

PROJECT SPECIFICATIONS AND PROVISIONS

# St. Clair County Transit District

## 2024 Trail Mowing and Trimming

January 2024



## **NOTICE TO BIDDERS**

The St. Clair County Transit District will receive sealed bids for **2024 Trail Mowing and Trimming** until **10:00 a.m. on February 9, 2024**, at the office of the St. Clair County Transit District, 27 North Illinois Street in Belleville, Illinois. All bids will be publicly opened and read aloud at 10:35 a.m. on February 9, 2024. The sealed bids must be delivered to and received by the St. Clair County Transit District on or before 10:00 a.m., February 9, 2024.

The following Contract documents Project Specifications and Provisions and Proposal Packet can be obtained from the [www.scctd.org](http://www.scctd.org) website or from the St Clair County Transit District during regular office hours between 8:00 am to 4:00 pm at the St. Clair County Transit District located at 27 North Illinois Ave Belleville, Illinois 62220

The proposed work consists of turf maintenance consisting primary of mowing and trimming along the bike trail at varying locations throughout Shiloh, Swansea, Belleville and Fairview Heights.

Contractors may request permission 24 hours in advance to inspect the limits of the project using UTV equipment only. All request and questions shall be forwarded to Tony Erwin by email at [terwin@scctd.org](mailto:terwin@scctd.org).

No Bidder may withdraw their bid for a period of thirty (30) days after the actual date of opening thereof. The St. Clair County Transit District reserves the right to reject any or all bids and to waive any informalities or technicalities in the bidding.

A mandatory pre-award meeting shall be conducted with the approved low bid contractor prior to the award being issued.

## **SPECIAL PROVISIONS**

### **DESCRIPTION OF WORK**

Proposed work shall consist of furnishing all labor, equipment and materials necessary to maintain the turf and any other constituent vegetation in accordance with the height and appearance standards prescribed in this section, at all of the specified locations.

This contract is for mowing and trimming areas in and around existing bike trail, which are divided into individual sections described herein. The purpose of this contract is to effectuate timely turf maintenance through the provision of contractual services that avoids and otherwise prevents sites from becoming overgrown and unsightly in accordance with the height and appearance standards prescribed in this section.

### **SITE EXAMINATION**

It is the responsibility of each bidder to visit each of the individual sections prior to the bid letting date to determine such details necessary to fully complete each mow site as specified. The selected Contractor shall be responsible for having the appropriate equipment and staff necessary to complete the work for each individual section as specified.

### **CONTRACT ADMINISTRATOR**

The St. Clair County Transit District will assign a Contract Administrator to this contract. This individual will be the point of contact for the Contractor regarding any issues or concerns relating to the contract. The Contract Administrator will also be responsible for scheduling site visits with the Contractor, reviewing sites for completion, enforcement of contract provisions and the initial receipt of invoices as provided by the Contractor. The Contractor will be provided contact information for the Contract Administrator upon awarding of the contract and will be subsequently notified should the administrator change during the life of the contract.

### **TURF MOWING HEIGHT & FREQUENCY**

A 3.5 inch to 4.5-inch turf height range shall be maintained in each section to be mowed. Mowing frequency shall be scheduled so as to prevent the removal of no more than 1/3 of the height of the turf grass blades for any single mowing occurrence. Therefore, for a specified height of 3.5 inches, mowing operations would be performed before the turf reaches 4.5 inches in height. Under normal growing conditions maintaining a 4.5-inch turf height shall mean a frequency of maintenance of 7-10 days for most sections. Therefore, no mowing shall be done to the turf less than 4.25 inches in height.

