

TRITON COLLEGE
DISTRICT #504
SUBJECT: Request for Bid

SCHEDULE 2.4
January 15, 2026

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Associate Vice President – Facilities

QUANTITY	ARTICLE DESCRIPTION
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EXTERIOR LANDSCAPE MAINTENANCE 2026

Please visit www.triton.edu/rfp to check for any additional addendums or changes.

RESPONSE OPENING: 1:00 pm, LOCAL TIME, Thursday, January 29, 2026
Learning Resource Center / Building A / ROOM A-300

QUESTIONS, PLEASE CONTACT TRITON COLLEGE –
Mr. John Lambrecht (708) 456-0300 Ext. 3048 or email johnlambrecht@triton.edu

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before Thursday, January 29, 2026, before 1:00 pm, local time. It is the Bidder's responsibility to have the proposal received in the Business Office by the deadline. Hand Delivered, Messengered, Express Shipping Agent, or trackable delivery service is required. Timely delivery in the Business Office (A-306) is the sole responsibility of the Bidder. The Mailbox Rule shall not apply or deem a bid timely received. Electronic submissions or facsimile copies are not permissible.

FIRM: _____ SIGNATURE: _____

ADDRESS: _____ CONTACT: _____

CITY & STATE: _____ TELEPHONE: _____

SPRING CLEAN UP

- A. Removal of all leaves and landscape debris that has accumulated over the winter from turf and plant bed areas.
- B. Removal of winter debris.
- C. Spring clean-up operations will commence as soon as weather and ground conditions allow, and shall be completed no later than April 15th.

TURF MAINTENANCE

- A. Turf shall be mowed at 2" to 3" weekly or as climatic conditions dictate. Mowing patterns shall be alternated and recycling of clippings shall be encouraged where possible. Clippings to be collected and taken away and disposed of by contractor.
- B. Litter shall be collected and removed from all landscape spaces.
- C. Walks and drives shall be blown off during weekly procedures.
- D. String trimming will occur along edges of drives and walks, along building foundations, around poles, along fences, etc. that cannot effectively be reached by a mower.
- E. Turf adjacent to walks shall be edged three (3) times per season.

TURF FERTILIZATION

- A. All turf shall be fertilized three (3) times per year.
- B. Individual application to consist of 1 lb. N/1,000 square feet.
- C. Timing of these applications shall be according to horticultural conditions.
- D. Care shall be exercised to ensure that the fertilizer is applied uniformly.
Distribution shall be by mechanical means.

TURF WEED CONTROL

- A. A pre-emergent herbicide for crab grass control shall be applied once in spring.
- B. Broadleaf control shall be applied two (2) times each year in spring and fall.

PEST AND DISEASE CONTROL

- A. Inspection for insect and disease problems shall be made routinely of all plants and turf.
- B. If infestations are present, Triton will be notified of the appropriate remedy and cost of treatment before application takes place.

TREES, SHRUBS, AND GROUNDCOVER CARE

- A. All plant material shall be inspected while performing other maintenance duties to determine need for pruning. Pruning shall be completed in accordance with horticultural specifications and climactic conditions.
- B. All shrubs, evergreens, and groundcover shall be pruned four (4) times to maintain a consistent height and shape. Flowering shrubs shall not be pruned until after their flowering season. The first round of pruning shall be completed no later than June 7th.
- C. Contractor shall remove dead or diseased branches from trees up to twelve (12) feet in height.
- D. Any trees, ornamentals or shrubs requiring climbing or special equipment such as high lift truck, ladders, etc. are not covered in this agreement.
- E. All plant trimmings shall be cleaned up and removed from the site.

PLANT BED MAINTENANCE

- A. All plant beds shall be weeded throughout the season. Prairie Gardens & Bioswale Areas throughout Campus including Parking Lots are to be included in this scope.
- B. Post-emergent herbicide may be applied to control weeds.
- C. Mechanical methods may be used to control weeds.
- D. All perennials shall have spent flowers removed and shall be cut back one (1) time per season.
- E. Spade edging of all previously edged plant beds and tree rings shall be performed one (1) time in the spring, no later than May 31st, and shall be maintained throughout the season.

FALL CLEAN UP

- A. Accumulated fall debris shall be removed from turf and plant beds in fall.
- B. Only Annual flowers that were installed by the Contractor shall be removed prior to the end of the contract.
- C. Turf shall be mowed at 2" to prevent winter matting.
- D. Fall clean-up operations to also include trimming down of all perennials and ornamental grasses is to be completed by November 15th.

WATERING

- A. Watering is the responsibility of the Owner/Representative.

TERM

- A. April 1, 2026 through November 30, 2028 – 3 Seasons
April 1 through November 30 each season

AREAS OF SCOPE

Scope of work will be all Landscape on attached Exhibit B - Site plan excluding Synthetic Turf Areas as identified on plan.

