



**Chicago Executive Airport
Request for Proposals for Grounds Maintenance Services**

Date of publication: Monday March 2, 2026

Pre-bid meeting: Thursday, March 12, 2026, 10AM CDT CEA HQ Board Room

Proposal due date: Thursday, April 2, 2026 at 4:00 PM CDT

Bid opening date, time and location: Friday, April 3, 2026 at 11:00 AM CDT

Projected award date: April 15, 2026

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1. INSTRUCTIONS TO BIDDERS

1.1. PROPOSAL SUBMITTAL

1.1.1. Sealed proposals for Grounds Maintenance Services will be received at the Office of the Executive Director, Chicago Executive Airport, 1020 S. Plant Road, Wheeling, Illinois, 60090, on or before 4:00 p.m., Thursday, April 2, 2026. Proposals may be delivered by mail or in person. Faxed proposals will NOT be accepted. Proposals received after the time specified above will be returned unopened. All proposals received will be publicly opened, prices read aloud and placed on file for public inspection thereafter on the same date at Chicago Executive Airport, 1020 S. Plant Road, Wheeling, Illinois.

One hard copy is sufficient, but bidders are encouraged to submit a .pdf via email or flash drive.

1.1.2. Sealed envelopes or packages containing the proposals shall be submitted to the attention of the Executive Director and shall be marked or endorsed with the title of the proposal ("Proposal for Grounds Maintenance Services - Chicago Executive Airport") and the Bidder's full legal name. All proposals shall be made on the Forms provided herein and kept attached to this Request for Proposals and shall be complete with a bid price. An authorized official must sign the proposal. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected. The submittal shall be typewritten and shall be kept bound with the other sections of the proposal documents.

1.2. OPENING OF PROPOSALS

All proposals received will be opened in person at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to join.

1.3. CLARIFICATIONS

The Airport reserves the right to make clarifications, corrections, or changes in the Request for Proposals at any time prior to the bid opening as listed above. All Bidders or prospective Bidders will be informed of said clarifications, corrections, or changes via an addendum.

1.4. WITHDRAWAL OF PROPOSALS

No proposal shall be withdrawn for a period of sixty (60) days after the bid opening.

1.5. REJECTION OF PROPOSALS

Proposals that are not submitted on the provided forms or are not prepared in accordance with these Instructions to Bidders or clarifications thereof, may be rejected. If not rejected, Airport may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

1.6. ACCEPTANCE OF PROPOSALS

- 1.6.1. Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, price, and expertise of the Bidders.
- 1.6.2. Airport reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Airport and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposals process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposals.
- 1.6.3. It is the intent of the Airport to award a contract for the Perimeter Area Maintenance and the Signage Landscaping Area Maintenance in whole. However, if determined to be in the best interest of the Airport and the public, portions thereof may be awarded.

1.7. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

- 1.7.1.1. All bid unit prices stated in the attached Proposal Form are firm and shall not be subject to escalation or change during the first year of the Contract. Thereafter, only an increase based on the CPI is an acceptable increase; and
- 1.7.1.2. Airport is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released; and
- 1.7.1.3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices; and
- 1.7.1.4. The quantities of grass areas (in acres) as set forth on the Proposal Form are Airport estimates only, that Airport reserves the right to increase or decrease such quantities, that payment shall be made only on the actual quantity of Work completed in full compliance with this Contract/Proposal, and that all claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Work to be provided or performed, is hereby waived and released.

1.8. TIME OF PAYMENT

- 1.8.1. The Bidder shall submit to Airport monthly, a written request for payment based on the amount of Work completed and services provided since the previous request for payment. Each request for payment shall include a description of all Work completed. Improper or incomplete requests for payment will not be submitted to the Airport for payment until all disputes have been resolved or removed from the request for payment.

- 1.8.2. All payments may be subject to deduction or setoff by reason of any failure of Bidder to perform under this Contract/Proposal. Each payment shall include Bidder's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and Bidder's certification that all prior payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.
- 1.8.3. Payments shall be made in accordance with the prices established in the proposal or as described in this section. Payments are made to Contractors following the Chicago Executive Airport Board meetings which are held the 3rd Wednesday of each month.

