

Village of Manteno 2025-26 Landscape Project

INSTRUCTIONS TO SUBMITTING PARTIES

Request for Proposal are being sought for the attached specifications for the Village of Manteno.

Proposals will be received by the Village Clerk's office at the place, date and time stated below. The submissions will be publicly opened and read aloud.

Place: Manteno Village Hall
98 E. Third St.
Manteno, IL 60950

Date: 12/4/2025

Time: 10:00 a.m.

Specifications and other contract documents are available at the address listed above.

Submitting parties are cautioned to inspect all specifications, complete files of which are available at the above listed address.

Proposals shall be made as lump sum submissions. Proposals may be rejected which do not cover all specifications.

Prices quoted in this proposal shall be guaranteed for a period of 120 (one hundred twenty) days after the date of the proposal opening.

All submitting companies will need to schedule a site visit with Jim Hanley in order to bid on this project. This is mandatory.

The Village of Manteno, hereafter called the Owner, reserves the right to reject any or all submissions, to waive minor informalities in any proposal, or to make award in the best interest of the Owner.

Should a submitting party find any discrepancies in, or omissions from any of the documents, or be in doubt as to the meaning, he shall advise the Owner in writing, who will issue necessary clarifications to any prospective submitting party, by means of an addenda or revision to performance specifications, if received within five (5) days of the date in which the submissions will be received.

Any submitting party may withdraw his proposal any time prior to the scheduled proposal opening.

Any proposal received after the time and date stated herein will be returned to the submitting parties unopened.

Negligence on the part of the submitting parties in preparing his proposal confers no right to withdrawal of the proposal after it has been opened.

No liability will be attached to any person for premature opening of a proposal not properly addressed or identified.

Prepare and submit submissions and all accompanying data in a sealed envelope. Use the "Proposal Form " enclosed in these specifications only. NO PROPOSAL WILL BE ACCEPTED FROM ANY SUBMITTING PARTIES IN ANY OTHER FORM, as on letterhead stationary or the like.

Submissions shall be submitted subject to all requirements of the specifications, drawings, and any or all addenda issued thereto. Submissions shall be without interlineations or erasures. No oral, telephonic, or telegraphic proposal or revision to a proposal will be considered.

Enclose proposal documents in two (2) sealed envelopes (outer & inner) each clearly labeled and bearing the name of the submitting parties to guard against improper opening. Submissions are to be marked: **“Village of Manteno 2025-26 Landscape Project”** and submitted to:

Manteno Village Hall
98 E. Third St.
Manteno, IL 60950

Each proposal must give the full business address of the submitting parties and be signed by a duly authorized representative.

Submissions by partnerships must be signed by one member of that partnership, or by a duly authorized representative, followed by the signature and designation of the person signing.

Submissions by a corporation must be signed in the name of the corporation, followed by the signature of the president, secretary, or other persons duly authorized to bind the corporation in the matter.

Submitting parties shall submit with their quotation the warranty to be provided on the complete system. A certificate of insurance should be submitted with the proposal document.

As required by 820 ILCS 130/1 *et seq.*, _____ certifies that _____ and all subcontractors will pay all workers on this project the prevailing wage, pursuant to the provisions of the Prevailing Wage Act.

All contractors and sub-contractors must be registered with the Village building department (Annual registration is \$150.00)

Name of Company or Firm Providing Proposal

Signature of Company Officer

Name Title

Address

City State Zip

Phone

Date

Goal of the Project

The Village of Manteno is looking to update some of the older, dying off or overgrown landscaping at several locations. This is a design-build project based on the cost and appearance of the design.

1. Each of the 5 locations will need to be priced individually and the project will be awarded separately.
2. We are looking to remove all the current landscaping and install new products designed for the areas in question
3. Contractors must submit **3** copies of their design and a price for each of the proposed project sites. Contractors may submit multiple designs if desired.
4. The Mayor and Village Board will review all submitted designs and award the project accordingly.
5. This project is to start early spring 2026.

Project Specifications

Locations

- **Village Hall 98 E. Third St.**
 - 3 sides of the building including the drive thru driveway
 - Add a mixture of some evergreen and deciduous plants, trees and outcroppings
 - Be aware of existing irrigation and make repairs if necessary
 - Add 3" of premium brown landscape mulch with a natural cut edge
- **Heritage Concession Stand**
 - All 4 sides of the building and the pavilion on the east side of the building
 - Add a mixture of some evergreen and deciduous plants, trees and outcroppings
 - Add 3" of premium brown landscape mulch with a natural cut edge
- **Hasset Community Center**
 - Front of the building
 - Add a mixture of some evergreen and deciduous plants, trees and outcroppings
 - Be aware of existing irrigation and make repairs if necessary
 - Add 3" of premium brown landscape mulch with a natural cut edge

- **Streetscapes –Third St. Main St. Division St.**
 - Areas will be marked with a pink flags
 - Add a mixture of some evergreen and deciduous plants, trees and outcroppings
 - Add 3” of premium brown landscape mulch with a natural cut edge
 -

There will be a mandatory pre-construction meeting and walk through of each location scheduled with Jim Hanley with each contractor.

If the contractor does not meet with the village we will not accept their bid.

For any questions pertaining to the project please contact Public works Superintendent Jim Hanley at 815-929-4821 or 815-955-4274

PROPOSAL FORM

Include all labor and material specified to complete the project as proposed.

Total Delivered Cost of system listed:

1. Village Hall \$_____
2. Heritage Concession Stand \$_____
3. Hassett Community Center \$_____
4. Streetscapes \$_____

Please list below and provide additional information for all items that do not comply with the attached specifications. If your specification is different than the above, please supply us with spec sheets and details of your proposal.

_____ Our Proposal is in strict accordance with the enclosed specifications.
We have made no substitutions.

_____ Our Proposal is not in compliance with the enclosed specifications, but we would like you to possibly consider our alternative.

Signature _____ Title _____

Company_____ **Date**_____