipal Center - Spruce Corner / SE Corner

108- " Blue" Petunia, Easy Wave - 4.5"

10. Municipal Center - Raymond Ave NORTH RAISED Planter

80 - Celosia-Yellow - 4 in.

120 - Angelonia Serena Purple 4 in.

11. Municipal Center - Raymond Ave ISLAND BEDS / 2-Tiered

220 - Blue Salvia 'Victoria Blue' - 4in.

240 - Red Celosia 'Fresh Look Red-Green Leaf"- 4 in.

20 - Coleus "Electric Lime" - 4 in.

11-a. Winter / Christmas

25 - bale / Balsam Boughs

25 - bunch / Red Twig Dogwood

15 - bunch / Bird branches

12. Municipal Center - Raymond Ave "Triangle" SIDEWALK RAISED Planter

215 - Blue Salvia 'Victoria Blue' - 4in.

215 - Red Celosia 'New Look'- 4 in.

24 - Coleus "Electric Lime" - 4 in.

"Ground Bed"

14 flats - Marigold - "Janie Flame - 4 in.

13. Municipal Center - Raymond Ave SOUTH RAISED Planter

60 - Celosia-Yellow - 4 in.

85 - Angelonia Serena Purple 4 in.

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14. Village Green - Oak/Bush cluster bed (south side of green)

300 - Coleus 'Rustic Orange' and 'Borneo Red' - 4in.

15. Village Green - Gazebo 5 tree rings *

(30 - per tree) - Sun Coleus "Freckles" - 4 in.

15-1 Village Green - Pine Tree/Big Boulders

5 Flats - Impatiens "Super Elfin" - 4 in.

16. Village Green - Veteran's Memorial (South of memorial)

48 - Verbena Bonariensis - 4 in.

180 - Angelonia 'Serena White' - 4 in.

200 - Bronze leaf pink wax begonias - 4 in.

17. Village Green - "Liberty Tree" ring north of Veteran's Memorial

24/24- Red and White Geraniums (inner ring) - 4 in.

24 - Angelonia 'Serena White' (middle ring) - 4 in.

36 - Bronze leaf pink wax begonias 4 in.

18. Village Green - Veteran's Memorial Pots

2 - New Zealand Flax as sub. For grass. - 10 in.

Note> surround with varieties of 95th St. Pots

19. Village Green - Veteran's Memorial - Sidewalk Raised bed (2) North of Memorial

84 - Coleus 'Oxblood' - 4in.(southside)

84 - Lantana 'New Gold' - 4in.(Middle)

150 - Begonia "Bronze Leaf Pink" - 4in. (north/short brick)

20. Village Green - Veteran's Memorial - Raised bed North of Memorial

264 - Angelonia 'Serena Purple' - 4 in.

90 - 4 Inch Easy Wave White Petunia

21. Village Green - Library Pine Tree / 95th & Cook Ave

225 - Sun Coleus 'Solar Saturn' - 4 in.

225 - Sun Coleus 'Life Lime' - 4 in.

250 - Marigold - "Janie Flame" - 4 in.

300 - White Wax Begonia/Green Leaf - 4 in

22. 95th St. and New England Berm

1,620 - Star Gold' Zinnia - 4 in. (Berm)

2,900 - Big Series Begonia-Red / Green Leaf - 4 in. (Berm)

150 - Marigold orange/yellow 'Durango Mix'- 4 in. (Bed @ Brick sign)

2000 - Angelonia 'Serena Purple' - 4 in. (Tree Rings)

2000 - Angelonia 'Serena White' - 4 in. (Tree Rings)

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23. 95th St. and Pulaski

652 - Blue Salvia 'Victoria Blue' - 4in.
912 - Red Celosia 'New Look'- 4 in.
4,000 - Impatiens 'Super Elfin' - 4in. (2 beds - 95th St.# 3,000 & Pulaski Ave # 1,000.)

23-a. Winter / Christmas

25 - bale / Balsam Boughs
25 - bunch / Red Twig Dogwood
15 - bunch / Bird branches

24. 98th St. & Central

6 - Purple Fountain Grass -6 in.
36 - Purple Wave Petunia - 4in.
30 - Yellow Celosia - 4in.

25. 99th St. and SW Highway Entryway sign

6 - Purple Fountain Grass - 6 in.
24 - Coleus 'Golden Bedder' - 4 in.
36 - Geraniums Bright Red - 4 in.

26. 111th St. and Kostner Ave.

