

# 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 #2020-01 2020 LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC)**

Said bid proposals will be received up to the hour of **10:00 am Wednesday, the 12<sup>th</sup> day of February, 2020**, in the office of the Village Clerk located on the second floor 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](http://www.oaklawn-il.gov). HOWEVER, YOU MUST CONTACT THE VILLAGE FOR AN ORIGINAL BID PACKET TO PARTICIPATE. Bid proposals must be submitted in a clearly marked, SEALED envelope, 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 10:15 am. on Monday, February 3<sup>rd</sup>, 2020 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 qualified bidder, to waive irregularities, and to reject any or all bid proposals.

To obtain a packet, contact Kim Bohanek at 708-499-7764 or [kbohanek@oaklawn-il.gov](mailto:kbohanek@oaklawn-il.gov). For other questions please contact Heather Stevenson, Village Forester at 708-499-7098 or [hstevenson@oaklawn-il.gov](mailto:hstevenson@oaklawn-il.gov).



**BID CONDITIONS**

- Each bidder must attend the pre-bid meeting.
- Each proposal shall be submitted in an 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 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 at its sole discretion.
- Proposals which are incomplete, conditional or which contain additions not called for, alterations or irregularities of any kind may be rejected.
- One (1) original and one (1) copy 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 qualified 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 20 % 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 SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

**BID #2020-01**

**2020 LANDSCAPE MAINTENANCE SERVICE  
& ANNUAL FLOWER INSTALLATION CONTRACT  
(LMS & AFIC)**

The Village of Oak Lawn is accepting bids for the 2020 LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC)

A mandatory pre-bid meeting will be held at 10:15 am on Monday, February 3<sup>rd</sup>, 2020, in the Municipal Center Auditorium to address any questions which may develop during the course of preparation of the bid proposal. All potential bidders are required to attend this pre-bid conference in order to receive a bid packet.

Bids must be received in the Village Clerk's office by 10:00 a.m. on Wednesday, February 12<sup>th</sup>, 2020. The bids will be opened publicly at 10:30 a.m. in the Oak Lawn Municipal Center Auditorium located at 9446 S. Raymond Avenue, Oak Lawn, IL 60453 on the 2<sup>nd</sup> Floor.

**VILLAGE OF OAK LAWN  
LANDSCAPE SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

**BID DUE: 10:00 am**

**BID OPENING DATE: Wednesday, February 12<sup>th</sup>, 2020  
10:30 am**

**BID OPENING TIME:**

**(Mandatory Pre-Bid meeting date: Monday, February 3<sup>rd</sup>, 2020 @ 10:15 am)**

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

**Bid proposals must be submitted in a clearly marked, SEALED envelope, on the forms provided, and are to include all detailed specification sheets and required supporting documentation.** (If you have printed the specification from our Village Website, you MUST contact the Village for a bid packet. These will also be available at our pre-bid meeting.) 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?
  - Sealed Envelope with Bid Number and Name of Organization attached to outside.
  - Completed Request for Quotation (1 page)
  - Signed Bid Proposal & Documentation (7 pages)
  - Photos of Experience (see 1.18)
  - Bid Bond or Cashier's check (see 1.14)
  - Certificate of Insurance (see 1.15)
- 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 SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

<b>Annual Costs 2020 ANNUAL FLOWER INSTALLATION (AFI)</b>					
	Activity	Quantity	Units	Unit Price	Total Per Item
<b>95<sup>th</sup> Street Pot Seasonal Installation</b>					
1	First Rotation (Summer Annuals) (Bed 28)				\$
2	Second Rotation (Winter Holiday) (Bed 29)				\$
<b>3</b>	<b>Subtotal (Add lines 1&amp;2)</b>				<b>\$</b>
<b>Other Annual Area Installation</b>					
4	Municipal Center (Beds 1-13 & 30-38-1)				\$
5	Village Green & Library (Beds 14-21)				\$
6	95 <sup>th</sup> St & New England Berm (Bed 22)				\$
7	95 <sup>th</sup> St & Pulaski (Bed 23 – 23a)				\$
8	98 <sup>th</sup> St & Central Ave (Bed 24)				\$
9	99 <sup>th</sup> St & Southwest Highway (Bed 25)				\$
10	111 <sup>th</sup> & Kostner Ave Installation (Bed 26 – 26a)				\$
11	Southwest Highway & Keeler Ave. (Bed 27)				\$
12	95th & 294 (Bed 39)				\$
<b>13</b>	<b>Subtotal (Add lines 4 through 12)</b>				<b>\$</b>
<b>TOTAL</b>					
<b>14</b>	<b>Total of AFI (Add lines 3+13)</b>				<b>\$</b>
<b>As Requested</b>					
15	First Rotation Design			<b>1 flowerpot @ \$ _____ per pot =</b>	\$
16	Second Rotation Install Design (Cost to replace a single flower pot at a time)			<b>1 flowerpots @ \$ _____ per pot =</b>	\$

<b>2020 LANDSCAPE MAINTENANCE SERVICES (LMS)</b>					
	Activity	Quantity	Units	Unit Price	Total per Item
<b>“Weekly” &amp; “As Needed” Maintenance Operations</b>					
<b>17.</b>	Monthly rate for “A” and “B” Areas (March 1st through December 31 <sup>st</sup> )	10	Months	\$	\$

<b>2020 TOTAL OF LMS &amp; AFI</b>					
	Activity	Quantity	Units	Unit Price	Total per Item
<b>TOTAL</b>					
<b>18.</b>	<b>Total (Add lines 14+17+20+21)</b>				<b>\$</b>

**VILLAGE OF OAK LAWN**  
**LANDSCAPE SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

<b>2020 LANDSCAPE MAINTENANCE SERVICES (LMS)</b>					
	<b>“As Requested” Maintenance Operations</b>	<b>Quantity*</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total per Item</b>
AR1	Oak Lawn Lake Mowing (per mowing)	3	Mowing	\$	\$
AR2	Oak Lawn Lake Broadleaf Weed Control (per app) (4 <sup>th</sup> 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	\$	\$
AR17	Fire Station #1, 4401 103 <sup>rd</sup> St. mowing (per mowing)	3	Mowing	\$	\$
AR18	Fire Station #2, 6457 93 <sup>rd</sup> Pl. mowing (per mowing)	3	Mowing	\$	\$
AR19	Detention ponds, n.e.c.&s.e.c. 52 <sup>nd</sup> Ave. & 100 <sup>th</sup> St. (per mowing)	3	Mowing	\$	\$
<b>20</b>	<b>Total AR1 – AR19</b>				<b>\$</b>