Project to be billed monthly (8 Months) during each season.

Contractor to also provide unit pricing for the following categories:

- 1. Spreading of Mulch per cubic yard. (Mulch provided by Triton)
- 2. Installation of Sod per 10 sf area. Includes prep. (Sod provided by Triton)
- 3. Soil and Seed per 10 sf area. Includes prep. 2lbs per 1,000 sf ratio.
- 4. Hourly rate per person for Maintenance Work
- 5. Hourly rate per person for Enhancement Work.

QUALIFICATION

- Minimum of one on site personnel must be Landscape Industry Certified (CLT).
- Bidder must provide proof of current EMR Rating.
- Must have and provide proof of company safety program.
- Must provide company information including history, size, and scope.

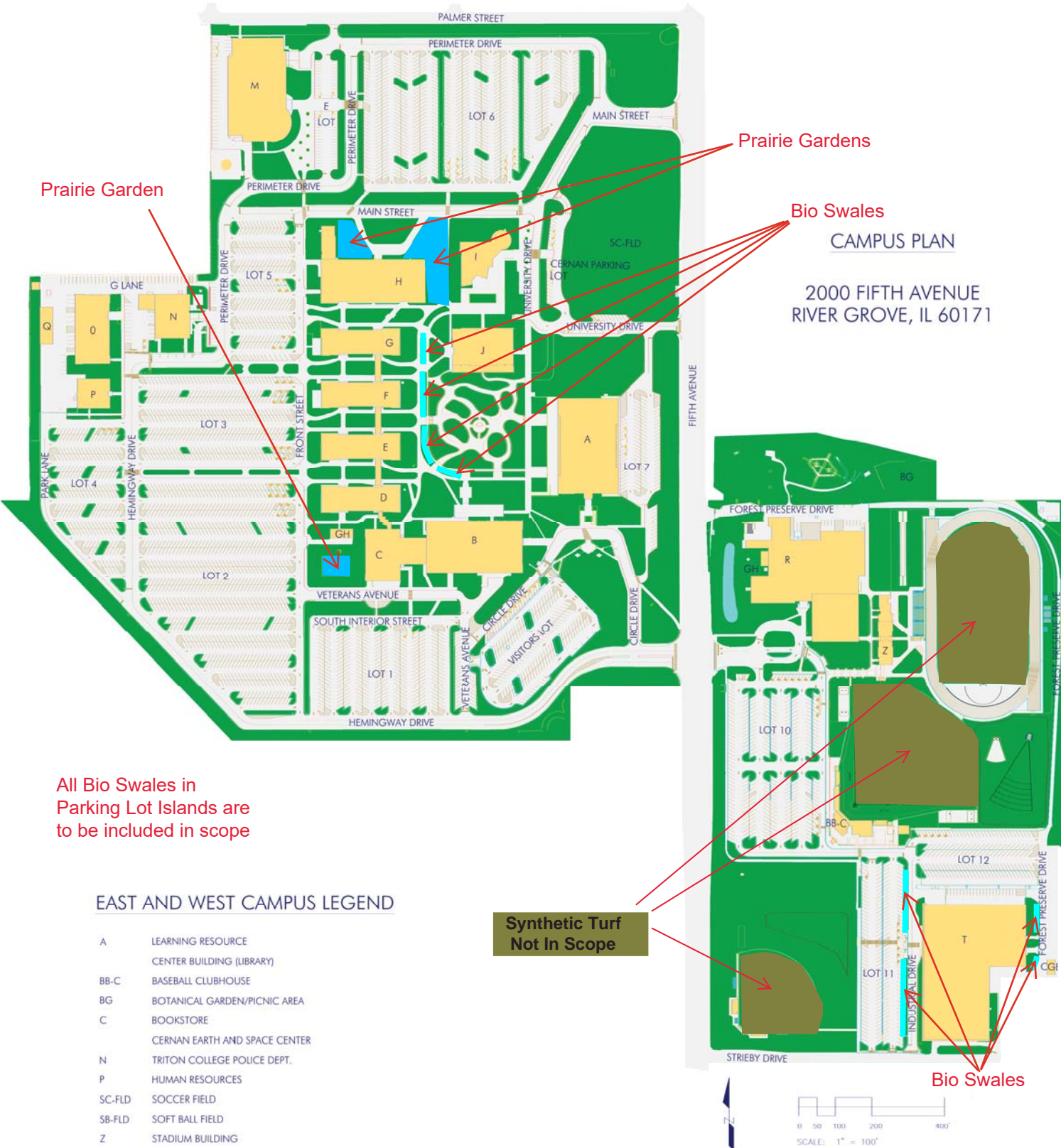
REFERENCES

- Contractor to provide a minimum of 3 references of similar size accounts of approximately 100 acres.