1, 000 - Dusty Miller - 4 in.
3,000 - Bronze leaf pink wax begonias - 4 in.
(30 per tree ring -10 trees) - Coleus 'Golden Bedder' - 4 in.

26-a. Winter / Christmas

6 - 6 Foot Fresh Cut Tree, Balsam
9 - 8 Foot Fresh Cut Tree, Balsam
14 - 10 Foot Fresh Cut Tree, Balsam
9 - 12 Foot Fresh Cut Tree, Balsam
725 Feet / Cable and Anchors

27. SW Highway and Keeler

350- Marigold orange/yellow 'Durango Mix'- 4 in.

28. 95th Streets Pots (Summer)

Non-Sight Restricted – 88 Pots:

1 – 6 inch Purple Fountain Grass (1 gallon)
3 – 4 inch Purple Wave Petunia
3 – 4 inch Supertunia Bordeaux Petunia
3 - 4 Inch Easy Wave Blue Petunia
3 – 4 inch Easy Wave Pink Petunia

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3 - 4 inch Petunia - grandiflora Limoncello F1 Hybrid

Sight Restricted – 66 Pots:

- 5 – 4 inch Purple Wave Petunia
- 5 – 4 inch Supertunia Bordeaux Petunia
- 5 – 4 inch Easy Wave Blue Petunia
- 5 – 4 inch Easy Wave Pink Petunia

5 - 4 inch Petunia - grandiflora Limoncello F1 Hybrid

29. 95th Streets Pots (Winter / Christmas)

Non-Sight Restricted – 88 Pots:

- 1 - 4' Green rope light tree (supplied by VOL, but installed by the contractor.)
- 6 - red medium bows (approximately 7"x7")
- Winterberry accents
- 1 - Bundle of mixed boughs (approximately 24 branches per pot) consisting of variegated cedar, balsam fir, blue Frasier fir and white pine– to be installed inside the base of the tree as well for a full presentation.
- 6 - Large frosted cones (approximately 4-6")
- 2 - Strings of white lights (supplied by the VOL, but installed and secured by the contractor.)

Sight Restricted – 66 Pots:

- Mix of white painted cork screw willow and red twig dogwood as center pieces.
- 6 - Red medium bows (approximately 7"x7")
- Winterberry accents
- 1 - Bundle of mixed boughs (approximately 24 branches per pot) consisting of variegated cedar, balsam fir, blue Frasier fir and white pine.
- 6 - Large frosted cones (approximately 4-6" each)
- 2 - Strings of white lights (supplied by the VOL, but installed and secured by the contractor.)

Site Restricted - 9 Pots

Misc. Pots by The Village Hall & Village Green / Same as above, No Lights

30. Municipal Center - East Entrance / 2 Flower Beds - Fall Installation

1,000 each bed Chiquita Bordeaux bulbs

31. Municipal Center - circular raised bed / "Circle Sign" - Fall Installation

1,500 each bed Chiquita Bordeaux bulbs

32. Municipal Center - East Side/Grass Site - 4 Circle Rings - SPRING Install

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290 - 4.5" Delta Pure Rose Pansys

33. Municipal Center - Ernie Kolb Memorial - SPRING Install
265 - 4.5" Delta Pure Deep Orange Pansys 25 - 4.5" Dorbet Coconut Violas

34. Municipal Center - Blue Star Memorial - FALL Installation
1,000 - Chiquita Bordeaux bulbs

35. Municipal Center - Raymond Ave ISLAND BEDS / 2-Tiered
400 - 4.5" Delta Pure Blue with blotch Pansys - Spring Install 1,500 - 6" Pink Tulips - bulb - Fall Installation 1,500 - 6" Purple Tulips - bulb - Fall Installation

36. Municipal Center - Raymond Ave NORTH RAISED Planter - FALL
65 - 2 Gallon Mums - "Sparkling Cheryl" (yellow) & "Spicy" Cheryl (brown)

37. Municipal Center - Raymond Ave SOUTH RAISED Planter - FALL
45 - 2 Gallon Mums - "Sparkling Cheryl" (yellow) & "Spicy" Cheryl (brown)

38. Municipal Center - Ernie Kolb Memorial - FALL "along sidewalk"
20 - 2 Gallon Mums - "Sparkling Cheryl" (yellow) & "Spicy" Cheryl (brown)

Fall on the Green Festival - Decorations (material and set-up in Sept.)
200 Pumpkins (medium & large) 100 Corn Stalks 100 Bails of Hay

- * Tree rings – plant flowers completely around tree
- ** Amend the planting area with good potting soil, such as “The Jungle Growth” or equivalent as approved by the Director of Buildings and Grounds and lay mulch after the flowers are planted.

