



The Village of Sleepy Hollow, IL

One Thorobred Lane
Sleepy Hollow, IL 60118

Village President	847.426.9638	Village Clerk	847.428.2266
Village Hall	847.426.6700	Police Department	847.426.4425
Building Department	847.428.3388	FAX	847.426.4082

DATE: January 20, 2012

SUBJECT: Interested Parties – Professional Lawn and Landscape Services

The Village of Sleepy Hollow, IL is soliciting bids for mowing/trimming services for various locations in the Village of Sleepy Hollow, for calendar years 2012, 2013 and 2014.

Scope of Work to be Performed

The Village of Sleepy Hollow, IL desires the firm to mow and trim grass at the Village Hall complex weekly from mid-April through October; mowing/trimming of all circles/courts/entryways weekly in May and June; mowing/trimming of half of the list of circles/courts/entryways each week (one half done one week and the other half the next week) from July through October. The above services are listed as items A1 and A2 on Schedule A.

Key Dates

The following is a list of key dates for the bid process:

On-site inspection	Through February 17, 2012
Sealed bids due by 3:30 p.m.	February 24, 2012
Projected award date	March 9, 2012

Sealed Bids

Schedule A should be returned with the bid amount entered separately for A1 and A2, each year bid separately. Please note that both A1 and A2 should be bid on a "per mowing" basis rather than a lump sum. Each sealed bid will be marked with the date and time of receipt. Bids received after 3:30 p.m. on February 24, 2012 will not be considered.

The Village reserves the right to contact a bidder, whose sealed bid was received by 3:30 p.m. on February 24, 2012, for clarification purposes after the bids have been opened and any clarification noted will be considered part of the original bid.

Sealed bids should be marked MOWING BID and be addressed as follows:

Village Clerk
Village of Sleepy Hollow
One Thorobred Lane
Sleepy Hollow, IL 60118

Gas Surcharge

Provide a description at A3 on the bid form as to when a gas surcharge may be billed in addition to the awarded contract amounts. If no description is provided, the contractor **may not** include a gas surcharge on the monthly billing for services.

Independent Contractor Agreement

The attached Independent Contractor Agreement will be used to execute an awarded contract. A certificate of insurance will be required to be furnished per paragraph six of the agreement. A completed IRS form W-9 will be required to be attached to the executed ICA. Contractor shall comply with the Immigration Reform and Control Act, Section 1101 et seq., and in particular, Section 1324a per paragraph nine of the ICA.

Billing

A detailed invoice for services rendered shall be provided on a monthly basis with net 30-day terms.

Bid Award/Rejection

The Village reserves the right to reject any and/or all bids at its sole discretion. The projected date for the Village Board to reject or award a contract is Monday, March 9, 2012 at the regularly scheduled Village Board meeting. Each bidder will be notified in writing of the Board's decision.

General Information

The successful bidder shall provide the name of a person to be contacted with all questions or concerns that may arise during the contract period. If this person is unavailable he or she shall return the call within 48 hours of the original message whenever possible.

The successful bidder shall be available for a meeting in the spring of each year, prior to the start of the contracted services. At this time the contractor shall provide the Village with a schedule as to the day of the week the mowing/trimming will be done (subject to change due to weather).

Any questions should be directed to Ellen Volkening, Director of Finance, at evolkening@sleepy-hollow.il.us or by calling 847-428-2266 extension 12.

Attachments:

