

# Front Lawn Mowing of Vermilion Regional Airport

You are hereby invited to submit a proposal based upon the requirements and conditions set forth in this RFP **REQUEST FOR PROPOSAL**

## **Proposal Submission:**

Proposals for the Mowing Agreement of Vermilion Regional Airport, located at 22633 N. Bowman Ave. Suite 1, Danville, Illinois will be received by the Vermilion Regional Airport Authority to the attention of Tess Cook, Airport Manager until 2:00 p.m. local time on Thursday, March 28, 2024. See Airport Buildings Map for the location to deliver the Proposal.

Bids will be publicly opened and read at 4:15 p.m. local time on Thursday, March 28, 2024, in the FBO conference room at 22633 N. Bowman Ave. Danville, IL. See Airport Buildings Map for FBO location.

## **Proposal Content:**

Please return the **Certification Checklist**, your **Certificate of Insurance**, and the filled-out **Bid Sheet**, in a separate, sealed envelope to the mailing/delivery address listed below. The Vendor shall also provide the following as part of the proposal content:

- A. Continual or annual costs such as warranties or service contracts.
- B. Description of its invoicing process. Invoices should itemize line items by location.
- C. Available financing options and terms.

## **Mailing/Delivery Address:**

*Vermilion Regional Airport Authority  
22633 N. Bowman Ave., Suite 1  
Danville, IL 61834*

## **Inquiries:**

Questions pertaining to the RFP should be directed in writing, no later than 72 hours prior to proposal submission to:

Tess Cook, Airport Manager

[Manager@vairport.com](mailto:Manager@vairport.com)

859-221-6827

## **Other General Conditions:**

- ❖ Smoking is not permitted while mowing the airport lawns. The Contractor shall ensure all employees observe this law.
- ❖ The Contractor shall not apply any pesticides or herbicides without the Owner's approval.
- ❖ No portion of the work shall be sub-contracted without the prior written approval of the Authority.

**Insurance requirements:**

Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Illinois for the following:

**Commercial General Liability Insurance**

- Each occurrence \$1,000,000.00
- Damage to Rented Premises. \$300,000.00
- Medical Expense (any one person) \$10,000.00
- Personal ADV Injury \$1,000,000.00
- Product/Service Comp \$2,000,000.00
- Rented Equipment Limit \$25,000.00

**Worker's Disability Compensation Insurance** including employer's liability coverage, in accordance with applicable statutes of the State of Illinois.

- Insurance-each accident \$1,000,000.00
- EL Disability each employee \$1,000,000.00
- EL Disability policy limit \$1,000,000.00

**Motor Vehicle Liability Insurance** including Illinois no-fault coverage.

- Automobile Liability-combined single limit \$1,000,000.00

**Any other insurance** that may be needed by the Contractor to fulfill contractual obligations.

Copies of subcontractor worker's disability compensation insurance will also be required prior to commencement of work.

**Additional Named Insured:**

- Vermilion Regional Airport Authority, it's employees and Board of Commissioners
- CMT Engineers
- Midwest Aero Restorations
- Aero Crop Services Inc.

**Scope of work:**

- ❖ Contractor is to provide lawn mowing, trimming and removal of clippings from walks, drives, and entries for the site shown below.
- ❖ Contractor shall be responsible for all repairs or damage to Airport property caused by his/her equipment, personnel or materials used.
- ❖ Invoicing will be done only on work that is performed.
- ❖ Any operator leaving airport sites in an unsatisfactory condition will be required to return and complete the job with no additional compensation.

**Total approximate area: 501,502.15 ft<sup>2</sup>**

See following page for locations.





# Airport Buildings Map



**BID SHEET**

TO: Vermilion Regional Airport Authority  
22533 N. Bowman Avenue  
Danville, IL 61834

The following information shall be furnished:

If the bidder is in a partnership, print full name and address, of all partners:

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If bidder is a corporation, print name and address of corporation and state where incorporated.

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If bidder is a trust, print full name and address of the Trust and its Trustee:

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**BIDDER WILL CHECK THE APPROPRIATE BOXES IN THE FOLLOWING**

Bidder represents: (a) That bidder ( ) has, ( ) has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder) to solicit or secure this contract; and (b) that bidder ( ) has, ( ) has not, paid or agreed to pay to any company or persons (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above as requested by the Vermilion Regional Airport Authority.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**CERTIFICATION CHECKLIST**

Initial bottom of page to certify that required certifications and attachments are complete.

**Bidders/Contractors are required to certify to the following items:**

- Good standing with S.O.S. \_\_\_\_\_
- Equal opportunity employer \_\_\_\_\_
- Workers' compensation coverage \_\_\_\_\_
- Prevailing Wage Act \_\_\_\_\_
- Substance Abuse Prevention on Public Works Act \_\_\_\_\_
- Employees properly classified \_\_\_\_\_
- Contractor properly licensed \_\_\_\_\_
- Disclosure of subcontractor information \_\_\_\_\_
- Employee health care plan \_\_\_\_\_
- Employee retirement plan \_\_\_\_\_
- OSHA compliance \_\_\_\_\_
- Required reporting of change in status \_\_\_\_\_
- Required updating of subcontractor information \_\_\_\_\_

**I certify that all required certifications are verified for the bid documents.**

\_\_\_\_\_  
Bidder Signature