



CITY OF ELMHURST
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**NOTICE FOR REQUEST FOR PROPOSAL
FOR
CITY OF ELMHURST 2022 TREE INVENTORY
209 NORTH YORK STREET
CITY OF ELMHURST
DUPAGE COUNTY, ILLINOIS**

RECEIPT OF PROPOSALS

Request for Proposals for a City of Elmhurst 2022 Tree Inventory will be received by the City of Elmhurst, DuPage County, Illinois until **3:00 p.m.**, (Central Standard Time) **on Friday, June 3, 2022**. Sealed envelopes or packages containing proposals shall be addressed to the Office of the City Clerk, Elmhurst City Hall, 209 N. York Street, Elmhurst, Illinois 60126, and shall be marked **“Request for Proposal – City of Elmhurst 2022 Tree Inventory.”**

REQUEST FOR PROPOSAL DOCUMENTS

This work shall be performed in accordance with the Request for Proposal documents, copies of which are on file for review, and available **on Monday May 16, 2022** at the Office of the City Clerk, Elmhurst City Hall, 209 N. York Street, Elmhurst, Illinois 60126 **for a non-refundable cost of \$5.00** per set of bidding documents. An electronic version of the Request for Proposal documents is available free of charge by contacting the City of Elmhurst via email at: mark.stevens@elmhurst.org with the subject, **“City of Elmhurst 2022 Tree Inventory”**. **No bidding documents will be issued after 3:00 p.m. on Friday, May 27, 2022**. All proposals must be submitted in hard-copy on the forms provided and in compliance with the Instructions to Proposers. Submission of a proposal shall be conclusive assurance and warranty that the proposer has examined the specifications, the site of the work and the local conditions affecting the contract and understands all of the requirements for performance of the work. The proposer will be responsible for all errors in its proposal resulting from failure or neglect to conduct an in-depth examination. The City of Elmhurst will in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the proposer. The proposer shall not take advantage of any errors or omission in the plans or proposal.

The intent of this Request for Proposal (RFP) as issued by the City of Elmhurst, hereafter referred to as the City, is to request price proposals and information from qualified vendors to provide complete tree inventory services and GIS services compatible with the City GIS platform to support the City tree inventory.

PROPOSAL SECURITY

Each proposal shall be accompanied by a proposal guaranty in the form of a bid bond, executed by a corporate surety company, a bank cashier's check or a certified check payable to the City of Elmhurst for not less than five percent (5%) of the total amount of project as calculated on the forms provided and in compliance with the Instructions to Proposers. The proposal guaranty checks of all, except the two lowest responsible proposers, will be returned after the proposals have been checked, tabulated and compared. The proposal guaranty checks of the two lowest responsible bidders will be returned after the contract and the contract bond of the successful bidder have been properly executed and approved. Bid bonds will not be returned.

RIGHT TO REJECT PROPOSALS

The City of Elmhurst reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the City of Elmhurst.

AWARD OF CONTRACT

Unless all proposals are rejected, the contract award will be made to the lowest responsive responsible proposer. In determining who the lowest responsive responsible proposer is, the City of Elmhurst will consider all factors which it, in its discretion, deems relevant in determining who the lowest responsive responsible proposer is. Proposers who are awarded a contract shall be required to provide a Labor and Material Payment Bond and a Performance Bond, each in the total amount of the contract sum upon execution of the contract.

Dated: This 13th day of May 2022.

CITY OF ELMHURST

Scott M. Levin, Mayor Jackie Hadadd-Tamer, City Clerk