

# Metamora Park District

## Request for Proposals

Mowing & Maintenance Services for  
Metamora Park District  
Metamora, IL 61548

Proposals Due: \_\_\_\_\_

Metamora Park District  
214 E. Partridge St.  
P.O. Box 633  
Metamora, IL 61548-0633  
Phone: (309) 367-2932  
[director@metamoraparks.org](mailto:director@metamoraparks.org)



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## **Section 1 - General Information**

### **1.1 Summary**

Metamora Park District ("Park District") is seeking to engage and hire a Contractor to perform mowing, trimming, lawn care, cleaning, and maintenance services at all of its locations in Metamora, IL for the service period **April 01, 2026 – March 31, 2027.**

### **1.2 Delivery Information and Deadline**

Proposals will be accepted until **Saturday, February 28, 2026**, and must be submitted to:

Metamora Park District  
214 E. Partridge St.  
P.O. Box 633  
Metamora, IL 61548-0633  
Phone: (309) 367-2932      Email: [director@metamoraparks.org](mailto:director@metamoraparks.org)

### **1.3 Questions and Site Visits**

Any questions should be directed to the Park Director at the phone number or email address previously provided. The park sites are publicly accessible; however, some sites are closed to vehicular traffic during the winter season. Please contact the Park Director if access to the physical sites is necessary for the proposal.

### **1.4 Proposer's Cost**

Each Proposer acknowledges and agrees that the preparation of all materials for submittal to Metamora Park District and all presentations, related costs and travel expenses are at the Proposer's sole expense. Metamora Park District is not responsible for any expenses incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and materials submitted with their RFP shall remain the property of Metamora Park District.

### **1.5 Tax Exemption**

Metamora Park District is a tax-exempt organization.

## **1.6 Qualifications and Selection**

It is the intention of Metamora Park District to select a contractor that possesses the requisite experience, ability, equipment, organization and staffing to enable it to perform the work professionally, adequately, and reliably according to the parameters set forth in this RFP.

## **1.7 Selection Process and Review**

All proposals will be evaluated by a review panel consisting of the Park Director and the Park Board of Commissioners. The panel will select the proposal which best meets the Park District's requirements. The Park District will then begin negotiations with the selected firm to determine final contract requirements and fees. If the Park District and selected firm are unable to reach an agreement the Park District may begin negotiations with the next firm or may choose to reject all proposals.

Metamora Park District may award Proposals in its best interest, reject proposals or any part of them, award contracts in whole or in part, or waive what it concludes in its discretion are minor problems with proposals including, but not limited to, formalities and technicalities. The Park District may consider any alternative proposals which meet it needs.

## **Section 2 – Project Description and Scope**

### **2.1 Summary**

Metamora Park District is seeking to engage and hire a Contractor to perform mowing, trimming, lawn care, cleaning, and maintenance services at the following properties: Metamora Pool, Black Partridge Park, Schupp Park, Lincoln-Douglas Park, Brighton Park, and the Park District Office. Addresses and maps included in Exhibit A. The Contractor agrees to provide all labor and equipment necessary for the maintenance of the aforementioned parks and locations.

### **2.2 Insurance Requirements**

The Contractor must carry and provide at all times liability and property damage insurance in amounts satisfactory to the District.

Further, the Contractor shall provide and carry all Workers' Compensation Insurance. If the Contractor does not carry Worker's Compensation Insurance, they shall reimburse said amount that the State of Illinois requires of the District. This reimbursement shall be complete before the end of the agreement period. The Contractor must provide the District a copy of Certificate of Insurance upon the signing of any agreement or contract.

### **2.3 Mowing, Trimming & Lawncare Services**

The Contractor shall provide all equipment and labor necessary for the mowing, trimming and lawncare services at the previously mentioned parks.

The Contractor will mow and trim a minimum of once a week during the growing season (April-October). The District may direct the Contractor to do more or less mowings as growing conditions require. The Contractor will spray infields of baseball fields to kill and suppress weeds.

Rolling of all previously mentioned parks, not including JFL fields, once at the start of the season on even years. Aerating of all previously mentioned parks, not including JFL fields, once at the end of the season on odd years.

Weed / grass trimming of Brighton Park waterway once per month.

## **2.4 Maintenance Services**

The Contractor shall provide all equipment and labor necessary for the required maintenance at the aforementioned parks.

The Contractor will empty trash at each park and the office, clean bathrooms at parks and the office, ensure each park is tidy (collect sticks, trash, any other loose debris, etc.), keep landscaped areas and parking areas looking nice and weed free by weeding and spraying, spread playground grade mulch on playgrounds when needed, service park equipment (two gators), make sure shed is stocked with necessary supplies and communicate with the director on the supplies ordered, prep parks for the season in March by putting out trash bins and assisting with opening the restrooms, close parks for the season in October by removing trash cans and assisting with closing the restrooms, and other special projects as assigned by the Executive Director.