<b>“As Requested” Operations – “C” AREAS: Weed control services only</b>					
	<b>Activity</b>	<b>Quantity*</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total Per Item</b>
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	\$	\$
C11	*RR Delineator: Southwest Highway & Kilbourne	3	Application	\$	\$
C12	*RR Delineator: 54 <sup>th</sup> & Edison Ave/ Franklin Ave	3	Application	\$	\$
C13	*RR Delineator: Central & Edison Ave	3	Application	\$	\$
<b>21</b>	<b>Total of “C” Areas</b>				<b>\$</b>

**VILLAGE OF OAK LAWN  
LANDSCAPE SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

**EXPERIENCE, SKILLS, & REFERENCES**

1. Professional Staff:

<b>Professional Horticulturist</b>	
Name:	
School:	
Degree:	
Certifications:	
Main Account Contact?	Y / N

<b>Professional Turf Specialist</b>	
Name:	
School:	
Degree:	
Certifications:	
Main Account Contact?	Y / N

<b>Main Contact Person: (if different from above)</b>	
Name:	
School:	
Degree:	
Certifications:	
Years with Company:	

2. Your current Illinois Commercial Pesticide Applicator and Operator(s)

Employee Name	Yrs w/ company	Yrs License	License Type	License #

3. Anticipated maximum and minimum crew sizes with its bid.

Minimum:	Maximum:

4. Subcontractor(s) work.

Company Name:	Type of Work:

**VILLAGE OF OAK LAWN  
LANDSCAPE SERVICES CONTRACT 2020 (LMS & AFIC Bid #2020-01)**

5. Provide a portfolio experience.

<b>Total # years of municipal landscape maintenance experience:</b>	
<b>Total # years of municipal annual flower install &amp; maintenance experience:</b>	

<b>Site #1</b>	
Site Name & Address & Years:	
Project Coordinator:	
Organization Name:	
Address:	
Phone:	
E-mail:	
Annual Flowers? Y/N Design? Y/N Routine Landscape Maintenance? Y/N	

<b>Site #2</b>	
Site Name & Address & Years:	
Project Coordinator:	
Organization Name:	
Address:	
Phone:	
E-mail:	
Annual Flowers? Y/N Design? Y/N Routine Landscape Maintenance? Y/N	

<b>Site #3</b>	
Site Name & Address & Years:	
Project Coordinator:	
Organization Name:	
Address:	
Phone:	
E-mail:	
Annual Flowers? Y/N Design? Y/N Routine Landscape Maintenance? Y/N	

<b>Site #4</b>	
Site Name & Address & Years:	
Project Coordinator:	

**VILLAGE OF OAK LAWN  
LANDSCAPE SERVICES CONTRACT 2020 (LMS & AFIC BID #2020-01)**

Organization Name:	
Address:	
Phone:	
E-mail:	
Annual Flowers? Y/N Design? Y/N Routine Landscape Maintenance? Y/N	

Site #5	
Site Name & Address & Years:	
Project Coordinator:	
Organization Name:	
Address:	
Phone:	
E-mail:	
Annual Flowers? Y/N Design? Y/N Routine Landscape Maintenance? Y/N	

6. Membership in an industry recognized professional organizations:

Member:	

**BEHIND THE BID PROPOSAL PLEASE PLACE THE FOLLOWING ATTACHMENTS:**

- Enclose Attachment A: Completed Request for Quotation.**
- Enclose Attachment B: Certificate of Insurance. (See 1.15 of specifications.)**
- Enclose Attachment C: Bid Deposit of \$2,000. (See 1.14 of specifications.)**
- Enclose Attachment D: Labeled Photo Documentation (See 1.18 of specifications.)**
- Enclose Attachment E: Any additional information about your company in support of your qualifications in regards to experience, skills and experience.**



**VILLAGE OF OAK LAWN  
LANDSCAPE MAINTENANCE  
SERVICE & ANNUAL FLOWER  
INSTALLATION CONTRACT  
(LMS & AFIC)  
SPECIFICATION  
2020**

**BID # 2020-01**

PREPARED 1-9-2020  
BY  
HEATHER STEVENSON  
VILLAGE FORESTER

**VILLAGE OF OAK LAWN  
LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER  
INSTALLATION CONTRACT (LMS & AFIC) 2020-01**

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**VILLAGE OF OAK LAWN  
LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER  
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**VILLAGE OF OAK LAWN  
LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER  
INSTALLATION CONTRACT (LMS & AFIC) 2020-01**

**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 95<sup>th</sup> 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 Public Works.

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 Public Works, within the first ten (10) days of the Contract. After the initial 10 day period and throughout the Contract, the Director of Public Works or his representative may direct the Contractor to correct any deficiencies that do not meet the standards established. After notice of deficiencies, the

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Contractor will be granted a 10 day period to cure any deficiencies.

If the Contractor fails to comply within the 10 day cure period, the Director of Public Works 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 Public Works 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.

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6. Provide evidence of all licenses and permits that may be required for all LMS & AFIC activities.
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 Public Works, 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 Public Works or his/her representative. The Contractor may recommend instances, for approval by the Director of Public Works or his/her representative, 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.

See the Appendix for an example our Calendar of Events.

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**1.6 REPORTING REQUIREMENTS**

As previously mentioned, the Contractor shall submit reports (e.g., weekly, monthly, annually, etc.) in any form, content, and substance that may be required by the Director of Public Works, or his/her 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 Public Works' 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 Public Works 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 & AFIC as required by this contract. At the onset of the Contract the Contractor shall provide staffing schedules for the Director of Public Works' 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.

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 Public Works or his/her representative.

Upon approval from the Director of Public Works, 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 Public Works 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 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<br>Statutory Limits |
| d) | Errors and Omissions<br>(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 qualified bidder, to waive irregularities, and to reject any or all bid proposals.

Conflict of Interest—Bidder represents and certifies that, to the best of its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Bidder or in this Contract/Proposal, or has personally received payment or other consideration for this Contract/Proposal; (2) as of the date of this Contract/Proposal, neither Bidder nor any person employed or associated with Bidder has any interest that would conflict in any manner or degree with the performance of the obligations under this Contract/Proposal; and (3) neither Bidder nor any person employed by or associated with Contractor shall at any time during the term of this Contract/Proposal obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Contract/Proposal. In the event that the Village determines that this Contract/Proposal was negotiated, entered into, or performed in violation of any of the provisions of Section 1-15-7 of the Oak Lawn Village Code it shall be voidable as to the Village.