## GENERAL PROVISIONS

1. The Contractor is responsible for visiting the various project sites prior to the commencement of work to determine such details necessary to fully complete the project in an acceptable manner as prescribed for each mowing or trimming occurrence.
2. Contractor is responsible for maintaining each section to the height specifications prescribed through routine and periodic turf maintenance consisting primarily of turf mowing and turf trimming.
3. Mowing is to be completed between the hours of 7am and 7pm.
4. Contractor is responsible for the selection and use of equipment most suited to the various sites. Some sites for example are periodically wet and will require walk behind mowers and string trimmers to complete.
5. The Contractor shall be responsible for hand or string trimming around objects, signs, benches and along turf edges during each mowing or trimming occurrence to maintain a consistent and completed appearance for each site.
6. The Contractor shall be responsible for monitoring all litter and disposing of it properly prior to the commencement of each mowing event. It is unacceptable to mow over litter. This provision covers individual, random articles of litter such as paper and plastic that would be considered routine for that site. Excessive litter or illegal dumping will be reported by the Contractor to the Contract Administrator for resolution.
7. The Contractor shall be responsible for the removal of small twigs and branches less than 3 inches in diameter in size that have dropped onto the mowing site from adjacent trees during wind and weather events prior to the commencement of each mowing event. Large limbs or fallen trees, or illegally dumped limbs will be reported by the Contractor to the Contract Administrator for resolution.
8. The Contractor shall remove all grass clippings from sidewalks, roadways, parking lots and landscape beds at the completion of each mowing or trimming occurrence. Ideally mowing should be done in a manner that limits the amount of clippings that are dispersed in these areas.
9. The Contractor shall not allow grass clippings to be dispersed onto adjacent parked vehicles, equipment, buildings, HVAC components such as air conditioners, or drain inlets of any type.
10. The Contractor shall avoid damage to site elements that include but are not limited to SCCTD and Metro equipment, buildings, retaining walls, concrete, trees and landscaping.
11. The Contractor is expected to stay within the boundaries identified for each section.
12. The Contractor is solely responsible for the safety of the site during the completion of each mowing cycle.
13. Site storage of material or equipment is not permitted.
14. The Contractor is responsible for any site repairs and restitution that result from poor or negligent performance or equipment operation.
15. The Contractor will adhere to any additional instructions provided in the *Individual Section Descriptions and Instructions* special provisions.

## PERFORMANCE

Sites will be periodically inspected by the Contract Administrator or other so designated inspection staff for adherence to all provisions provided for in this section.

## INVOICES

The St. Clair County Transit District will pay all Contractor submitted invoices on a net 30 day basis. Invoices for site mowing and trimming will be submitted upon completion of the entire contracted area. Under no circumstances will the Contract Administrator be authorized to pre-pay a site for completion or for the partial completion of the contracted area. Only fully completed contracted area at the time of the invoice date shall be submitted for payment by the Contractor.

The Contractor shall submit their own invoice, said invoice shall include the following features: invoice number, invoice date, with the dates the contract area was completed. Invoices shall be emailed to the Contract Administrator and Accounts Payable via the email provided to the Contractor at the time of award.

## METROLINK SAFETY

The Contractor's employees and subcontractor's employees shall be required to attend and pass Metro's Tier One training session. Classes are free of charge and are held twice per month. For more information on the class, please contact Andrew J. Ghiassi with Metro Transit at 314-982-1400 or email at [ajghiassi@bistatedev.org](mailto:ajghiassi@bistatedev.org) obtain a training schedule.

For standard mowing and trimming as described in these provisions, the Contractor will not be required to obtain a weekly Work Permit from Metro. If additional work is undertaken, the scope of the work shall be discussed with the Contractor Administrator and/or Metro Safety to determine if a Work Permit will be necessary.

## SAFETY AND PROTECTION

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work described in this contract. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury and loss to:

- All patrons of the trail system and patrons of the MetoLink light rail system
- All employees on the Work Site and other persons and organizations who may be affected thereby;
- All the work, materials and equipment to be incorporated therein, whether in storage on or off site; and

- Other property at the site adjacent thereto, including but not limited to trees, vehicles, shrubs, lawns, walks, pavements, roadways, structures, utilities and underground facilities.

The Contractor shall comply with all applicable Laws and Regulations of any public body having jurisdiction for the safety of persons and property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. All damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by the Contractor, any subcontractor, supplier or any other person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts either of them may be liable, shall be remedied by the Contractor (except damage or loss attributable to the fault of drawings or specifications or to the acts or omissions of the St. Clair County Transit District or anyone employed therein or anyone for whose acts either of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of the Contractor). The Contractor's duties and responsibilities for the safety and protection of the work shall continue until such as the all the work is completed.

The Contractor shall protect both vehicular and pedestrian traffic from any and all hazards arising out of the performance of this work. This includes barricades and signing as necessary.

## **INDEMINIFICATION**

To the fullest extent permitted by laws and regulations, the Contractor shall indemnify and hold harmless the St. Clair County Transit District, their agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of the St. Clair County Transit District's attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work specified in this contract, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (b) is caused whole or in part by any negligent act or omission of the Contractor, any subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by laws and regulations regardless of the negligence of any such party.

In any and all claims against the St. Clair County Transit District or any of their consultants, agents, or employees by an employee of the Contractor, any subcontractor, any person or organization directly or indirectly employed by any of them to perform or finish any work or anyone for whose acts any of them may be liable, the indemnification obligation stated above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such subcontractor or other person or organization under workers' or workmen's compensation acts, disability benefits acts or other employee benefit acts.

The obligations of the Contractor shall not extend to the liability of the St. Clair County Transit District or their consultants, agents or employees arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications.