Schedule A – Bid Form

Independent Contractor Agreement

SCHEDULE A - BID FORM

MOWING LOCATIONS

Item	Description/Location	Times Per Year	Cost Per Mowing		
			2012	2013	2014
		(April - October)			
A1	Village Hall Complex	Varies (26-29)			
<i>ENTRYWAYS/WATERFALL/FENCE AREA/CIRCLES/COURTS</i>					
<i>Entryways</i>			<i>Entryways/Waterfalls/Fence Area</i>		
	Hickory Drive (1-E)		Sharon Drive (7-E)		
	Locust Drive @ Rt. 72 (2-E)		Sleepy Holow Road North (8-E)		
	Joy Lane (3-W)		Sleepy Hollow Road South (9-E)		
	Pine Cone Lane (4-E)		West Hillcrest Waterfall (10-E)		
	Rainbow Drive (5-E)		Willow Lane East (11-E)		
	Saddle Club North & South Sides (6-W)		Willow Lane Fence Area (12-E)		
<i>Circles & Courts</i>			<i>Circles & Courts</i>		
	Anne Court (13-E)		Hilltop Court (37-W)		
	Appaloosa Court (14-W)		Hilltop Lane (160-168) (38-W)		
	Beau Brummel - End (15-W)		Holly Court (39-E)		
	Beau Brummel (1018-1020) (16-W)		Jaclay Court (40-E)		
	Beau Brummel @ Crane (17-W)		Jill Peak Drive (41-E)		
	Beau Brummel @ Hilltop (18-W)		Kay Court (42-E)		
	Beau Brummel Ct. @ Van Tassel South (19-W)		Laurel Court (43-E)		
	Beau Brummel Court (20-W)		Locust Bridge (44-E)		
	Carol Crest Court (21-E)		Maple Lane (45-E)		
	Carol Crest Drive (22-E)		Maria Court (46-E)		
	Churchill Court (23-W)		Myrna Court (47-E)		
	Deer Lane Circle (24-W)		Palamino Court (48-W)		
	Elm Court (25-E)		Paula Court (49-E)		
	Fawn Court (26-W)		Plum Court (50-E)		
	Front Range Court (27-E)		Rainbow Court (51-E)		
	Gail Lane (28-W)		Rainbow Drive @ Hillcrest (52-E)		
	Hazel Court (29-E)		Sharon Drive (53-E)		
	Hialeah Court (30-W)		Stevens Court (54-W)		
	Hickory Drive (31-E)		Sycamore Lane (748-752) (55-E)		
	Hillcrest Park (32-E)		Timber Drive (56-W)		
	Hillcrest/Sharon Intersection (33-E)		Walnut Drive (57-E)		
	Hillcrest Waterfall/Across Street (34-E)		Windcrest Court (58-W)		
	Hillcrest/Thorobred Intersection (35-E)		Winmoor Court (2) (59-E)		
	Crane Court (36-E)		Crane Drive (1100-1102) (60-W)		
			Cost Per Mowing		
		Times Per Year	2012	2013	2014
A2	Entryways, Waterfalls, Fence Area,	Weekly (May-June)			
	Circles & Courts	Half Weekly (July-October)			

SCHEDULE A - BID FORM

A3	Gas Surcharge Description	
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Bid Submitted By:

Signature - Title

Printed Name:

Company Name:

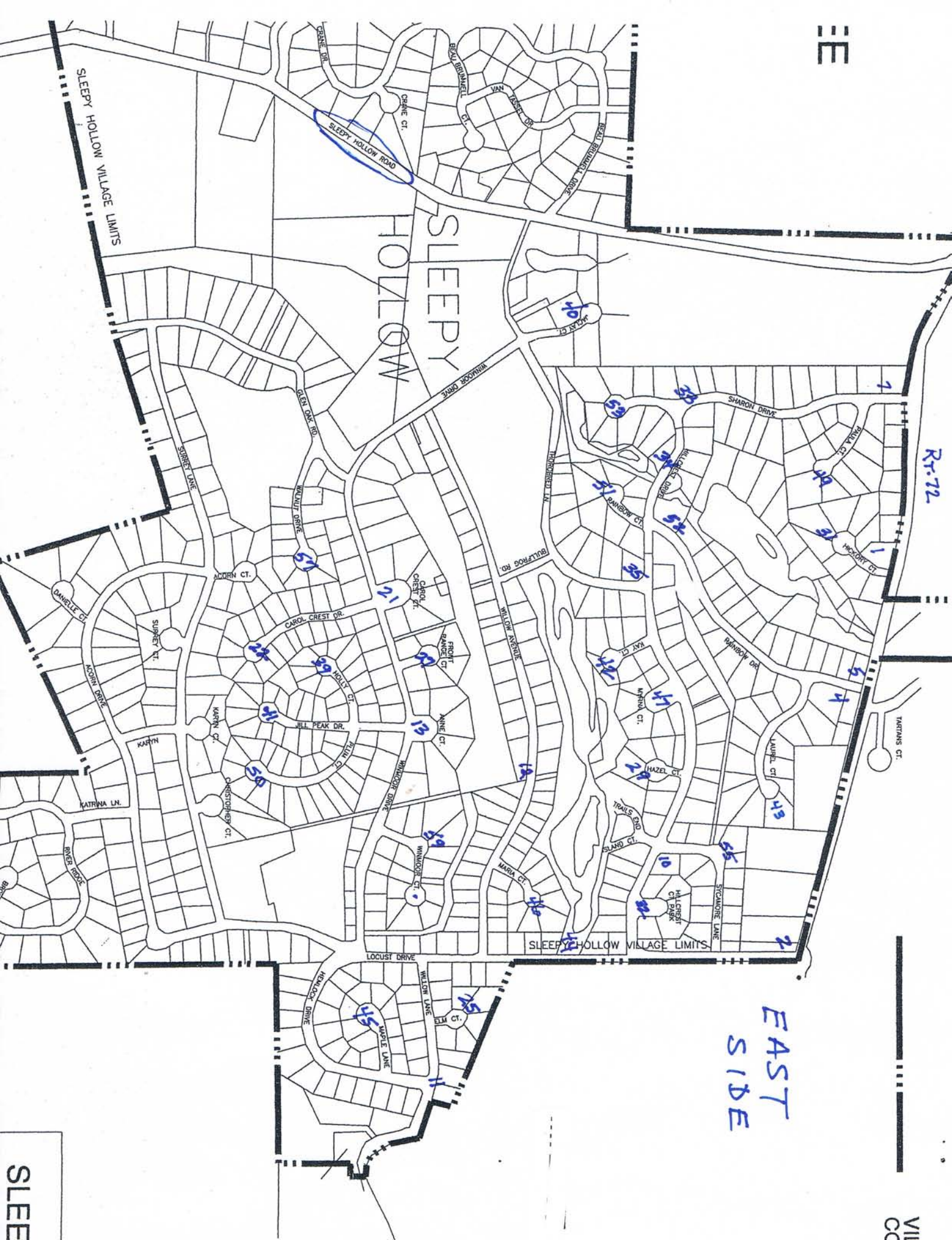
Address:

City, State, Zip

Phone Number

Contact Person

Please provide reference names and phone numbers below:



SLEEPY HOLLOW

SLEEPY HOLLOW VILLAGE LIMITS

Rt. 72

EAST SIDE

SLEEPY HOLLOW VILLAGE LIMITS

SLEE

VILL

ELGIN

RANDALL RD.



SLEEPY HOLLOW VILLAGE LIMITS

WEST SIDE

SLEEPY HOLLOW

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, dated the ___ day of March, 2012, between the Village of Sleepy Hollow, an Illinois Municipal Corporation (hereinafter the "Village") and _____ (hereinafter the "Independent Contractor").

