

**HEBRON TOWNSHIP**  
**GROUNDS MAINTENANCE BID SPECIFICATIONS**  
**5/6/2024-10/28/2024 (26 weeks)**

**GENERAL SCOPE OF WORK**

The general scope of work includes complete grounds maintenance and mowing services for the Hebron Township Offices, located at 10206 Seaman Road, Hebron, IL.

- Weekly mowing of grounds with a cutting height of 3 inches. **Includes path to Settler's Park parking lot. 1.25 acres.**
- Bi-weekly string trimming of all areas.
- Responsible for picking up trash, branches, and debris with each mowing as needed to maintain the visual appeal of the grounds.
- No chemicals or fertilizers to be applied to any areas of Township Grounds.
- No subcontracting allowed.
- Any damage by Bidder will be repaired within 30 days of occurrence unless discussed with Township Supervisor.
- Bidder will provide 3 references.

**Insurance Requirements**

1. Include evidence that the Bidder is able to provide and maintain for the life of the contract insurance in the amounts of:
  - a. General liability limits: \$1,000,000 per occurrence/\$2,000,000 aggregate.
  - b. Workmen's Compensation at State of Illinois limits.
  - c. Automobile limits: \$250,000 per person/\$500,000 per accident/\$100,000 property damage.
  - d. Certificate of Insurance documenting the above listing Hebron Township as additional insured.

**PROCEDURE FOR SUBMITTING BIDS**

- All submitted bids will be sealed and marked "2024 Hebron Township Grounds Maintenance Bid". Bids can be mailed to: Hebron Township, 10206 Seaman Road, Hebron, IL 60034. Attn: Patricia Elswick, Township Clerk.  
Bids can be dropped off in person by making an appointment with Patricia Elswick, Township Clerk or Nancy Lech, Township Supervisor. Please call the township office 815.648.2994.  
**NO FAXES OR EMAILS ALLOWED.**
- Bids are due by February 29, 2024 6:30 p.m. at the township office.
- Bid opening will be February 29, 2024 6:40 p.m. at the township office.
- The selected bidder will be contacted within 15 days of bid opening.
- Hebron Township has the right to reject all bids.