The Contractor will be required to obtain protective liability insurance that includes the terms of these indemnity provisions and name the St. Clair County Transit District as additional insured.

## **DISPOSAL OF MATERIALS**

All materials for disposal shall be removed from the site and properly disposed of by the Contractor. The cost for doing this work shall be included in the bid prices and no additional compensation will be allowed. Site monitoring and cleaning as described in the *General Provisions* shall commence prior to each mowing occurrence.

## **SITE ACCESS**

Some sites may be secured, and it is Contractor's responsibility to supply their own padlock that can be "daisy chained" into any existing padlocks to allow the Contractor access to the site or a key may be assigned. Initial coordination and placement of Contractor locks at secured locations will be provided by the Contract Administrator.

## **PROJECT COORDINATION**

A mandatory meeting shall be scheduled within one week of the contract ratification between the Contractor and the St. Clair County Transit District to determine a start date. All work is to be scheduled through the Contract Administrator.

## **CONTRACT RENEWEAL**

Should the Contractor and the St. Clair County Transit District so desire, this contract may be renewable on an annual basis.

## **INDIVIDUAL SECTION DESCRIPTIONS AND INSTRUCTIONS**

The following are all sections of trail currently operated and maintained by the St Clair County Transit District. The limits of the mowing for all sections will be a minimum horizontal distance of 15 feet each side of the trail or unless otherwise directed by the St Clair County Transit District. All trash, fallen tree limbs and debris shall be picked up and disposed of by the contractor at the time of mowing and will not be mowed over.

The Contractor will be responsible for all mowing. The mowing requirements are as follows:

- Blade height shall be maintained in accordance with *Mowing Height & Frequency* special provision.
- Frequency of occurrence will be dependent on growing conditions, but during normal conditions, a mowing frequency of 7 to 10 days can be expected.
- Width of mowing to be approximately 15' adjacent to or up to the edge of Metro Rail Ballast rock or between the fences. There are sections of trail where large mowing areas shall be required at locations of Bridge Crossings and trail head locations.
- Contractor shall be required keep all brush and debris off and in the existing fencing adjacent to the trail.
- Contractor shall be required to mow all bridge cones from the edge of trail to point 15 feet from the tow of slope of the bridge cone.
- Contractor shall be required to weed all rip rap areas, under bridges, culvert discharges and water ways so all rip rap is free of volunteer trees, grass and weeds.
- The Contractor shall be responsible for all trimming along fences, signs, bridges and where areas not accessible with a mower within the 15 foot requirement.
- All grass clippings must be blown out and away of the trail, street, sidewalks, and landscape beds at the end of each site visit.

## SECTIONS

- **Section 1 – Fairview Heights MetroLink Station to Lebanon Rd**
- **Section 2 – Lebanon Rd to Memorial MetroLink Station**
- **Section 3 – Memorial Hospital MetroLink Station to Sullivan Drive**
- **Section 4 – Sullivan Drive to IL Route 161 near High Mount School**
- **Section 5, 5.1, 5.2 – IL Route 161 (High Mount School) to Lebanon Ave, IL Route 161 (High Mount School) to MetroLink Trail Connection, MetroLink Trail to North side of NSRR at Village of Swansea WWTP**
- **Section 6 – Lebanon Avenue to East Main Street**
- **Section 7 – East Main Street to East End of South McKinley Drive**
- **SECTION 8 - South McKinley Drive to Green Mount Road**
- **SECTION 9 - Green Mount Road to Brookhill Estates**



- **SECTION 10 – SWIC Nature Trail from MetroLink Trail to South SWIC Entrance**
- **SECTION 11 – MetroLink College Station to South Side of IL 161**
- **SECTION 12 - IL Route 161 at YMCA to NSRR at Shiloh Station Road**
- **SECTION 13 - NSRR at Shiloh Station Rd to Shiloh Scott MetroLink Station**
- **SECTION 14 – MetroLink Trail to Fox Valley Ln**
- **SECTION 15 – Fox Valley Ln to Mascoutah Ave to Green Mount Ln**
  - Width of mowing to be from Fox Valley Ln and the Mascoutah Ave Street Crossing shall be from the north edge of the ROW of Mascoutah Avenue to the edge of pavement along Mascoutah Ave.
  - The contractor shall be responsible for mowing the entire parcel area of the open park (parcel # 08-26.0-400-001) between Mascoutah Ave south to Green Mount Lane.
- **SECTION 16 – Green Mount Ln to Belle Valley School at connection to track & field to include parcel 08-26.0-601-003**
  - Width of mowing shall be from the property line of all parcels to the edge of pavement along Green Mount Ln.