Contractor will need to comply with terms identified on this Exhibit A – Specifications, attached Exhibit C - Bid Form and Bidder Identification and Terms, and Exhibit D – Service Agreement.

Awarded contractor will need to sign Exhibit D – Service Agreement.

Exhibit B
Site Plan



All Bio Swales in
Parking Lot Islands
are to be included in scope

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

Name of Bidder: _____

Address: _____

City, State, Zip: _____

Phone: _____ Contact: _____

The undersigned acknowledges receipt of:

PROJECT: Exterior Landscape Maintenance 2026

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all bonds and insurance in accord with the bidding document
 - 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact John Lambrecht, 708/456-0300 Ext. 3048 for further information.

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check _____, certified Check, _____ made payable to the Owner or bid bond _____, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.

Dated

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, June 1987, Edition.) in accordance with the bids as accepted. He w obtain performance and payment bonds with such surety or sureties as the Owner may approve cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly.

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

CHANGE ORDERS / ADDITIONAL WORK: Change orders / additional work will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described services for stated monthly price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor.

Pursuant to Illinois Revised Statutes, the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

INSURANCE

Independent Contractor shall maintain liability and WC insurance in minimum limits of \$2,000,000 per occurrence and \$5,000,000 in the aggregate with a waiver of subrogation and shall name Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured on a Primary and Non-Contributory basis on a separate endorsement.

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

Signature and Title

Dated _____, 20____.

If a Corporation

NAME

ADDRESS

President _____

Secretary _____

Treasurer _____

Corporation, State of _____

If a Partnership

NAME OF PARTNERS

ADDRESS

If a Joint Venture

NAME OF MEMBERS

ADDRESS

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

Annual Cost 2026 \$_____ per year

Unit Costs for work outside of Contract Scope

Mulch Spreading (Labor Only)	\$_____ per cubic yard
Installation of Sod (Including Sod and Prep)	\$_____ per 10 sf area
Soil and Seed (Including Materials and Prep)	\$_____ per 10 sf area
Hourly Rate per Person for Maintenance Work	\$_____ per hour
Hourly Rate per Person for Enhancements	\$_____ per hour

Annual Cost 2027 \$_____ per year

Unit Costs for work outside of Contract Scope

Mulch Spreading (Labor Only)	\$_____ per cubic yard
Installation of Sod (Including Sod and Prep)	\$_____ per 10 sf area
Soil and Seed (Including Materials and Prep)	\$_____ per 10 sf area
Hourly Rate per Person for Maintenance Work	\$_____ per hour
Hourly Rate per Person for Enhancements	\$_____ per hour

Annual Cost 2028 \$_____ per year

Unit Costs for work outside of Contract Scope

Mulch Spreading (Labor Only)	\$_____ per cubic yard
Installation of Sod (Including Sod and Prep)	\$_____ per 10 sf area
Soil and Seed (Including Materials and Prep)	\$_____ per 10 sf area
Hourly Rate per Person for Maintenance Work	\$_____ per hour
Hourly Rate per Person for Enhancements	\$_____ per hour

**TRITON COLLEGE
EXTERIOR LANDSCAPE MAINTENANCE 2026
BID FORM, BIDDER IDENTIFICATION, TERMS**

EXHIBIT "C"

BIDDER'S NAME: _____

BIDDER

BY:

BIDDER ADDRESS

SIGNATURE

CITY, STATE AND ZIP CODE

TITLE

DATE

BUSINESS TELEPHONE

E-MAIL

**Envelopes containing bid, bid security and other required documents
must be sealed, marked and addressed as follows:**

**TRITON COLLEGE
Exterior Landscape Maintenance 2026
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove IL 60171**



Agreement Between Triton College and Independent Contractor

Start date: ____ / ____ / ____

Maximum value: \$ ____

This Agreement made this ____ day of ____, 20____, between Community College District No. 504 (hereinafter referred to as "Triton College"), located at 2000 Fifth Ave., River Grove, Ill. 60171 and Independent Contractor ____ (hereinafter referred to as "Independent Contractor"), located at ____.