Errors and Omissions—The Bidder is expected to comply with the true intent of this Request for Bids taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or the Village. Should the Bidder suspect any error, omission, or discrepancy in the specifications or instructions, the Bidder shall immediately notify the Village in writing, and the Village will issue written corrections or clarifications. The Bidder is responsible for the contents of its Proposals and for satisfying the requirements set forth in the Request of Bids. Bidder will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Bidder in the process of putting the bid together.

Interpretation—Interpretation of the wording of this document shall be the responsibility of the Village and that interpretation shall be final.

**1.18 EXPERIENCE, SKILLS, & REFERENCES**

The Contractor must:

1. Provide professional horticultural & turf specialist on staff who has attended and graduated from a recognized university.
2. Provide the names, experience and license type and number for your current Illinois Commercial Pesticide Applicator and Operator(s) that shall be used for applying herbicides, pesticides and fertilizers. Provide copies of licenses also. List a minimum of one staff member in charge of

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making applications. Additionally, if applicable, list additional staff with application responsibilities. If subcontracting, identify subcontractor and their qualified staff:

3. Provide an anticipated maximum and minimum crew sizes with its bid.
4. Provide a list and description of any work to be performed by subcontractors with its bid.
5. Provide a portfolio experience:
  - a. At least five (5) examples spanning five (5) years of similar successful projects undertaken by the bidding contractor
    - i. Public annual flower design, installation and maintenance projects.
    - ii. Public landscape maintenance and horticultural services contracting.
  - b. Provide portfolios of each including written and photo documentation and references. The reference information must include:
    - i. Site photo(s).
    - ii. The location of the site (address) and site name (if applicable).
    - iii. Client/ Project Coordinator's name, phone number, e-mail and mailing address.
6. Membership in an industry recognized professional organization is encouraged.

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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 until December 31 of each Contracted year.

**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.

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

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 21 of each Contracted year. 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 Public Works, or his/her 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 twenty one days, for example, miracle grow. Follow directions on container. Notify Director of Public Works 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 (i.e. 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

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direction of the Director of Public Works, or his/her representative, the pots must 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 Public Works or his/her 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 6 and to be completed by January 24<sup>th</sup> of each Contracted year weather pending. If it is anticipated that this action occurs before or after this time frame, the Contractor must contact the VOL Director of Public Works 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 repack the trees in the boxes, if provided. The VOL will store the decorations.
- Upon completion of 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 21 of each Contracted year. 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 Public Works, or his/her 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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- Three applications of a slow release granular balanced fertilizer (10-10-10). Notify Director of Public Works 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 Public Works, or his/her 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 Public Works.
- 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.

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All tools or equipment shall be properly maintained and sharpened.

**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 Public Works.

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

**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. One 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.

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2.7.1 TURFGRASS BROADLEAF WEED CONTROL

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.

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

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 Public Works, or his/her 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 Public Works or his/her 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 Public

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Works and is required to be removed, it will be performed by the Contractor at the Contractor’s expense with no additional compensation.

With the duration of 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 Public Works, or his/her 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.) *The broadleaf weeds, including young trees, will be under control by end of the contract*

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 duration of 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 95<sup>th</sup> 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 95<sup>th</sup> street and cross streets to alley on both the north side and south side of 95<sup>th</sup> street. (On the north side of 95<sup>th</sup>, weed control/ landscape maintenance extends to include the area around the Tank just east of the railroad tracks.)

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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

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.

Provide weed control service for the hardscape, landscape beds, and tree rings next to the turf areas of “B” areas equal to those found in 2.8.1 and 2.8.6.

*Also provide root sucker maintenance in tree ring areas.*

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 Public Works 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 Public Works 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 Public Works 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.

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Evergreen and deciduous hedges may be sheared to shape. The Director of Public Works 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 Public Works.**

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.) *(For the duration of contract, all spirea will be cut down for rejuvenation and all red twig will be cleaned of cankered canes and 1/3 the live plant material. The 111<sup>th</sup> and Kostner berm will address the height conflicts of the bushes, perennials and grasses with pruning. Pruning the height of the roses will be addressed at a minimum.)*

**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 Public Works. 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 Public Works. Upon approval by the Director of Public Works, the said plants shall be removed immediately.

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Losses are to be evaluated as early as possible in spring and recommendations for replacement made immediately in writing to the Director of Public Works. 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.”

**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 Public Works or his representative as to the acceptable watering conditions or recommended changes.

The Contractor shall provide watering of the 95<sup>th</sup> & Cook planters (Prairie Town Center) for the Contracted seasons’ 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.”

The Contractor shall provide watering of the 95<sup>th</sup> & 294 flower beds for the Contracted seasons’ as needed. The site is not irrigated and is a flower bed. Access can be made via shoulder of the 294 roadway. The Tollway will issue permits for such work. Bids must include all costs of tolls incurred.

For the Contracted seasons’, watering “as needed” the planting bed at the Village Parking Lot 95<sup>th</sup> & 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.

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An assessment of winter damage shall be made and reported in writing to the Director of Public Works 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 overnight. In the course of routine activities by the landscape maintenance 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 Public Works or his representative.

The Contractor's staff on the site are to immediately report to the Director of Public Works 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.

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**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 Public Works 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 Public Works 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 and charged. It is the Contractor’s responsibility to report any damage immediately to the Director of Public Works 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 Public Works 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.

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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 - “AS REQUESTED”**

**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 Public Works, 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 Public Works or his/her 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 Public Works 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 Public Works 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 Public Works.

**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 Public Works 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 Public Works.

**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 & AFIC Contractor on the chronic violators for consistency. The LMS & AFIC 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 Public Works, 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 98<sup>th</sup> & Central.

Watering, except for the site of 95<sup>th</sup> & 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 Public Works, 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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**TECHNICAL SPECIFICATIONS - “AS REQUESTED”**

**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 Public Works, alternative species may be planted as replacements.

Plant material must be vigorous and the material must be approved by the Director of Public Works or his/her 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.

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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. 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 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 16<sup>th</sup> and no later than June 6<sup>th</sup> of each contracted year. 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 14<sup>th</sup> and no later than November 21<sup>st</sup> of each contracted year. 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 Public Works.