Perform maintenance of the ball fields at Black Partridge Park, Lincoln-Douglas Park, and Shupp Park, including weeding, raking, dragging the fields, and coordinating with the Executive Director to chalk the fields before each game.

The Contractor will perform basic cleaning services at the park office in the winter season (mid-November – mid-March).

## **2.5 Service Period of Agreement**

The term of this agreement shall be for a one-year period commencing April 1, 2026, through  
March 31, 2027.

## **2.6 Additional Expectations**

Maintenance and repair supplies should be ordered or purchased in collaboration with the Park Director.

The Contractor will respond promptly to any complaints of the Park District or of individuals.

The Contractor will always drive in the playground area (between the front bushes and the bathroom) of Black Partridge Park in a manner conducive to the safety of small children at play.

The Contractor shall inform the Park District of any items that have been broken by the Contractor. The Park District can bill the Contractor for any items broken by the Contractor (ex. fence posts, markers, chain link fences, etc.) for repair or replacement (if not repairable).

## **Section 3 – Proposal Requirements**

### **3.1 Delivery Information and Deadline**

Proposals will be accepted until Saturday, February 28, 2026, and must be submitted to:

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P.O. Box 633  
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Phone: (309) 367-2932      Email: [director@metamoraparks.org](mailto:director@metamoraparks.org)

### **3.2 Letter of Interest**

The Proposer should provide a cover letter indicating their understanding of the requirements of this RFP. The letter should be a brief formal letter from the prospective contractor that provides information regarding the firm's interest in, and ability to perform, the requirements of this RFP. A person who is authorized to commit the Proposer's organization to perform the work included in the proposal must sign the letter. The cover letter should be on letterhead and state the legal name of the firm, phone number, mailing address, and e-mail address.

### **3.2 Acceptance of Conditions**

The Proposer shall indicate any exceptions to the terms and conditions of the RFP, including the Scope of Services. Any prospective consultant's listing of exceptions in its proposal in no way obligates the Park District at any time to change the conditions of its RFP. Exceptions may be unacceptable to the Park District and be cause for rejection of a prospective consultant's proposal.

### **3.3 Profile Questionnaire**

The profile questionnaire included with this RFP must be completed in full by all Proposers.

### **3.4 References**

If requested by the Park District, the Proposer will provide references, including an appropriate contact person, for whom similar projects have been performed, and a brief description of the work performed.

### **3.5 Fee Proposal**

The Fee Proposal will include the Contractor's detailed cost estimate and rates to furnish the services outlined in the proposal for the work outlined in Section 2 - Project Description and Scope.

## **Section 4 – Contractor Questionnaire**

**Each firm shall answer each of the following questions in full in order for the Proposal to be considered by Metamora Park District.**

**a) Firm Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**b) Name and title of primary contact person:** \_\_\_\_\_

**c) Parent company (if any) and address:** \_\_\_\_\_  
\_\_\_\_\_

**d) Submitting company is a (corporation, partnership, sole proprietorship, limited liability company, other):** \_\_\_\_\_

**e) Federal employer identification number:** \_\_\_\_\_

**f) Year firm was established under its present form of ownership:** \_\_\_\_\_

**g) Personnel information:**

- a. Give the name and title of the person in your firm who will be the project manager for the duration of the project. (If more than one person for different aspects of the project, state responsibilities of each).
- b. Give the name and title of anticipated support staff that will be involved in the project and state responsibilities of each.

**h) Firm project history and references:**

Provide project fact sheets or briefly describe similar projects performed by the firm and their duration.

**i) Each firm and sub-contractor working on the project must complete this questionnaire.**

## **Exhibit A – Park Locations and Maps**

- Metamora Pool – 1.6 Total Acres (not all mowing acres)
- Black Partridge Park – 28 Mowing Acres
- Schupp Park – 1.5 Total Acres (not all mowing acres)
- Lincoln-Douglas Park – 3 Total Acres (not all mowing acres)
- Brighton Park – 1.4 Total Acres (not all mowing acres)
- Park District Office – no mowing or lawncare required at this location