1.9. START OF WORK AND TERM

The selected Contractor agrees that Work shall commence immediately after having received the Notice to Proceed provided Bidder has furnished to Airport all bonds, insurance certificates, and executed Contracts specified in this Contract/Proposal. The selected contractor agrees that Work will be performed diligently and continuously and shall complete the Work in accordance with the schedule as outlines in the Request for Proposal or as deemed by the Executive Director. In general, service period is weekly from April 15 to November 15 of service year, depending upon growth conditions and as deemed by the Executive Director.

1.10. CONTRACT RENEWAL

Airport reserves the right to renew this Contract/Proposal for not more than three additional one-year terms following the initial term. If the Bidder's performance of the Work described in this Contract/Proposal has been satisfactory, as solely determined by Airport, the annual renewal option will be considered by Airport. If the renewal option is to be exercised, the Bidder will be advised of such by Airport no later than April 15 of year of service.

1.11. BIDDER'S KNOWLEDGE

By way of submitting a proposal, it is understood that each Bidder has examined all Contract/proposal documents carefully, read the Instructions to Bidders, General Conditions, Specifications, Contract, and all other related documents, and has examined the sites where the Work is to be performed. Each Bidder shall fully inform itself prior to submitting a proposal as to existing conditions and limitations under which the Work is to be performed. No allowance shall be made to a Bidder because of lack of such examination or knowledge. The submission of a proposal will be considered as conclusive evidence that the Bidder has made such examination.

1.12. BIDDER'S QUALIFICATIONS AND REFERENCES

Bidders, as part of the Proposal submittal, shall furnish to Airport the names of at least three different clients for which the Bidder has performed grounds maintenance services under contract for not less than \$20,000 (annualized) per contract. Bidders shall provide said references in completeness on the attached References Form.

1.13. INSURANCE REQUIREMENTS

1.13.1. The selected Bidder shall provide certificates of insurance evidencing the minimum insurance coverage and limits set forth below within 5 days after having received the Notice of Award, or the execution of any renewal, of this Contract/Proposal and prior to the commencement of any Work.

1.13.2. Coverage shall be at least as broad as:

At all times during the contact, the Service Provider and its independent Service Providers shall maintain, at their sole expense, insurance coverage for the Service Provider, its employees, officers and independent Service Providers, as follows:

Insurance Type	Minimum Limits of Liability (\$)
1. Worker’s Compensation	Statutory – State of Illinois
2. Employer’s Liability	
A. Each Accident	500,000.00
B. Disease Policy Limit	500,000.00
C. Disease – Each Employee	500,000.00
3. Commercial General Liability	
A. General Aggregate	2,000,000.00
B. Products Comp/Op Aggregate	2,000,000.00
C. Personal & Adv. Injury	1,000,000.00
D. Each Occurrence	1,000,000.00
E. Fire Damage	50,000.00
F. Medical Expense (Any one person)	5,000
4. Excess Liability	
A. Each Accident	1,000,000.00
B. Aggregate	1,000,000.00

It is the responsibility of the selected Contract to provide a copy of this quotation to their insurance carrier. It may also be required that the Service Provider’s insurer and coverage be approved by owner prior to execution of the Contract. No work shall be started until receipt and approval of Certificate of Insurance.

Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights shall be named as co-insured on all Certificates of Insurance. The insurance carrier of the Insured is required to notify Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights of termination of any or all of these coverages, prior to the

completion of any contract, at least 30 days prior to expiration. The Service Provider shall notify Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights of changes in insurance coverage in writing within 30 days. All of the above specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

1.13.3. Subcontractors

If approved by the Executive Director to use subcontractors, the selected Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

1.13.4. Indemnity/Hold Harmless Provision

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless Chicago Executive Airport Board, The City of Prospect Heights and the Village of Wheeling against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments, costs, and expenses which may in anywise accrue against Chicago Executive Airport Board, The City of Prospect Heights and the Village of Wheeling arising, in whole or in part or in consequence of the performance of this Work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of Chicago Executive Airport Board, The City of Prospect Heights and the Village of Wheeling. The Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith and, if any judgment shall be rendered against Chicago Executive Airport Board, The City of Prospect Heights and the Village of Wheeling, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance policies required by this Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend Chicago Executive Airport Board, The City of Prospect Heights and the Village of Wheeling as herein provided.