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 every 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 16th and no later than June 6<sup>th</sup> of each contracted year. Any variance off of this date must be approved by the Director of Public Works 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 – “A” AREAS

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

1. **\*Municipal Center**
  2. **\*Village Green, including alley and North of Alley at North East corner of Green.**
  3. **\*Village Parking Lots located North, and West of the Municipal Center**
  4. **\*Village Parking Lot 9420 52<sup>nd</sup> 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. 95<sup>th</sup> Street)**
  7. **Two median areas located north of the Municipal Center from Oak St. to North St., between 53<sup>rd</sup> Ave. and Raymond Ave.**
- 
8. **95<sup>th</sup> Street Sidewalks and curbs from Central to the Railroad Tracks**
  9. **Metra Commuter parking lot located at 95<sup>th</sup> St. and Columbus Dr. (North of 95<sup>th</sup> St.)**  
*Including parkway in North East corner with tree and electrical box.*
  10. **Columbus Ave. Triangle (49<sup>th</sup> Ave. & Columbus Dr.)**
  11. **Metra Station & Commuter parking garage located at 95<sup>th</sup> St & Tulley (South of 95<sup>th</sup> St.)**  
(includes sidewalks, etc.)
  12. **Traffic Control Island 50<sup>th</sup> Ct & 95<sup>th</sup> St. (South of 95<sup>th</sup> St.)**
  13. **Traffic Control Islands Brandt & 95<sup>th</sup> St (South of 95<sup>th</sup> St)**
  14. **Traffic Control Islands & Parking Lot 49<sup>th</sup> Ave. & 95<sup>th</sup> St. (South of 95<sup>th</sup> St.)**  
(Parking Lot is between 49<sup>th</sup> Ave & LaCrosse Ave. only the west half of this lot.)
  15. **Traffic Control Island 96<sup>th</sup> St & Cicero (West of Cicero)**
  16. **Traffic Control Island 96<sup>th</sup> Pl & Cicero (West of Cicero)**
  17. **Entryway sign area located near Southwest Highway and Kilbourn Ave. (includes mowing)**
  18. **Village Parking Lot @ 9223-9235 48<sup>th</sup> Ct. (Fox’s)**
  19. **Village Parkway @ 48<sup>th</sup> Ct dead end from 93<sup>rd</sup> St. (Southwest Highway) north to dead end.**  
(Includes entire east parkway to wall and north end to west sidewalk east to wall.)
  20. **Traffic Control Island @ 91<sup>st</sup> Pl. & Cicero (West of Cicero)**
  21. **Cul-de-sac @ 48<sup>th</sup> Ct & 90<sup>th</sup> St (North End)**
  22. **Village parking lot located at 5424 W 95<sup>th</sup> St. (north of BJ McMann’s and west of TGIF and north of wall)**
  23. **Village Parking Lot @ 5620 95<sup>th</sup> St/ 9425 Parkside Ave. (North of Century 21) *Including from Alley to sidewalk (along wall).***
  24. **Entryway sign area located near 95<sup>th</sup> 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 95<sup>th</sup> St west to the ramp and south to fence.)**

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- 25. Southwest Highway and 99th Pl (median & raised planter) – Entryway Sign**
- 26. 9514 Parkside Ave. (South of Oak Lawn Bank) – Village Parking Lot
- 27. Oak Lawn Lake (East Shore Dr. and West Shore Dr. and 96th St. and Edison Ave.)  
(Hardscape: curb, ramps and decks included. Landscape: street to water edge)
- 28. **52nd Ave. and Harnew Road South** (includes rock areas) (SE corner) – Detention Pond
- 29. **Village Pump Station building located at 10259 S 52nd Ave.**
- 30. **111th St. and Cicero Ave. (NE corner) (Entryway Sign)**
- 31. **Kostner Ave. & 111<sup>th</sup> (NE corner) (Entryway Sign)**
- 32. **Tree Planter Boxes 95<sup>th</sup> & Cook (south side) (Prairie Town Center)**
- 33. Army Tank @ 95<sup>th</sup> & 50<sup>th</sup> Ct – (north side)
- 34. Village Parking Lot @ 95<sup>th</sup> & Tulley (north side) (Krauss’s Tavern)(includes parkway)
- 35. Traffic Control Island 95<sup>th</sup> & McVicker (north side)(McDonald’s / Speedway)
- 36. 95<sup>th</sup> & 50<sup>th</sup> Ct – Village Parking Lot & Traffic Control Island (south of alley) Be sure to trim back bushes on South end of lot away from parking stalls.
- 37. 95<sup>th</sup> & Brandt (SE corner)- Village Parking Lot
- 38. **95<sup>th</sup> & Cook (alley to RR tracks, Cook to 52<sup>nd</sup>) (Morningside) – Village Parking lot**
- 40.1 96<sup>th</sup> & Cook (south of RR) – Lawn area
- 40.2 Corner parkway lawn at 96<sup>th</sup> St. and 52<sup>nd</sup> ave. (Northwest corner of intersection)
- 40.3 96<sup>th</sup>, Yourell (north of RR) - Lawn area from 52<sup>nd</sup> ave. to 5317 96<sup>th</sup> St.
- 39. 93<sup>rd</sup> Pl & Keeler (SE corner) – Detention Pond
- 40. 95<sup>th</sup> & 53<sup>rd</sup> (south side) (Delores Interiors 5307 95<sup>th</sup> St.) – Village Parking Lot
- 41. Southwest Highway & Menard (NE corner) “Menard Triangle” – Lawn area and along wall
- 42. **95<sup>th</sup> & Pulaski (Entryway Sign)**
- 43. 5550 98<sup>th</sup> Street (Welcome Sign) Flower bed
- 44. 95<sup>th</sup> & 294 Oak Leaf Welcome Sign and Entryway- (Includes weeding, mulching, water as needed.)
- 45. Lawn triangle at South West Highway and Meade. From alley to SW HWY. including cul-de-sac and parkway.
- 46. Bike Path lawn on Pacific Ave East of Melvina to Meade. cut lawn from curb to rail road track.  
\*Biweekly
- 47. **52<sup>nd</sup> Ave. and 100<sup>th</sup> St., northeast and southeast corners – Detention Ponds**

Bolded areas are highest profiles and priorities.

\*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 on Tuesday of each week; and, each Friday prior to Special Events, unless otherwise directed by the Director of Public Works or his/her representative. In cases where a Special Event is scheduled for a Friday; this work shall be performed on Thursday.