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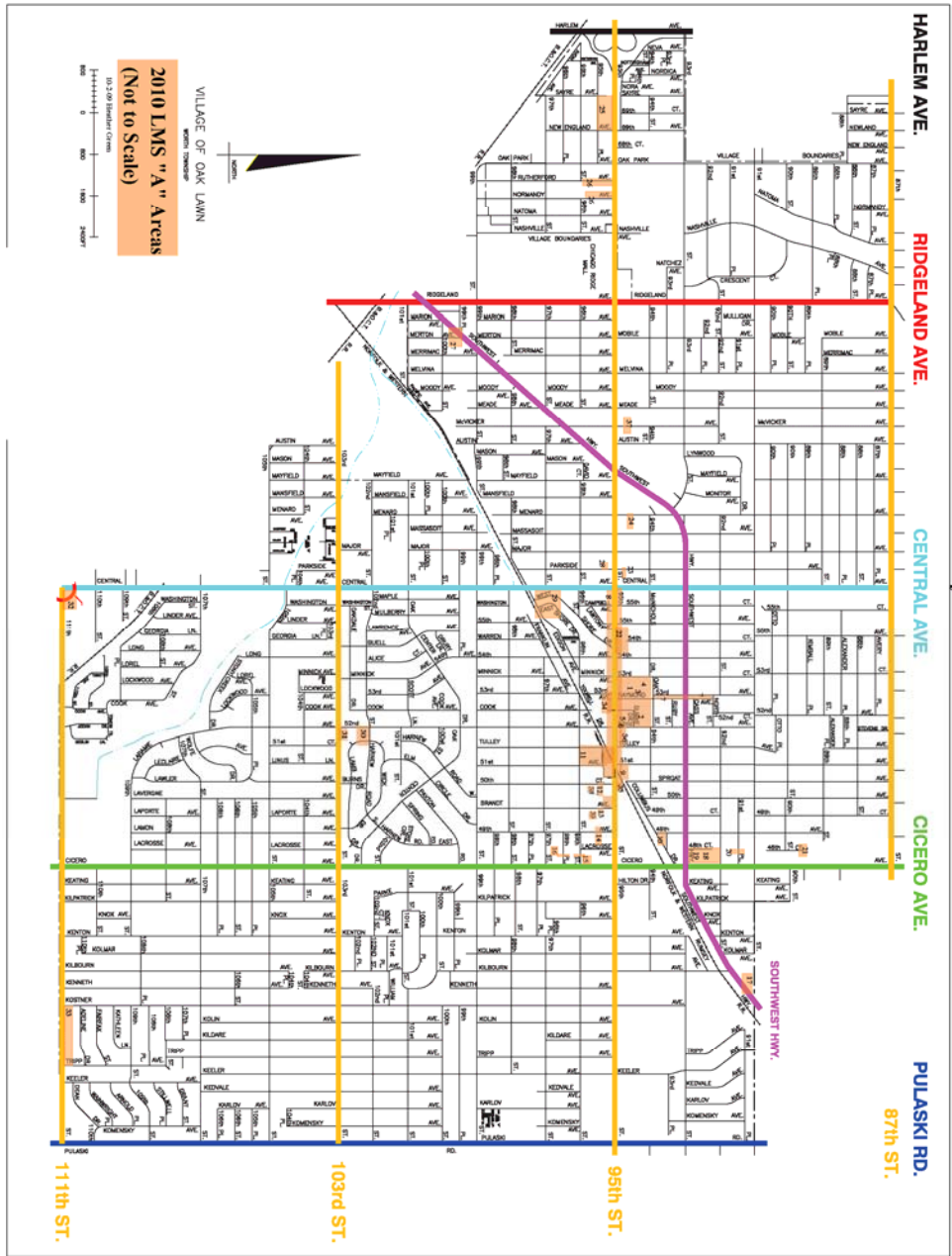
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5.0 LMSC MAPS

The following 5 maps are provided as an aid in understanding an overview of the approximate location for the landscape maintenance service (LMS) sites identified in the specifications. It does not include the AFI sites. The exact boundary lines will be identified at the mandatory Pre-Bid meeting and upon implementation of the contract.