**Metamora Pool**  
**116 N Douglas St**  
**Metamora, IL 61548**

**1.6 Total Acres (not all mowing acres)**



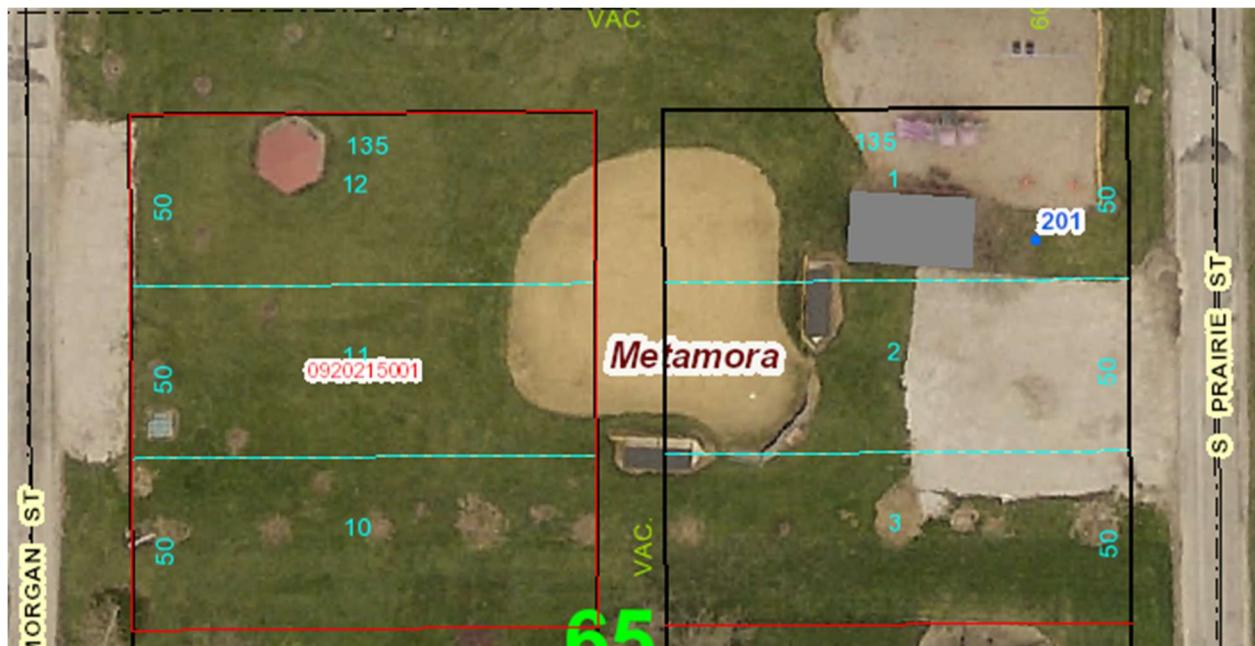
**Black Partridge Park  
811 - 821 Coal Bank Rd  
Metamora, IL 61548**

## 28 Mowing Acres



**Schupp Park  
201 S Prairie St  
Metamora, IL 61548**

### **1.5 Total Acres (not all mowing acres)**



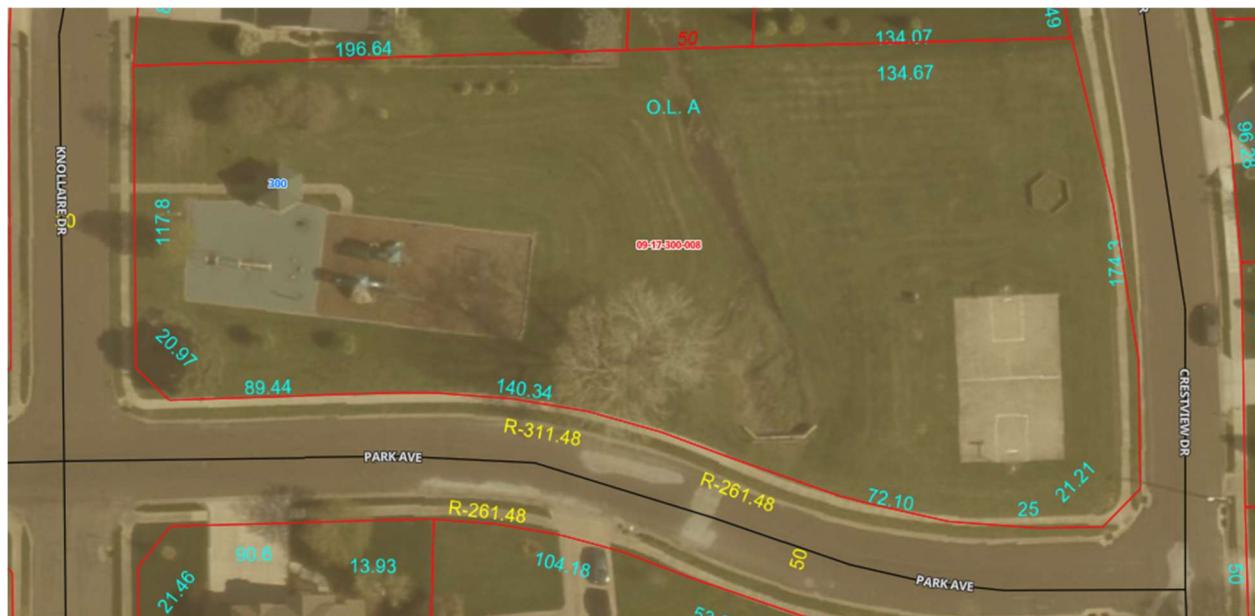
**Lincoln-Douglas Park / Memorial Park**  
**601 Francis St**  
**Metamora, IL 61548**

**3 Total Acres (not all mowing acres)**



**Brighton Park**  
**300 Knollaire Dr**  
**Metamora, IL 61548**

**1.4 Total Acres (not all mowing acres)**



**Park District Office  
214 E Partridge St  
Metamora, IL 61548**

**No mowing or lawncare required at this location**