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5.0.1 LANDSCAPE MAINTENANCE LOCATIONS – “B” AREAS -

Bidder proposed to furnish weed control as identified in 2.8.8: *(Note weed control inside of fences of water facilities is not required nor desired nor permitted. Weed control in these areas is very specific. Removal of root suckers in tree rings is also expected.)*

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 <sup>rd</sup> Street (Cicero to Central) – North
B10	103 <sup>rd</sup> Street (Cicero to Central) – South
B11	Little Cicero (99 <sup>th</sup> St to 102 <sup>nd</sup> St)
B12	Edison Ave – South Side (Central to 55 <sup>th</sup> Ave)
B13	SW Hwy & 97 <sup>th</sup> St – (Meade Triangle)
B14	North side of 96 <sup>th</sup> St. from Cook to 52 <sup>nd</sup> Ave. sidewalk along fence.
B15	52 <sup>nd</sup> Ave and 100 <sup>th</sup> St. Detention Pond areas on northeast and southeast corners.

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5.0.2 LANDSCAPE MAINTENANCE LOCATIONS – “C” AREAS

Bidder proposes to furnish maintenance as identified in 3.13: *(Note weed control inside of fences of water facilities is not required nor desired nor permitted. Weed control in these areas is very specific.)*

C1	Water Tower – Fenceline (98 <sup>th</sup> & Massasoit)
C2	92 <sup>nd</sup> & Kilpatrick – Yard
C3	5532/ 5550 98 <sup>th</sup> St – Yard
C4	5532/ 5550 98 <sup>th</sup> St – Perimeter non-turf
C5	SW Hwy Parking Islands
C6	SW Hwy 99 <sup>th</sup> to Ridgeland (River Rock areas)
C7	Pulaski Guardrails (107 <sup>th</sup> to 110 <sup>th</sup> )
C8	111 <sup>th</sup> Street – North Side (Keeler to Pulaski)
C9	111 <sup>th</sup> Street & RR – Median (West of Cook Ave)
C10	95 <sup>th</sup> Street Median & Curbs (New England to Harlem)
C11	*RR Delineator: Southwest Highway & Kilbourne
C12	*RR Delineator: 54 <sup>th</sup> & Edison Ave/ Franklin Ave
C13	*RR Delineator: Central & Edison Ave

\*= areas require at least 3 applications per year

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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 herbicides)
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 herbicides)
May 20	-	Start watering of 95 <sup>th</sup> 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)
June 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
July 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 herbicides)
“	-	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 95<sup>th</sup> 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 95<sup>th</sup> 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

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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.

<b><u>Approximate Date</u></b>	<b><u>Application</u></b>	<b><u>Description</u></b>
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 2020 SCHEDULE OF EVENTS – FOR AN EXAMPLE ONLY**

**Special Events Dates – 2020 (TENTATIVE CALENDAR)**

<b>Easter Egg Hunt</b> (VILLAGE GREEN) (Wolfe Wildlife/Richards H.S. south lot)	<b>April 4th</b>	<b>11:30 AM/12:00 NOON/12:30 PM</b>
<b>Summer Concerts</b> (VILLAGE GREEN)		<b>7:00 PM Starting Time</b>
<ul style="list-style-type: none"> <li>• <b>May</b> <b>TBD</b></li> <li>• <b>June</b> <b>TBD</b></li> <li>• <b>June</b> <b>TBD</b></li> <li>• <b>July</b> <b>TBD</b></li> <li>• <b>July</b> <b>TBD</b></li> <li>• <b>August</b> <b>TBD</b></li> </ul>		
<b>Farmers Market</b> (52 <sup>nd</sup> Ave & Dumke Drive)	<b>June 3<sup>rd</sup> – Oct 14<sup>th</sup></b>	<b>Every Wednesday</b> <b>Market closed on Sep 9 due to FOG</b>
<b>Movies on the Green</b> (VILLAGE GREEN)		<b>“At Dusk” Starting Time</b>
<ul style="list-style-type: none"> <li>• <b>June 19</b> <b>TBD</b></li> <li>• <b>July 17</b> <b>TBD</b></li> <li>• <b>August 14</b> <b>TBD</b></li> </ul>		
<b>4<sup>th</sup> of July Parade</b> (95 <sup>th</sup> ST b/n 51 <sup>st</sup> & 55 <sup>th</sup> Ct)	<b>Saturday, July 4<sup>th</sup></b>	<b>10:00 AM</b>
<b>Fall on the Green</b> (VILLAGE GREEN)	<b>September 11, 12, and 13</b>	
<b>Santa on the Green</b>	<b>November 28<sup>th</sup></b>	<b>Noon to 3PM</b>

**VILLAGE OF OAK LAWN  
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## VILLAGE OF OAK LAWN

### 2019 SPECIAL EVENTS CALENDAR

APRIL						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**13**  
**EASTER EGG HUNT**  
 VILLAGE GREEN  
 11:30 / 12:00 / 12:30



AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**4** SUMMER CONCERT SERIES  
 7PM - 9:30PM

**14** MOVIES ON THE GREEN  
 MOVIES BEGIN 8:00 PM

**25** SUMMER CONCERT SERIES  
 7-11 PM 9:30PM

\* NO MAY EVENTS SCHEDULED \*

JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**2** SUMMER CONCERT SERIES  
 7PM - 9:30PM

**16** SUMMER CONCERT SERIES  
 7PM - 9:30PM

**28** MOVIES ON THE GREEN  
 MOVIES BEGIN 8:00 PM

**30** SUMMER CONCERT SERIES  
 7PM - 9:30PM

SEPTEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**6 - 8**  
**FALL ON THE GREEN**  
 FRIDAY: 6PM - MIDNIGHT  
 SATURDAY: 11AM - 11:00PM  
 SUNDAY: 11AM - 8PM



\* NO OCTOBER EVENTS SCHEDULED \*

JULY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**4** FOURTH OF JULY PARADE  
 Starts at 10AM  
 55th & 56th to 55th & 57th



**21** SUMMER CONCERT SERIES  
 7PM - 9:30PM

**26** MOVIES ON THE GREEN  
 MOVIES BEGIN 8:00 PM

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**30**  
**SANTA ON THE GREEN**  
 SATURDAY:  
 NOON - 5PM




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**5.5 REPORTING FORM EXAMPLES**

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. The forms below are examples only of what the Village would like to see. Contractor will send a record of what work has taken place in the Village at least once a week to the Village Forester, Director of Public Works, and Streets Department Manager.