1.14. PREVAILING WAGES

Not less than the prevailing rate of wages as determined by the Department of Labor shall be paid to all laborers, workmen, and mechanics performing Work under this Contract/Proposal.

1.15. NON-DISCRIMINATION

The selected Contractor, for each year in which a Contract/Proposal is valid, Bidder agrees, that Bidder shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, religion, age, sex or national origin, nor otherwise commit an unfair employment practice. The Bidder will take affirmative action to ensure that applicants are employed, and that employees are

treated during employment without regard to their race, creed, color, religion, age, sex or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Bidder further agrees that this clause will be incorporated in all Contracts entered into with suppliers of materials or services, Contractors and subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this Contract/Proposal.

1.16. RIGHT TO TERMINATE

The Airport shall have the right to terminate any Contract, at any time, should the Airport in its sole judgment, determine such termination to be in the best interests of the Airport and the public.

1.17. BIDDER'S REPRESENTATIONS AND WARRANTIES

1.17.1. To induce the Airport to accept this Contract/Proposal, Bidder hereby represents and warrants as follows:

1.17.1.1. The Work. The Work, and all of its components, shall be of merchantable quality; shall be free from any latent or patent defects and flaws in workmanship, materials, and design; shall strictly conform to the requirements of this Contract/Proposal, including, without limitation, the performance standards set forth in the Contract/Proposal documents; and shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract/Proposal and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Airport.

1.17.1.2. Compliance with Laws. The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.

1.17.1.3. Not Barred. Bidder is not barred by law from contracting with Airport or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax as set forth in 65 ILCS 5/11-42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33-1 et seq.

1.17.1.4. Qualified. Bidder has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the total Contract price and Contract time proposals set forth in the Contract/Proposal documents.

1.18. ACKNOWLEDGEMENTS

1.18.1. In submitting a Proposal to provide services, Bidder acknowledges and agrees that:

1.18.1.1. Reliance. Airport is relying on all warranties, representations, and statements made by Bidder in this Contract/Proposal.

1.18.1.2. Reservation of Rights. Airport reserves the right to reject any and all proposals, reserves the right to reject the low-price proposal, and reserves such other rights as are set forth in the Instructions to Bidders.

1.18.1.3. Acceptance. If this Contract/Proposal is accepted, Bidder shall be bound by all terms, condition, or provision contained in this Contract/Proposal.

1.18.1.4. Remedies. Each of the rights and remedies reserved to Airport in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Proposal.

1.18.1.5. Time. Except where otherwise noted, references in this Proposal to "days" shall be considered calendar days.

1.18.1.6. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Airport, whether before or after Airport's acceptance of this Contract/Proposal; nor any information or data supplied by Airport, whether before or after Airport's acceptance of this Contract/Proposal, nor any order by Airport for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Work by Airport; nor any extension of time granted by Airport; nor any delay by Airport in exercising any right under this Contract/Proposal; nor any other act or omission of Airport shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Work, nor operate to waive or otherwise diminish the effect of any representation or warranty made by the Bidder; or of any requirement or provision of this Contract/Proposal; or of any remedy, power, or right of Airport.

1.18.1.7. Severability. The provisions of this Contract/Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract/Provision shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of

any other provisions of this Contract/Proposal shall be in any way affected thereby.

1.18.1.8. Amendments. No modification, addition, deletion, revision, alteration, or other change to this Contract/Proposal shall be effective unless and until such change is reduced to writing and executed and delivered by Airport and the Bidder.

1.18.1.9. Assignment. Neither this Contract/Proposal, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Bidder except upon the prior written consent of Airport.