In consideration of the mutual promises contained herein, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **ENGAGEMENT.** Independent Contractor shall provide, and the Village shall receive, services of Independent Contractor on the terms and conditions hereinafter set forth.
2. **TERM.** This agreement shall commence on date the document is signed by both parties and continue through December 31, 2014. The Village may terminate this contract with 30 days written notice for nonsatisfactory performance.
3. **SCOPE OF WORK.** During the term of the Agreement, Independent Contractor agrees to provide services as follows: Professional Lawn and Landscape Services per attached Schedule A.
4. **COMPENSATION.** The Village shall pay Independent Contractor for services rendered, to be billed monthly, according to attached Schedule B.
5. **INDEMNIFICATIONS AND HOLD HARMLESS PROVISION.** Independent Contractor agrees hereby to indemnify, defend and hold harmless the Village from any and all claims, demands, suits, and liabilities, which may arise out of and in the course of the performance of its duties hereunder, other than claims for payment for services rendered pursuant hereto.
6. **INSURANCE.** Independent Contractor agrees to maintain policies of insurance for liability, health, worker's compensation, accident and/or professional liability as may be necessary or required by the Village in connection with the performance of its duties herein. The Village will require that Independent Contractor provide to the Village a certificate of insurance, naming the Village as additional insured for services performed by the contractor.
7. **RELATIONSHIP BETWEEN PARTIES.** Independent Contractor is retained by the Village only for the purpose and to the extent set forth in this Agreement, and its relation to the Village during the period or periods of this Agreement shall be that of an Independent Contractor. Independent Contractor shall be free to use such portion of its entire time, energy, and skill during regular business hours as it is not obligated to provide services to the Village in such manner as it sees fit and to such persons, firms, or corporations as it deems advisable. Independent Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions of the Village pertaining to or in connection with any insurance, pension, stock, bonus, profit-sharing, or similar benefits available to employees of the Village. Independent Contractor acknowledges that the Village shall not be responsible for withholding taxes, unemployment benefits and or claims for workers compensation for Independent Contractor/or any and all employees of Independent Contractor.
8. **FORM W-9.** Independent Contractor must attach a completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification) to this agreement.
9. **IRCA.** Contractor shall comply with the Immigration Reform and Control Act, Section 1101 et seq., and in particular, Section 1324a.

10. PROFESSIONAL RESPONSIBILITY. Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by the Independent Contractor in accordance with its independent and professional judgment. The Independent Contractor shall perform any and all services required under this Agreement in a good and workmanlike manner.

11. ENTIRE AGREEMENT. This agreement shall be construed in accordance with Illinois law and constitutes the entire Agreement between the parties, and shall not be modified except by in writing duly executed by each of the parties hereto.

In witness whereof, The Village of Sleepy Hollow, an Illinois Municipal Corporation, and _____, Independent Contractor, have each caused this Agreement to be executed by their duly appointed officers as of the day and year first written above.

Contractor:

_____ FEIN/SSN: _____
By its Owner/President

Attest/Witness:

Village of Sleepy Hollow:

Stephen K. Pickett – Village President

Attest:

Norine Olson – Village Clerk

SCHEDULE A

MOWING LOCATIONS

Village Hall Complex 26-29 TIMES PER YEAR (APRIL-OCTOBER)

ENTRYWAYS, WATERFALL, FENCE AREA

(WEEKLY MAY-JUNE) (HALF WEEKLY JULY-OCTOBER)

Hickory Drive	Sharon Drive
Locust Drive & Rt. 72	Sleepy Hollow Road North
Joy Lane	Sleepy Hollow Road South
Pine Cone Lane	West Hillcrest Waterfall
Rainbow Drive	Willow Lane East
Saddle Club North & South Sides	Willow Lane Fence Area

CIRCLES/COURTS

(WEEKLY MAY-JUNE) (HALF WEEKLY JULY-OCTOBER)

Anne Court	Hilltop Court
Appaloosa Court	Hilltop Lane (160-168)
Beau Brummel - end	Holly Court
Beau Brummel (1018-1020)	Jaclay Court
Beau Brummel @ Crane	Jill Peak Drive
Beau Brummel @ Hilltop	Kay Court
Beau Brummel @ Van Tassel South	Laurel Court
Beau Brummel Court	Locust Bridge
Carol Crest Court	Maple Lane
Carol Crest Drive	Maria Court
Crane Court	Myrna Court
Crane Drive (1100-1102)	Palamino Court
Churchill Court	Paula Court
Deer Lane Circle	Plum Court
Elm Court	Rainbow Court
Fawn Court	Rainbow Drive @ Hillcrest
Front Range Court	Sharon Drive
Gail Lane	Stevens Court
Hazel Court	Sycamore Lane (748-752)
Hialeah Court	Timber Drive
Hickory Drive	Walnut Drive
Hillcrest Park	Windcrest Court
Hillcrest/Sharon Intersection	Winmoor Court (2)
Hillcrest Waterfall/Across Street	Hillcrest/Thorobred Intersection