WEEK OF: \_\_\_\_\_ 2012

**WEEKLY SITES**

SERVICED	Area	Description
*	1	Municipal Center
*	2	V. Green
*	3	V. Pkg lots ( N, S, W of MC)
*	4	V. Pkg lot (E of Village Green)
*	5	V. Pkg lot (E of Library)
*	6	5210
*	7	2 Medians
*	8	95th Street sdwlks 7 curbs
*	9	Metra - North
*	11	Metra - South
*	17	E Sign @ SWHwy & Kilbourn
*	25	E Sign @ 95th & New England
*	27	E Sign @ SWHwy & 99th Pl.
*	29	Oak Lawn Lake
*	30	Det. Pond (52nd)
*	31	Pump Station (52nd)
*	32	E Sign @ 111th St. & Cicero
*	33	E sign @ 111th St. & Kostner
*	34	Tree Planter Boxes (95 & Cook)
*	35	Tank

Comments (Including Damage):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When using chemicals, please use additional sheet.  
 Thank you for completing this report.  
 hgreen@oaklawn-il.gov  
 Fax 708-499-7065

WEEK OF: \_\_\_\_\_ 2012

**EVERY OTHER WEEK SITES**

Serviced	Area	Description
	10	Columbus Triangle
	12	TCI 50th Ct
	13	TCI Brandt
	14	TCI & Parking Lot 49th Ave.
	15	TCI 96th St
	16	TCI 96th Pl
	18	V P L (Fox's)
	19	48th Ct & Southwest Hwy
	20	TCI @ 91st Pl
	21	Cul-de-sac @ 48th Ct & 90th St
	22	TGIF
	23	VPL @ 95th & Parkside (N)
	28	VPL @ 95th & Parkside (S)
	36	VPL 95th & Tulley (N)
	37	TCI 95th & McVicker (N)
	38	VPL TCI 95th & 50th Ct (S)
	39	VPL 95th & Brandt (S)
	40	VPL 95th & Cook
	41	Det. Pond (93rd Pl & Keeler)
	42	VPL, 95 & 53rd (S)
	43	Menard Triangle (SWH & Menard)
	44	Fire Station #1
	45	Fires Station #1

Comments (Including Damage):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When using chemicals, please use additional sheet.  
 Thank you for completing this report.  
 hgreen@oaklawn-il.gov  
 Fax 708-499-7065



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**5.6 SUMMER ANNUAL DESIGN DETAILS**

**2020-2022 ANNUAL FLOWER INSTALLATION**

**1. Municipal Center - East Entrance / 2 Flower Beds**

8 - Dwarf Canna Burgundy Leaf, Pink Flower - 6in.  
128 - New Gold Lantana - 4 in.  
104 - Sun Coleus 'Trailing Plum' - 4 in.  
40 - White Wax Begonia/Green Leaf - 4 in  
20 - Wandering Jew - 4 in

**2. Municipal Center - Ernie Kolb Memorial**

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

**3. Fountain Bed (Next To EK Memorial)**

24 - 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**

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

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

80 - Angelonia 'Serena Purple' - 4 in.  
64 - Star Gold' Zinnia - 4 in.

**6. Municipal Center Island - 8 tree rings \***

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

**7. Municipal Center - north entrance**

40 - Sun Coleus 'Solar Saturn' - 4 in.  
15 - Coleus "Electric Lime" - 4 in.

**8. Municipal Center - west entrance**

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

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

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

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<b>9-1. Municipal Center - East Side/Grass Site - 4 Circle Rings &amp; 1 Circle Ring "North Side"</b>
40 - Red Wax Begonia/Bronze Leaf - 4 in. per ring

<b>10. Municipal Center - Raymond Ave NORTH RAISED Planter</b>
55 - Celosia-Yellow - 4 in. 80 - Angelonia Serena Purple 4 in.

<b>11. Municipal Center - Raymond Ave ISLAND BEDS / 2-Tiered</b>
150 - Blue Salvia 'Victoria Blue' - 4in. 160 - Red Celosia 'Fresh Look Red-Green Leaf"- 4 in. 15 - Coleus "Electric Lime" - 4 in.
<b>11-a.Raymond Ave ISLAND BEDS / 2-Tiered Winter / Christmas</b>
25 - bale / Balsam Boughs 25 - bunch / Red Twig Dogwood 15 - bunch / Bird branches

<b>12. Municipal Center - Raymond Ave "Triangle" SIDEWALK RAISED Planter</b>
150 - Blue Salvia 'Victoria Blue' - 4in. 150 - Red Celosia 'New Look'- 4 in. 16 - Coleus "Electric Lime" - 4 in.
<b>"Ground Bed"</b>
10 flats - Marigold - "Janie Flame - 4 in.

<b>13. Municipal Center - Raymond Ave SOUTH RAISED Planter</b>
40 - Celosia-Yellow - 4 in. 50 - Angelonia Serena Purple 4 in.

<b>14. Village Green - Oak/Bush cluster bed (south side of green)</b>
200 - Coleus 'Rustic Orange' and 'Borneo Red' - 4in.

<b>15. Village Green - Gazebo 5 tree rings *</b>
(20 - per tree) - Sun Coleus "Freckles" - 4 in.

<b>15-1 Village Green - Pine Tree/Big Boulders</b>
3.5 Flats - Impatiens "Super Elfin" - 4 in.

<b>16. Village Green - Veteran's Memorial (South of memorial)</b>
32 - Verbena Bonariensis - 4 in. 120 - Angelonia 'Serena White'- 4 in. 140 - Bronze leaf pink wax begonias - 4 in.

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<b>18. Village Green - Veteran's Memorial Pots</b>
2 - New Zealand Flax as sub. For grass. - 10 in. Note> surround with varieties of 95th St. Pots

<b>19. Village Green - Veteran's Memorial - Sidewalk Raised bed (2) North of Memorial</b>
56 - Coleus 'Oxblood' - 4in.(southside) 56 - Lantana 'New Gold' - 4in.(Middle) 100 - Begonia "Bronze Leaf Pink" - 4in. (north/short brick)

<b>20. Village Green - Veteran's Memorial - Raised bed North of Memorial</b>
176 - Angelonia 'Serena Purple' - 4 in. 60 - 4 Inch Easy Wave White Petunia

<b>21. Village Green - Library Pine Tree / 95th &amp; Cook Ave</b>
150 - Sun Coleus 'Solar Saturn' - 4 in. 150 - Sun Coleus 'Life Lime' - 4 in. 170 - Marigold - "Janie Flame" - 4 in. 200 - White Wax Begonia/Green Leaf - 4 in

<b>22. 95th St. and New England Berm</b>
1,080 - Star Gold' Zinnia - 4 in. (Berm) 2,000 - Big Series Begonia-Red / Green Leaf - 4 in. (Berm) 100 - Marigold orange/yellow 'Durango Mix'- 4 in. (Bed @ Brick sign) 1400 - Angelonia 'Serena Purple' - 4 in. ( Tree Rings ) 1400 - Angelonia 'Serena White' - 4 in. ( Tree Rings )

<b>23. 95th St. and Pulaski</b>
440 - Blue Salvia 'Victoria Blue' - 4in. 608 - Red Celosia 'New Look'- 4 in. 2,600 - Impatiens 'Super Elfin' - 4in. ( 2 beds - 95th St.# 3,000 & Pulaski Ave # 1,000.)
<b>23-a. 95th St. and Pulaski Winter / Christmas</b>
25 - bale / Balsam Boughs 25 - bunch / Red Twig Dogwood 15 - bunch / Bird branches

<b>24. 98th St.&amp; Central</b>
6 - Purple Fountain Grass -6 in. 24 - Purple Wave Petunia - 4in. 24 - Yellow Celosia - 4in.