1.18.1.10. Governing Law. This Contract/Proposal and the rights of the parties under this Contract/Proposal shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois.

2. GENERAL CONDITIONS

2.1. DEFINITIONS

2.1.1. "Contract" and "Contract/Proposal" documents consist of the Instructions to Bidders, the Proposal Form(s), the Specifications, the Contract, and all clarifications, corrections, or changes made by the Airport in the Request for Proposals issued prior to the time proposals are opened.

2.1.2. "Contractor" means the person or organization selected to perform Work required by the Contract/Proposal documents.

2.1.3. "Airport" means Chicago Executive Airport, the Executive Director, and the Board of Directors.

2.1.4. "Work" means all or any part of the performance of the selected Contractor, the Contractor's agents, and subcontractors, pursuant to, and whether or not in compliance with the Specifications.

2.2. GENERAL PROVISIONS

2.2.1. Fiscal Limitations of the Airport. The amount of Work to be completed in each year of the Contract (January 1 - December 31) is solely dependent upon the funds appropriated each fiscal year as approved by the Airport's Board for the purpose of contractual grounds maintenance services. The Contract places no obligation on the Airport to appropriate funds for said Work.

2.2.2. Contractor Furnishings. The selected Contractor shall furnish all supervision, labor, tools, equipment, and materials necessary to perform the grounds maintenance Work described herein in a workmanlike and acceptable manner.

2.2.3. Administration and Additional Work. Any alterations or modifications of the Work performed under this Contract shall be made only by written agreement between the selected Contractor and the Executive Director or his designee and shall be made prior to commencement of the altered or modified Work. No

claim for any extra Work or materials shall be allowed unless authorized by written agreement prior to commencement of said Work.

- 2.2.4. Work Crew Supervision and Certification. The selected Contractor shall provide qualified supervision of each crew at all times while working under this Contract. Each supervisor must be able to converse in the English language and shall be authorized by the Contractor to accept and act upon all directives issued by the Executive Director or his designee. Failure of the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of the Contract unless such directives would create potential personal injury, property damage, or safety hazards.
- 2.2.5. Protection of Public and Private Property. The selected Contractor shall exercise all necessary caution to protect pedestrian and vehicular traffic and to protect all public and private property from injury or damage caused by the operations of the Contractor. The Contractor upon receipt of either written or oral notice to discontinue such practice as determined by the Executive Director or his designee to be hazardous shall immediately discontinue any practice. The Contractor shall comply with all applicable OSHA, IDOT, and other federal and state safety standards.
- 2.2.6. Street Closures and or Detours. Closure of public streets shall not be permitted.
- 2.2.7. Observance of Laws, Ordinances, Permits and Regulations. The selected Contractor at all times, during the term of this Contract, shall observe and abide by all federal, state and local laws which in any way affect the conduct of the Work and shall comply with all decrees and orders of courts of competent jurisdictions.
 - 2.2.7.1. The selected Contractor shall comply fully and completely with any and all applicable federal and state statutes, rules and regulations as they relate to hiring, wages, and any other applicable conditions of employment.
 - 2.2.7.2. Pursuant to the Contract/Proposal, the selected Contractor shall, at its expense, procure all necessary licenses and permits needed to conduct the Work required under the terms of this Contract, including any Federal, State or local permits and or licensing.
- 2.2.8. Protection of Underground Utilities. The Work will be conducted in areas where existing underground electric, telephone, cable television, sewer, water, and other facilities may exist. The Contractor shall protect all utilities from damage, immediately contact the appropriate utility if damage should occur, and be responsible for all claims for damage due to Contractor's operations. The Contractor shall make arrangements with each utility to locate all underground facilities as may be necessary to perform the required Work or create a personal injury hazard in conducting the operations of this Contract.