In consideration of the mutual promises of the parties hereinafter specified, it is agreed by the parties as follows:

1. Independent Contractor shall perform the following services under this Agreement: _____
2. The location of the services to be performed shall be at the Triton College Campus, _____ (building and room number), 2000 Fifth Ave., River Grove, Ill.; **OR** if off-campus location, _____.
3. Independent Contractor shall perform the services on: date(s) ____ / ____ / ____ to ____ / ____ / ____ and time(s) ____ to ____.
4. Triton College agrees to pay to Independent Contractor the maximum amount of \$____, which shall be paid within 60* days of receipt of accurate and detailed invoices of all work performed, with a narrative of work completed as requested. Invoices shall be submitted within 10 college business days from the latest date specified in paragraph three (3) above. Failure to submit proper or accurate invoices will delay the issuance of payment. Triton College shall have the right to review and request clarification of any invoice prior to issuance of payment (*60 days is standard).
5. Independent Contractor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorneys fees and expenses arising out of the acts or omissions of Independent Contractor, its officers, agents or employees under this Agreement.
6. Independent Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of Triton College for any purpose. Further, Independent Contractor expressly agrees that neither it, nor any of its employees, shall be entitled to or make a claim for any benefits that may be available to employees of Triton College, including but not limited to, SURS, accrual of tenure, pension, retirement, health, life or worker's compensation coverage. In the event a claim is made for any such benefits, Independent Contractor shall fully indemnify Triton College, its officers, trustees, employees and agents from all costs and responsibilities associated with the claim for benefits.
7. Independent Contractor assumes full responsibility for the payment of all federal, state or local taxes incurred by Independent Contractor as a result of this Agreement.
8. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
9. Independent Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
10. In no event shall Triton College be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings. The entire liability of Triton College and Independent Contractor's exclusive remedy for breach of this contract shall not exceed the initial deposit paid to Independent Contractor which the parties acknowledge is an appropriate measure of liquidated damages and said amount shall not be construed as a penalty.
11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any "conflict of laws" provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
12. Independent Contractor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.
13. Independent Contractor certifies that, if applicable, it complies with each of the following Federal, State and local laws, rules and regulations:
 - Title VII of the Civil Rights Act of 1964, as amended, in all matters of hiring, employment, promotion, or training;
 - The Illinois Human Rights Act, 775 ILCS 5/1 et seq., which shall also include the obligation to maintain a written sexual harassment policy in compliance with the law;
 - The Illinois Drug Free Workplace Act, 30 ILCS 580/1 et seq.;
 - Web Content Accessibility Guidelines 2.1 (WCAG), as currently written or amended, including all services and materials; and appropriately responding to any complaints which may arise; and
 - All Policies and Procedures as set forth by the Triton College Board of Trustees.
14. Independent Contractor certifies that it is an equal opportunity employer and specifically agrees as set forth in Section 4 to indemnify the College for any claim arising from or related to the obligations of this Section 12.
15. Independent Contractor shall maintain liability and WC insurance in minimum limits of \$2,000,000 per occurrence and \$5,000,000 in the aggregate with a waiver of subrogation and shall name Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured on a Primary and Non-Contributory basis on a separate endorsement.
16. Instruction, if any, rendered by the Independent Contractor under this Agreement shall not in any manner be used towards attaining tenure or seniority as a faculty member employed by Triton College.
17. Time is of the essence of this Agreement.
18. The use of the word "it" in this Agreement shall include the feminine or masculine, and the singular and plural, in reference to the parties to this Agreement.
19. Assignment of this Agreement or assignment of any right or obligation contained herein by Independent Contractor is strictly prohibited.
20. Triton College, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.
21. There are _____ Riders to this Agreement. This Agreement and any riders attached hereto constitute the entire Agreement of the parties, and there are no other Agreements, representations or understanding, or written instruments between the parties with respect to the subject of this Agreement. No alteration, modification or amendment to this Agreement shall be valid unless in writing on this Independent Contractor Agreement, which shall be signed by both parties.
22. Any provision hereof which is construed by a court of competent jurisdiction to be illegal or unenforceable shall be reduced to the maximum time, area or scope necessary to render such clause legal and enforceable, or if same is incapable of being so reduced, such clause shall be deemed severed here from and shall not affect or impair the operability of any other provision of this Agreement.
23. Either party may terminate the Agreement upon written notice to the other party with or without cause. In the event of termination by either party, the balance due shall be determined based upon work performed and approved by the College, in writing, prior to the effective date of termination. In the event of partial work, whether based upon days of work or project completion, any amount due shall be prorated based upon the percentage of the approved work completed prior to the effective date of termination.

MAX value: \$ _____ Contract manager approval: _____

In witness whereof, the parties have executed this Agreement upon the day and year first above written. (PRINT OR TYPE ONLY)

Community College District No. 504 (Triton College) Representative*	Date
*Contract is not valid unless each page bears initials of contract manager.	____ / ____ / ____
Administrator	____ / ____ / ____
Dean	____ / ____ / ____
Vice President	____ / ____ / ____
Other	____ / ____ / ____

Independent Contractor - Print	_____
Signature	_____ Date ____ / ____ / ____
Address	_____
Telephone	_____ Email address _____
Social Security no. or FEIN	_____