<b>25. 99th St. and SW Highway Entryway sign</b>
6 - Purple Fountain Grass - 6 in. 16 - Coleus 'Golden Bedder' - 4 in. 24 - Geraniums Bright Red - 4 in.

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<b>26. 111th St. and Kostner Ave.</b>
700 - Dusty Miller - 4 in. 2,000 - Bronze leaf pink wax begonias - 4 in. (30 per tree ring -10 trees) - Coleus 'Golden Bedder' - 4 in.
<b>26-a.111th St. and Kostner Ave. Winter / Christmas</b>
4 - 6 Foot Fresh Cut Tree, Balsam 6 - 8 Foot Fresh Cut Tree, Balsam 10 - 10 Foot Fresh Cut Tree, Balsam 6 - 12 Foot Fresh Cut Tree, Balsam 725 Feet / Cable and Anchors

<b>27. SW Highway and Keeler</b>
235 - Marigold orange/yellow 'Durango Mix'- 4 in.

<b>28. 95th Streets Pots ( Summer )</b>
<b><u>Sight Restricted – 150 Pots:</u></b> 4- 6.5 inch Dragon Wing Begonia 6- 4.5 inch standard Yellow Marigold 1- 4 inch potato vine Sweet ‘Marguerite’ 2- 4 inch sweet potato vine purple ‘Blackie’ 6- 3 inch Ageratum 1- 6 inch Japanese Blood Grass

<b>29. 95th Streets Pots (Winter / Christmas)</b>
<b><u>Non-Sight Restricted – 82 Pots:</u></b> 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”) 1 - Strings of white lights (supplied by the VOL, but installed and secured by the contractor. *lights are stored on reels.)
<b><u>Sight Restricted – 68 Pots:</u></b> 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.



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- \* 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 Public Works and lay mulch after the flowers are planted.

**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.

*\* Special Notation: Blue Star memorial Area #34 @ 95th St. and Cook Ave., northeast corner, is to have summer plantings installed in a manner that gives appearance of the American flag (red, white, and blue).  
Area #35, Tank, @ 95th St. and 50th Ct., on the north side of 95th St., east of the railroad tracks, is to be planted in a similar fashion as Area #34.*

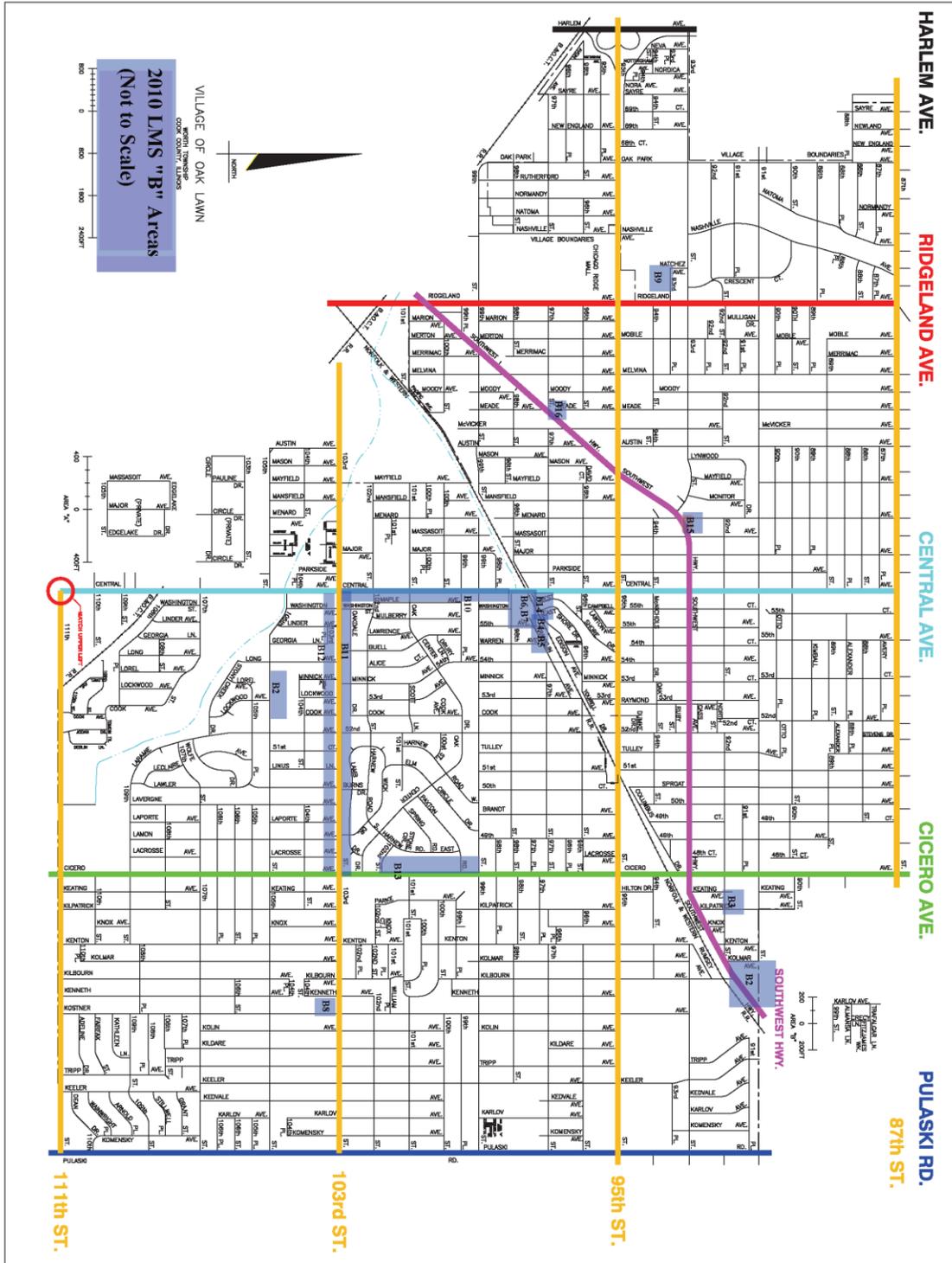
# VILLAGE OF OAK LAWN LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC) 2020-2022