- 2.2.9. Subcontractors/Subcontracts. The Contractor shall not be allowed to subcontract Work under this Contract unless the Executive Director or his designee grants prior written approval. The subcontractor, if approved, shall be bound by the conditions of the Contract between the Airport and the Contractor.
- 2.2.10. Notice to Proceed. The selected Contractor shall not commence Work under this Contract until the Airport has provided a Notice to Proceed.
- 2.2.11. Insurance. All insurance provided by the selected Contractor shall comply fully and completely with the requirements set forth in the Request for Proposal documents. The Certificate(s) of Insurance shall reflect the actual amounts of insurance in force, not just the minimum requirements of the Contract.
- 2.2.12. Accident Notification. In the event of accidents, or incidents of any kind that may lead to claims for damage or injury, which involve the general public and/or private or public property, the Contractor shall immediately notify the Executive Director or his designee and shall provide a full accounting of all details of the accident/incident.

3. SCOPE OF SERVICES

3.1. Locations and Estimated Quantities of Work

3.1.1. Perimeter Fence Area

The location and estimated quantities of grass areas for which the grounds maintenance Work is per Exhibit A. The area depicted represents the areas immediately outside the Airport's fence in the right-of-ways. This exhibit is provided for illustrative purposes only. The Airport reserves the right to change, add, or delete quantities to be maintained as it deems to be in its best interest. Airport has approximated the area at 8 acres.

3.1.2. Chicago Executive Airport Signs:

The Chicago Executive Airport Signs are located at the corner of Milwaukee Avenue and the Air Traffic Control Tower access road.

3.2. Inspections

Airport Administration personnel may perform inspections of the Work areas at any time. Additionally, the equipment being used by the Contractor may be inspected at any time by the Executive Director or his designee. Failure of the Contractor to comply fully with any one of the specifications provided herein, or any portion thereof, shall be sufficient cause to give notice that the Contractor is in default of the Contract.

3.3. Concurrent

The Contract with the Airport is non-exclusive. The Airport reserves the right to use other contractors or its own employees to perform grounds maintenance Work similar to that being performed under the terms of this Contract.

3.4. Working hours

The Contractor shall schedule its normal work hours between 7:00 AM and 3:30 PM Monday through Friday. Work during other hours is prohibited unless authorized in advance by the Executive Director or his designee. No extra compensation shall be allowed for Work conducted on holidays, weekends outside the normal Work hours indicated above. Work on designated ozone action, alert or warning days shall be prohibited.

3.5. Prior Notification

The selected Contractor shall send written or email notification at least one week prior to the first cut of the season, and again before the last cut of the season. The Executive Director shall be consulted as to when services will terminate for that season.

3.6. Cleanup and Disposal

All debris from the grounds maintenance operations shall be cleaned up and removed before the Work crew leaves the Work site area, leaving the area in better condition than that which existed prior to commencement of the Work.

4. SPECIFICATIONS FOR SERVICES

4.1. GENERAL OBJECTIVE

The primary objective of these Specifications is to define the minimum standards to which the services shall be provided. Services are defined herein. In general, for the perimeter fence maintenance area, the service period is weekly from April 15 to November 15 of service year, depending upon growth conditions. The maintenance service for the Signage Landscaping is as specified herein. The contractor will consult with the airport on the exact start and stop date of service.

4.2. MAINTENANCE PROCEDURE REVIEWS

At least once per month, the maintenance Contractor's representative shall meet with the Airport's representative to:

- 4.2.1. Inspect the site for problems which are not currently covered in the maintenance contract.
- 4.2.2. Review work accomplished during the previous month
- 4.2.3. Review scheduled activities for the upcoming month.

4.3. PERIMETER GROUNDS MAINTENANCE SCOPE

The work consists of providing labor, materials, services, equipment and supervision to perform proper grounds maintenance as authorized in these specifications:

- 4.3.1. Grass Cutting Frequency. All sites shall be mowed at least once per week, unless otherwise directed by the Executive Director or his/her designee. Airport reserves the right to direct Contractor to increase and/or decrease the mowing

frequency, as it deems appropriate and in its best interest and that of the public.