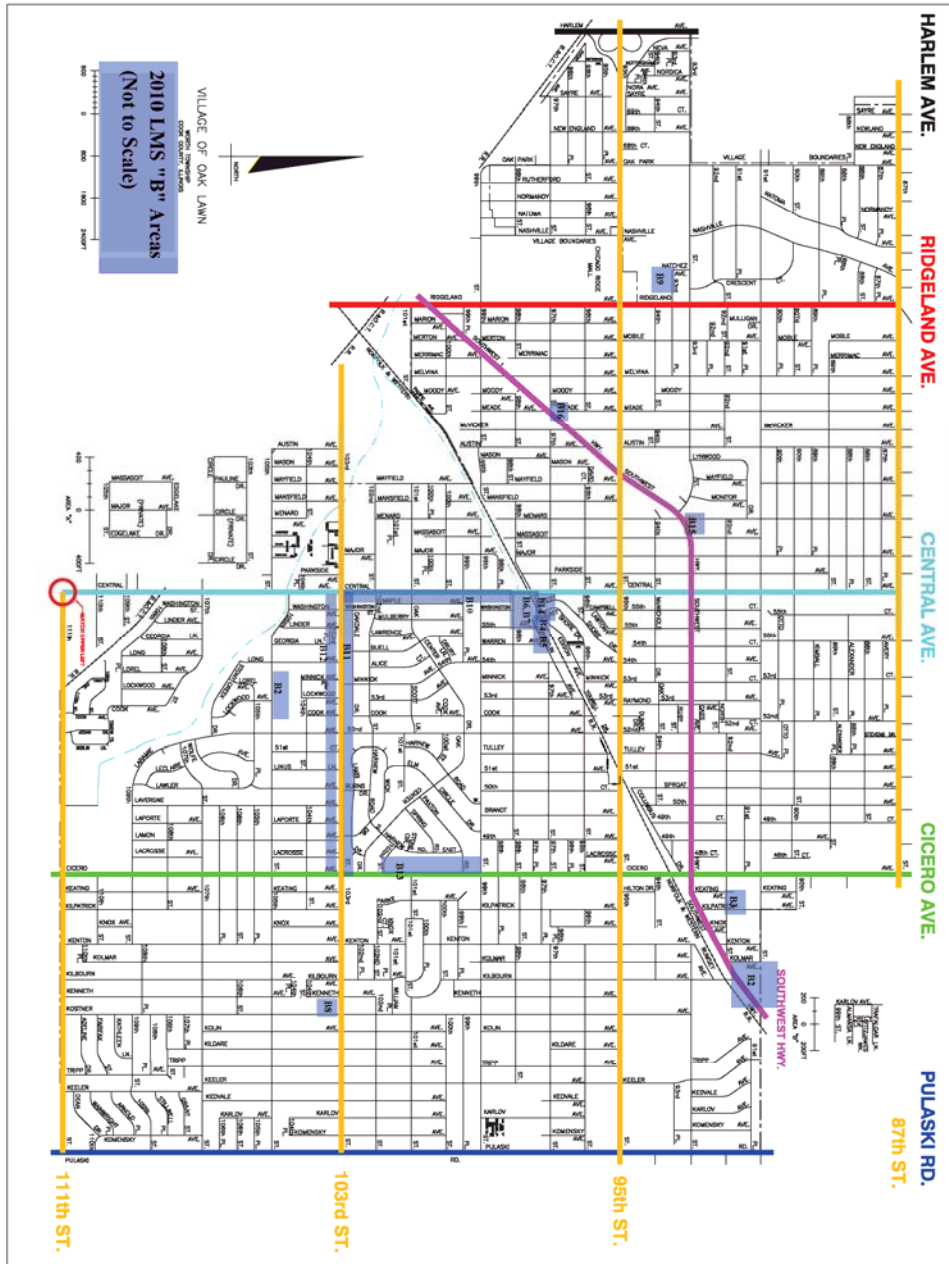
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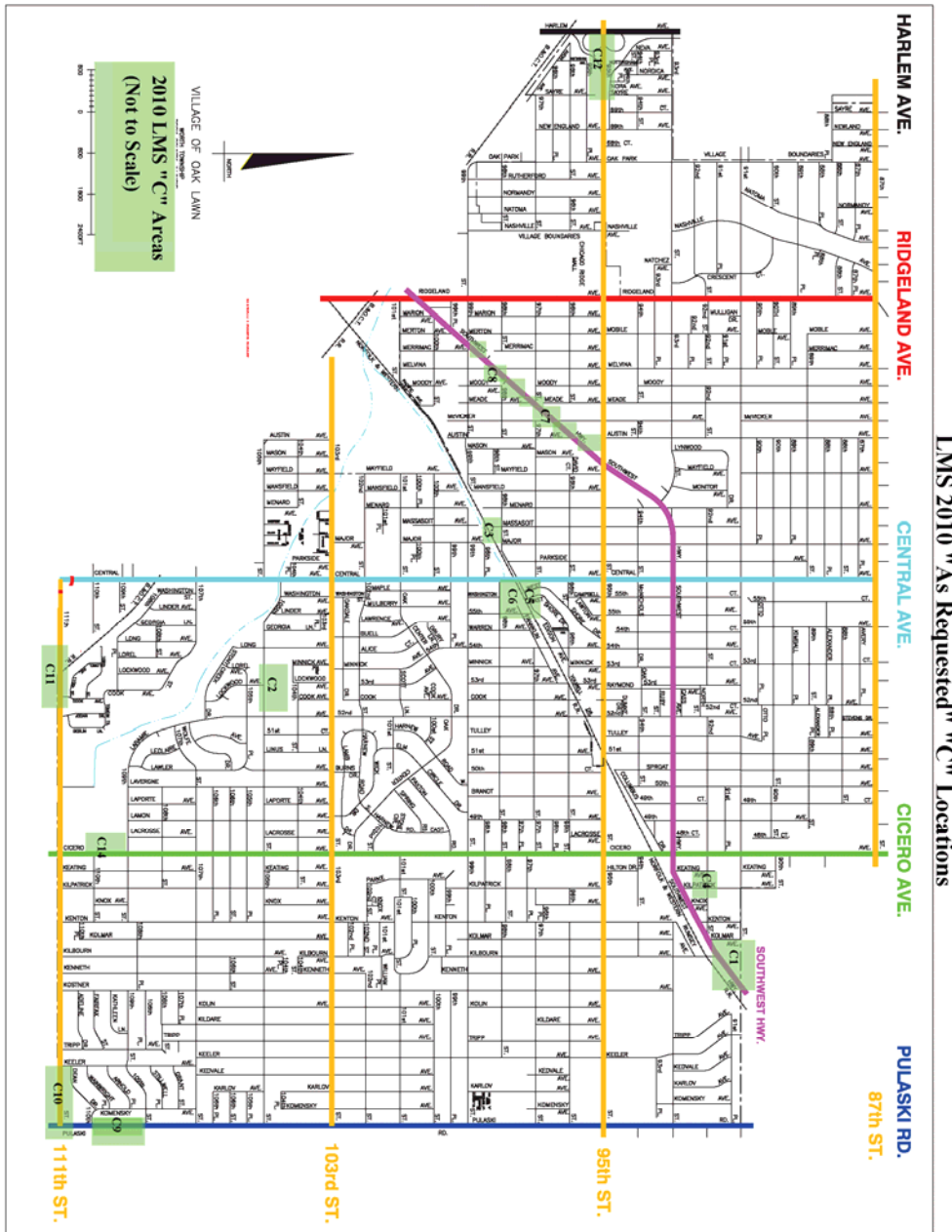
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