



**Invitation to Bid**  
**SOLICITATION # 2122-10**

**The following is sought:** The City of Urbana (hereinafter "City") is seeking bids to provide curbside bagged leaf collection and disposal services.

**Requesting Department: Public Works**  
**Contact Person: Scott R. Tess**  
**Address: 706 Glover Ave. Urbana, IL 61802**  
**Telephone No.: (217) 384-2381**  
**E-Mail Address: srtess@urbanaininois.us**

**Date of Invitation Posted on City's website: 8/24/2021**

**Date Published in News-Gazette: 8/24/2021**

**The original Bid plus 0 copies MUST be submitted to the Requesting Department at or before the date and time specified below to receive full consideration:**

**Bid Submission Date: 9/7/2021**  
**Time: 2:00 P.M. Central Time**  
**Allowable Means for Transmitting Bids: Printed Hardcopy**  
**Location for above: 706 Glover Ave. Urbana, IL 61802**

**All Bids submitted in response to this Invitation shall be irrevocable for a period of 30 days after the Bid submission due date and may not be withdrawn by the Vendor during this period. After such time has elapsed, the Vendor may withdraw the Bid if it has not been selected prior to the request to withdraw. Such withdrawal shall be requested in writing.**

**BID DOCUMENTS ARE AVAILABLE ONLINE AT THE CITY OF URBANA WEBSITE:**  
**urbanaininois.us/bids-rfps**

*The City reserves the right to waive technicalities or to accept or reject any Bid or combination of Bids based upon the City's determination of its best interest.*

*If you would like to receive e-mail notification when new procurements are posted by the City, please sign up for the mailing list here: <http://eepurl.com/di4k75>*

## **1. DEFINITIONS:**

“City” shall mean the City of Urbana, Illinois, a municipal corporation and home rule unit of local government.

“Contract” shall mean a written instrument that, once executed by the Successful Vendor and the City, becomes legally binding and enforceable on the City and the Successful Vendor. “Contract” shall also mean any and all exhibits, whether or not labeled as such, which are attached to or incorporated in the instrument by reference that may, but not necessarily, include, the Invitation, Bid or a part or portions thereof.

“Equipment” shall mean the tangible apparatus, vehicle, or other goods, including all warranties and supplies, software, manuals, and material necessary to properly operate the same, which the City seeks to acquire pursuant to this Invitation. If included within the Specifications, “Equipment” may include installation as part of its purchase.

“Project” shall mean the combination of goods and services, labor and materials, hardware and software, or other work that the City seeks to have performed and completed as described in this Invitation, including but not necessarily limited to, construction, demolition, rehabilitation, and/or installation of Equipment (separate from the purchase of such Equipment).

“Bid” shall mean any response to this Invitation that is submitted to the City, including any information appended to or included in such response.

“Invitation” shall mean this document and all exhibits appended to and/or which are referenced in this document.

“Specifications” shall mean the terms, conditions, and requirements described in this Invitation.

“Respondent” shall mean any contractor, consultant, professional, or vendor who submits a Bid in response to this Invitation.

“Services” shall mean consulting, advisory and/or professional services, including the work product generated as the result of the performance thereof, which the City seeks to retain and obtain pursuant to this Invitation.

“Successful Respondent” shall mean the contractor, consultant, professional, or vendor whose Bid is selected by the City to proceed forward with negotiation for the purpose of arriving at mutually acceptable Contract terms between such person and the City.

“Time” shall mean calendar days, hours and minutes (Central Time) unless otherwise specified.

## **2. SPECIFICATIONS:**

See Exhibit A – SUMMARY AND SPECIFICATIONS appended hereto and made a part hereof.

## **3. RESPONDENT QUESTIONS:**

**3.1. Responsibilities of Respondent:** It shall be the responsibility of each Respondent to be fully familiar with the Specifications, General Instructions and other requirements contained in and included with this Invitation. No plea of error or ignorance by a Respondent of the Specifications, General Instructions and other requirements shall be accepted.

**3.2. Discrepancies and Omissions:** If a Respondent finds discrepancies or omissions in the Specifications or is in doubt as to the meaning of any requirement or term contained in this Invitation, the Respondent shall notify the City at least five (5) business days prior to the deadline for submission of the Respondent's Bid. The City will send written instructions in the form of an addendum to all Respondents that have indicated their interest in submitting a Bid to the City if the information is deemed necessary by the City for submitting Bids. The City will not be responsible for any oral instructions. The failure of the Respondent to request clarification prior to submitting a Bid waives the Respondent's right to claim any ambiguity or discrepancy in the documents or lack of understanding of any term or requirement.

**3.3. Addenda:** If the City deems it appropriate to issue one or more addenda to this Invitation, the City shall send such addenda to all Respondents that have indicated to the City an interest in submitting a Bid in response to this Invitation by registering on the City's website entry for this Invitation or by notifying the contact person identified above in writing (by e-mail or letter). All such issued addenda shall be deemed a part of this Invitation. Respondents must acknowledge in their respective Bids all addenda specifically sent by the City. Failure to acknowledge receipt of addenda may disqualify a Respondent's Bid from consideration by the City.

**3.4. Contacting City Staff and Officials:** Respondents are prohibited from contacting City staff and any elected or appointed official of the City regarding this Invitation except as specifically set forth in this Invitation. Failure to comply with this provision may result in rejection of any or all Bids.

**4. GENERAL INSTRUCTIONS; BID CONTENT; FORMAT; SUBMISSION:**

See EXHIBIT B – GENERAL INSTRUCTIONS; BID CONTENT; FORMAT; SUBMISSION appended hereto and made a part hereof.

**5. BID EVALUATION CRITERIA:**

See EXHIBIT C – EVALUATION CRITERIA appended hereto and made a part hereof.

**6. AWARD OF CONTRACT:**

**6.1. Bid Guarantee:** All Bids must be guaranteed and may not be withdrawn until 30 days after the Bid submission due date.

**6.2. Rejection of Bids:** If a Respondent is not selected as the Successful Respondent as contemplated in this Invitation, Respondents may withdraw their Bids.

**6.3. Price:** While it is the City's custom and practice to award a Contract to the Successful Respondent based on lowest Bid price, if all the Specifications contained in Exhibit A are met in full and without any substitutions, the City has no obligation to select as the Successful Respondent the Respondent that submits the lowest Bid Price.

**7. CUSTOMER/CLIENT SERVICE:**

The City expects the Successful Respondent to deliver a high level of customer/client service regarding all aspects of the Successful Respondent's performance of his/her obligations and responsibilities as set forth in his/her Contract with the City.

**8. GENERAL LEGAL MATTERS:**

See EXHIBIT D – GENERAL LEGAL MATTERS and EXHIBIT E – REQUIRED FORMS TO BE COMPLETED AND SUBMITTED WITH BID.