- 4.3.2. Debris. All debris including but not limited to paper, cans, bottles, twigs, limbs, and other foreign materials that will interfere with mowing operations, including debris along fence lines and shrubs/bushes/hedges, shall be removed by Contractor prior to commencing Work at each site.
- 4.3.3. Cutting Heights. All grass areas shall be cut to heights of 2 to 2 ½ inches during periods of normal weather conditions. During periods of drought conditions all grass areas shall be cut to heights of 2 ½ to 3 inches. Airport reserves the right to change the heights at which grass areas shall be cut.
- 4.3.4. Grass Clippings. All grass clippings generated at sites may remain provided that no clumps or piles of grass clippings remain on the grass areas. All sites shall be mowed in a manner such that grass clippings are blown away from adjacent roadways, sidewalks, and parking lots. The Contractor shall clean all paved areas and sidewalks of grass clippings on the same day of the mowing. Any grass clippings that fall onto the concrete pads or stick to the legs or sides of water storage facilities shall be removed the same day as the mowing.
- 4.3.5. Trimming. Trimming, around the edges of all structures, trees, shrubs, flower beds, fences, fire hydrants, signposts, light poles, curb lines, sidewalk lines, and other miscellaneous items shall be completed during, each mowing, at all sites at heights the same as or slightly less than that of the grass areas.
- 4.3.6. Leaves. All leaves at sites shall be collected, removed, and disposed of by Contractor.
- 4.3.7. Precautions.
 - 4.3.7.1. Extreme care must be taken to avoid hitting trees and shrubs/bushes/hedges with mowers and trimming devices.
 - 4.3.7.2. Caution should be exercised when mowing mounded and/or uneven areas to avoid scalping of the grass.
 - 4.3.7.3. Sections of grass areas at sites may be replaced by Airport, or contractors working for Airport, during the term of this Contract. Contractor shall be responsible for avoiding these areas until such time as the newly sodded or seeded areas become established.
- 4.3.8. Equipment. All equipment used shall be in good operating condition and meet or exceed all state and federal operating and safety regulations. All mowers shall be equipped with flotation tires. All equipment blades and cutting edges shall be kept sharp to prevent tears to grass blades.
- 4.3.9. Disposal. All materials collected as a result of performing, the Work under this Contract shall be disposed of in full compliance with State of Illinois landscape

waste disposal rules, regulations, and laws. The Contractor shall be required to identify the state permitted facility being used for such disposal.

4.4. SIGNAGE LANDSCAPE MAINTENANCE SCOPE

4.4.1. Work. The work consists of providing labor, materials, services, equipment, and supervision to perform proper grounds maintenance for the Chicago Executive Airport Signage (located at the corner of Milwaukee Avenue and the Air Traffic Control Tower entrance road), as authorized in these specifications, including but not limited to:

- 4.4.1.1. Seasonal Cleanup
- 4.4.1.2. Lawn Mowing and Edging
- 4.4.1.3. Fertilization
- 4.4.1.4. Insect and Disease Control
- 4.4.1.5. Weed Control
- 4.4.1.6. Watering
- 4.4.1.7. Reseeding
- 4.4.1.8. Pruning
- 4.4.1.9. Winter protection
- 4.4.1.10. Soil sampling
- 4.4.1.11. Supplying and Planting of Annuals

4.4.2. Inspection.

4.4.2.1. Work will be subject to inspection at all times by the Airport and reserves the right to engage an independent testing laboratory to analyze and test materials used during the maintenance procedures.

4.4.2.2. Once per month the landscape contractor shall inspect the lawn areas for weak and work areas. Report to the Airport's representative any areas that require over seeding.

4.4.3. Spring Clean Up. The landscape Contractor shall conduct a clean up of the lawn areas as soon as the winter season has passed (March). All lawn areas shall be raked clean of all debris and mowed to a height of 1 ½".

4.4.4. Mowing and Edging

4.4.4.1. Mowing of all lawn areas shall be done at regular intervals. Never less than once per week beginning in March. Grass shall be cut to a height of 2" until June, to 2 ½" until September, and 2" until last mowing of the year (November 30 or until dictated by the Executive Director).