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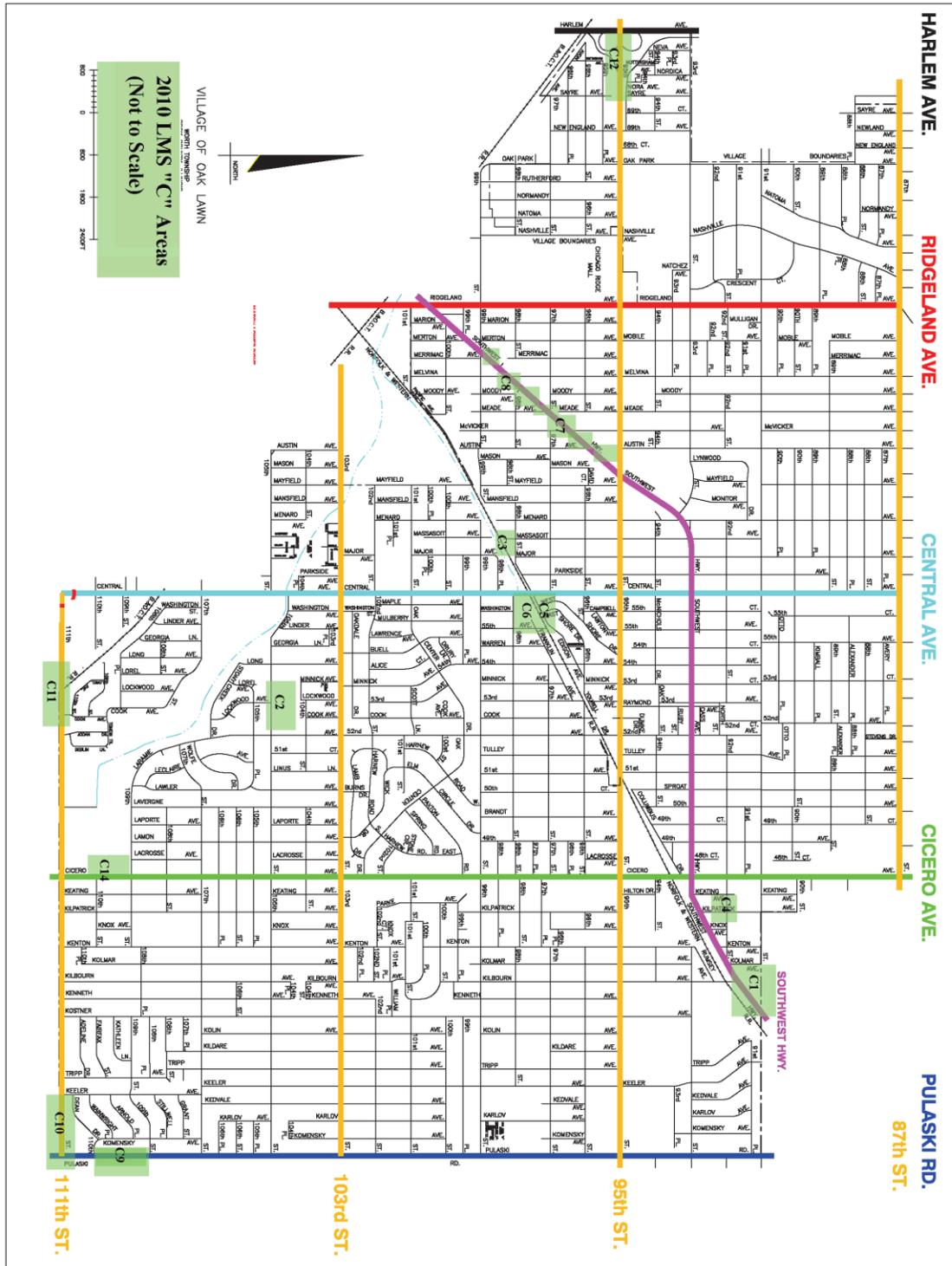
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# VILLAGE OF OAK LAWN LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC) 2020-2022

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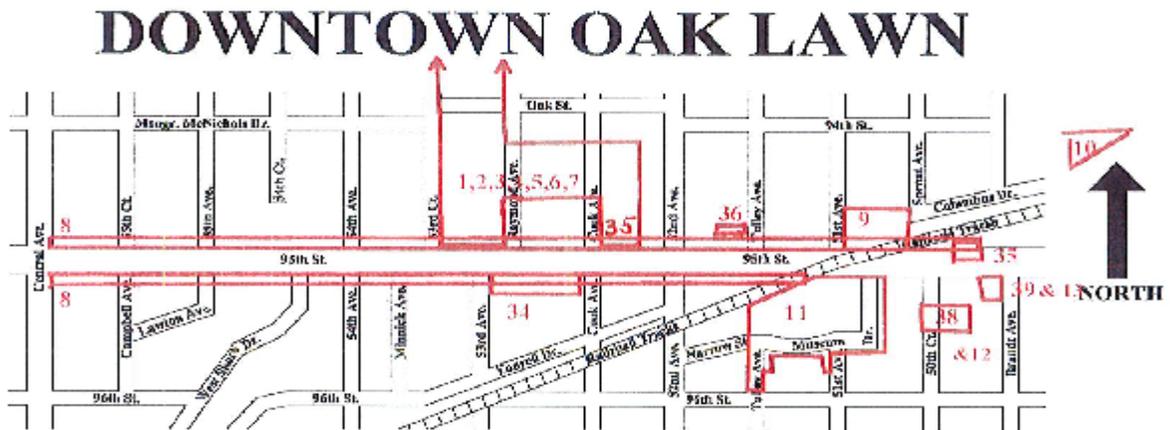
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LMS Downtown Areas 2020  
Not to Scale, Approximate Only  
11/2/2018 Doc No: 11/2018

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**5.1 SUMMER ANNUAL DESIGNS PHOTOS**

See “Pictorial File” for photos of flower sites. 2013 photos are not available but 2012 photos that were available last year are available this year. (Available at the Pre-Bid Meeting upon request and at our website, [www.oaklawn-il.gov](http://www.oaklawn-il.gov))