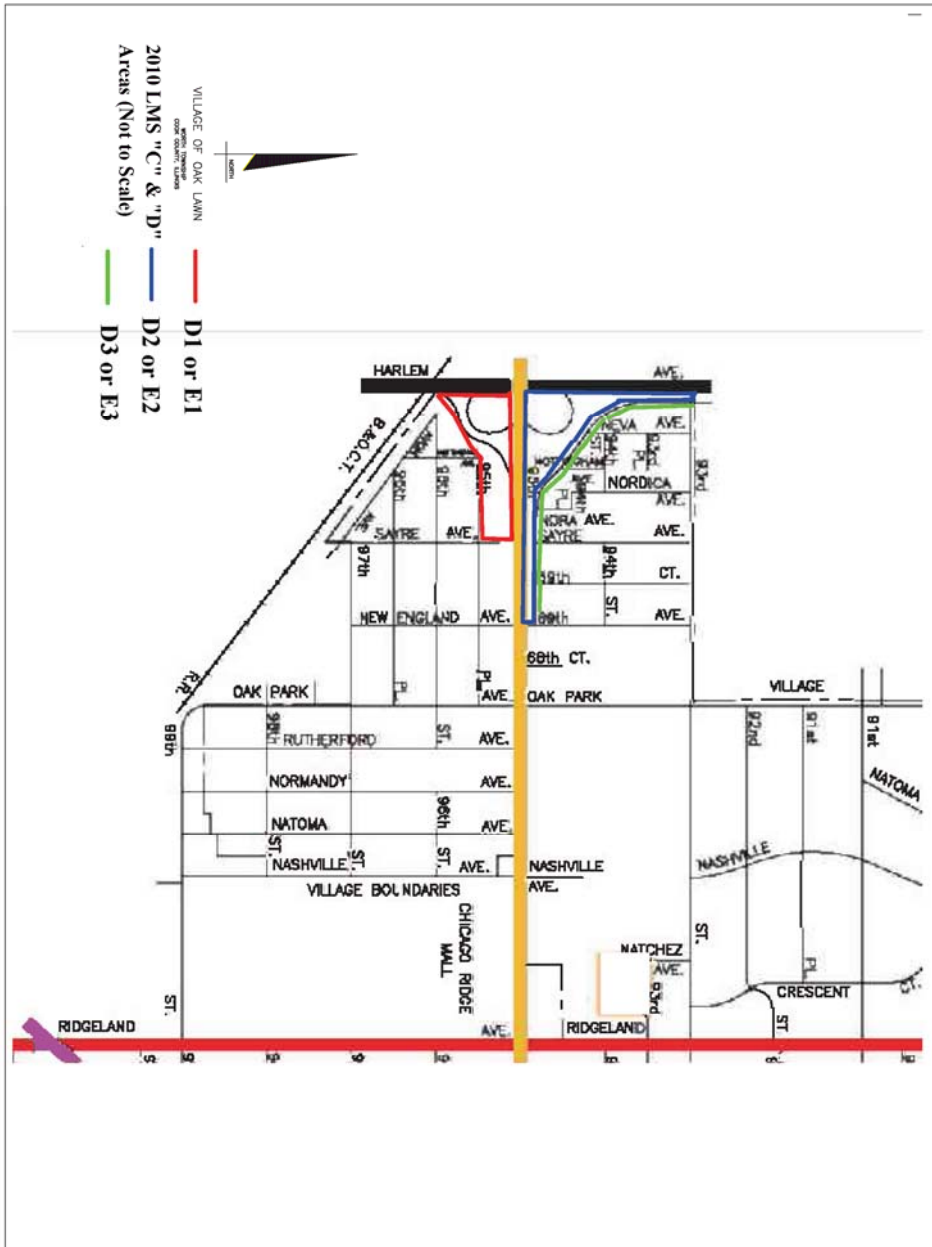
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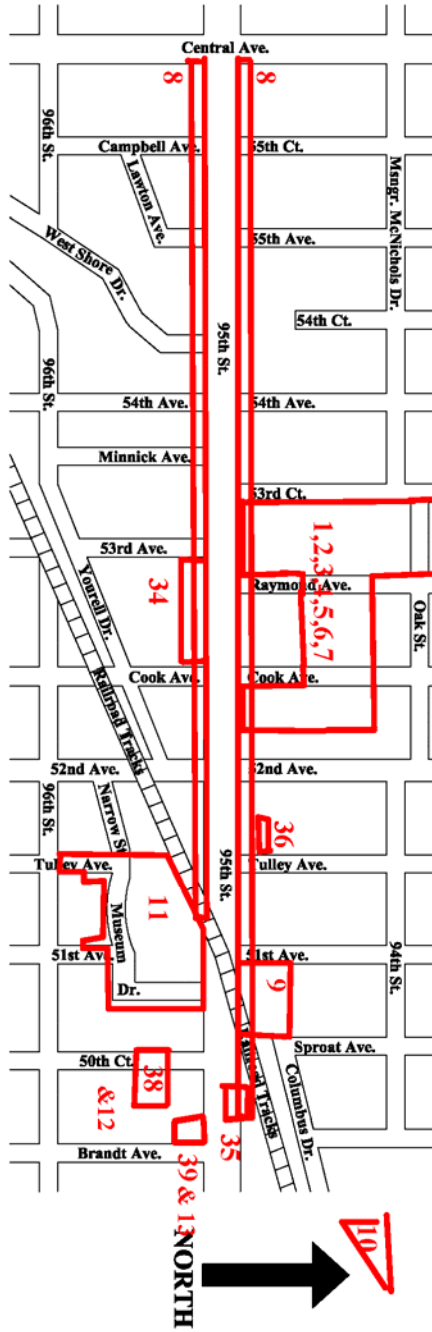


LMS 2010 "As Requested" "D" & "E" Locations

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DOWNTOWN OAK LAWN



LMS Downtown Arcas 2010
 Not to Scale. Approximate Only
 10.2.09 Heather Green

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