4.4.4.2. All mowing equipment shall be equipped with grass catchers so that all clippings are removed from the lawn areas and hauled from the site.

4.4.4.3. All lawn areas shall be edged with a power driven mechanical vertical cut edger along curbs, walks and planting areas. Edging shall be done at every third mowing.

4.4.5. Watering

4.4.5.1. Lawn Areas

- a. An automatic irrigation system is in place for the convenience and ease of watering lawn areas. It is the responsibility of the maintenance Contractor to familiarize himself/herself with this system.
- b. The maintenance Contractor shall be responsible for adjusting the timing program to meet proper grass requirements. Soil shall be kept moist to a depth of 6". The shaded areas shall be carefully monitored to balance the system and avoid over-watering of these areas.

4.4.5.2. Trees and Shrubs

- a. Water sufficiently to maintain moist soil conditions within the root zone of the plant.
- b. Monitor soil moisture levels of plants by examining soil core samples from the root zone area on a weekly basis.
- c. If excessive moisture or drought conditions develop, such conditions shall be brought to the attention of the Owner for corrective measures.
- d. During extended dry periods, water trees with a deep root feeder inserted in the tree ball in four equally spaced locations around the trunk. Water sufficiently to soak the root zone.

4.4.6. Fall Clean Up

- 4.4.6.1. Following the last mowing of the maintenance season, all walks and curbs shall be edged, and all leaves removed. An application of gypsum shall be applied to lawn areas to a width of 3" adjacent to all walks and curbs. Application rate shall be 30 lbs per 1000 SF of lawn area.

- 4.4.6.2. All debris from the maintenance operations shall be picked up and disposed of off site in a legally acceptable manner.

- 4.4.7. Reseeding. All over seeding shall be accomplished with a powered slit seeder applying seed at a rate of 3 lbs. per 1000 SF. Small bare spots may be hand seeded provided a top dressing of peat moss is used.

4.4.8. Pruning

- 4.4.8.1. Inspect plant material at frequent intervals (a minimum of once per month), especially after storms. Remove all broken, torn, or frayed limbs or branches to the nearest lateral branch behind the damage.

- 4.4.8.2. Prune trees during the dormant season

- 4.4.8.3. Do not prune plant material into geometrical forms. Prune plants in planters as a mass, not as individual plants.

- 4.4.8.4. All plant clippings shall be removed from the plants and beds and disposed of off site.

- 4.4.8.5. Prune lower limbs of shade trees to eliminate danger to pedestrians. Review pruning height with the Owner or his representative prior to pruning plants.
- 4.4.9. Soil Sampling. As soon as the ground thaws, perform a soil test to verify the proper quantity of soil amenities required. Report test results and recommendations to the Owner or his representative.
- 4.4.10. Annuals
 - 4.4.10.1. Plant annuals in planters in consultation with the airport on type and layout:
 - a. Annuals – On May 20
 - 4.4.10.2. Cultivate top 6” of soil in annual areas prior to planting. Incorporate remaining compost into soil when cultivating.
 - 4.4.10.3. Spacing of plants
 - a. Annuals – 8” on center
 - b. Bulbs – 7” on center
 - 4.4.10.4. During cultivations prior to annual planting, incorporate Agriform 16-7-12 (+Iron) as specified. Thereafter, maintain beds in a cultivated condition on a biweekly schedule.
 - 4.4.10.5. Water plants immediately after planting and thereafter to maintain a moist condition at the root zone.
 - 4.4.10.6. Pinch plant tops at time of planting to encourage spreading. Remove spent flowers during cultivation operations. After plants have massed over total bed, cultivate only the edge of the bed, removing any weeds within the bed area by pulling.
 - 4.4.10.7. Bulbs shall be ordered in August for fall planting. Remove annuals and dispose of them off site. Cultivate bed areas to a depth of 6” and plant bulbs to depth of 2 times depth of bulb.
 - 4.4.10.8. Mulch bulb areas with 3” thickness of shredded bark after ground freezes.
 - 4.4.10.9. Remove bulb foliage following blooming period in spring and dispose of off site.
- 4.4.11. Cleaning. Perform cleaning operation during and upon completion of activities. Remove from site all excess materials, soil, debris, and equipment. Repair any damage caused by maintenance operations.

5. PROPOSAL COVER SHEET

Submitted to:

Chicago Executive Airport Board
Airport Administration Building
1020 South Plant Road
Wheeling, Illinois 60090
Office Phone: 847-537-2580

Submitted by:

Company Name

Address

City, State, Zip Code

Telephone Number

7. REFERENCE FORM

Contractors submitting a proposal for Grounds Maintenance Services for Chicago Executive Airport shall complete this form in its entirety and submit as part of the proposal. List at least 3 entities where similar services were rendered in the last three (3) years. Provide a contact name and number for verification.

1. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____
Contract Amount: _____ (Annual)

2. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____
Contract Amount: _____ (Annual)

3. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____
Contract Amount: _____ (Annual)

8. EXHIBIT A

Total estimated acres: 11.75

Figure 1. Highlighted perimeter area.



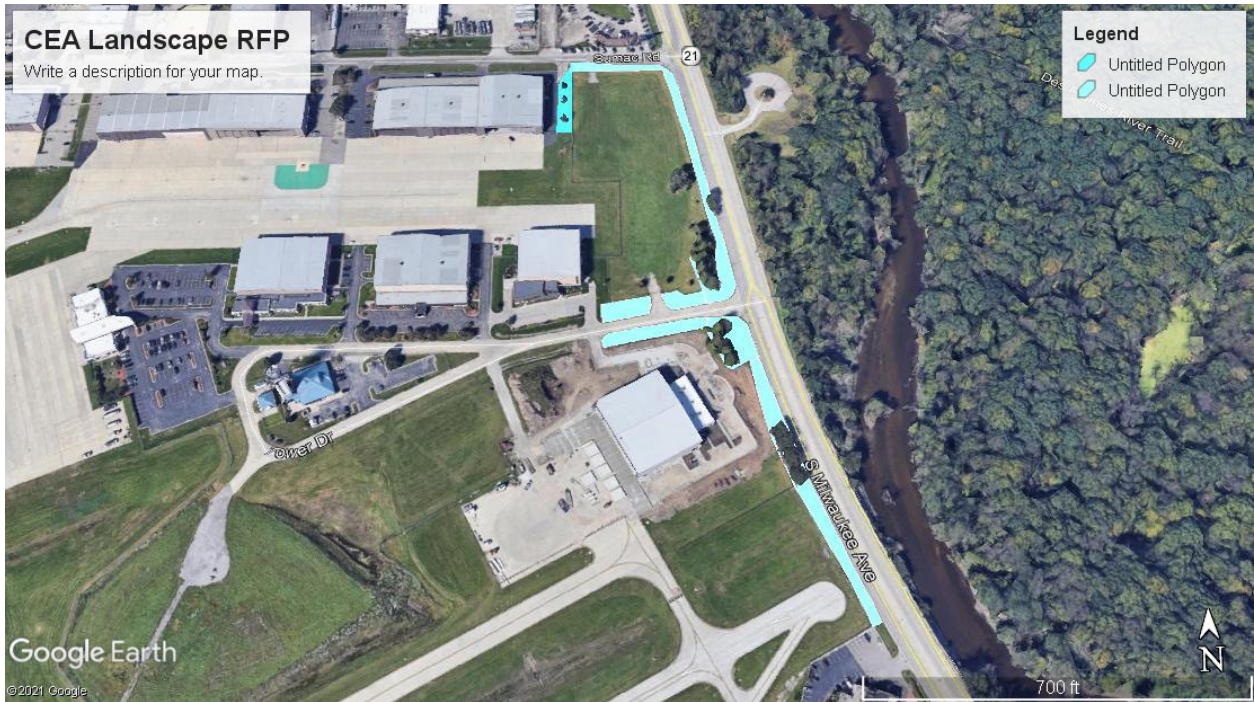








Figure 2. Airport Signage



