

CITY OF CREST HILL – REQUEST FOR PROPOSAL (RFP)
COMMUNITY DEVELOPMENT DEPARTMENT
VEGETATION CUTTING AND CODE ABATEMENT SERVICES (2026-2028)

The City of Crest Hill is looking to receive Proposals from qualified firms that specialize in the cutting and removal of vegetative material, debris/garbage removal, and other code compliance abatement activities.

The city is looking for a single contractor. Services are typically related to yard maintenance of private properties that have overgrown weeds and/or grass (this is most of the work that will be performed). However, occasionally services may include the removal of debris, junk, or garbage. Additional code abatement activities, such as dead tree removal, tree trimming, snow plowing, mosquito treatment, or other work, may also be requested. The lot size is typically a residential lot in the range of 5,000 - 8,000 sq. ft, but may include commercial, industrial, or undeveloped lots as well that are larger. The typical growing/busy season for code abatement activities is April through October. There has been an average of 56 properties needing to be cut per year, with some properties needing to be cut multiple times in a year.

STATEMENT OF QUALIFICATIONS

The SOQ submitted electronically must be a single PDF file and should address the following:

1. Firm Experience and Qualifications: Include general background of the firm, experience, and expertise. Also include the identification, experience, and qualifications of any/all subcontractors who will work as part of these requested services.
2. Project Understanding and Approach: Demonstrate a clear understanding of the scope of services. Describe the firm's familiarity with the type of work and working with municipalities. Describe any key elements expected to play a meaningful role in performing these services.
3. Past Performance: Provide a description of similar services completed by the firm or work similar to the scope of work described below, as to why you feel your firm is qualified to perform the work requested in the RFP, including a minimum of five (5) client references who can attest to the firm's performance.

CERTIFICATIONS

Provide a statement that certifies the following:

- That no City of Crest Hill elected official, officer, or employee who participates in the procurement, management, or administration of services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed service contracts or subcontracts.
- The firm has no suspension and debarment actions as specified in the State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

SCOPE OF WORK PROPOSAL

Submit a proposal describing how your firm would fulfill the scope of work for each task as follows:

- Grass and weed cutting within 48 hours of receipt of notice from the city to a length of 3.5 inches or less
- Removal of all visible clippings from the site; all clippings to be recycled.
- Blowing off all hard surfaces. Gutters, sidewalks, and streets shall be kept free of clippings.
- Trimming around any structures.
- Removal of debris from the lawn area to mow.
- Cutting down weeds in planting beds.
- Trimming of overgrown bushes, shrubs, or trees.
- Removal of garbage, debris, or junk on site.
- Other miscellaneous code abatement activities that may be needed from time to time, such as plowing, mosquito treatment, dead tree removal, etc.

Payments: Payments are made based on the submittal of separate invoices on a per lot/property basis. Invoices shall be sent to the Crest Hill Building Department to be processed.

FEE SCHEDULE

Proposals are being sought for a three-year period. Alternatives to a set three-year period will be considered but should still include contract and service options for up to three years and be specific about how any changes in services or costs will be determined.

Please respond on company letterhead, and include either an hourly rate or pricing for lawn cutting for the following lengths from the ground:

- 6-12 inches
- 13-18 inches
- 19-24 inches

Please also include an hourly rate or other pricing structure for the following services:

- Debris, garbage, junk removal
- Other code abatement services

EVALUATION CRITERIA

- | | |
|---|-----|
| 1. Firm Experience | 20% |
| 2. Key Personnel Expertise/Experience, including Sub-consultants. | 15% |
| 3. Technical Approach to Scope of Work. | 30% |
| 4. Fee Schedule | 35% |

Each proposal will be scored independently, and the firms with the highest score will be eligible for selection by the city. The City reserves the right to reject all proposals as well as reject any bids that are incomplete or irregular. The City reserves the right to award the contract to a contractor that does NOT have the lowest fee schedule. However, the cost is the most important factor.

Please submit any questions or clarifications on the RFP before February 3, 2026, at 1:00 pm. A response will be posted online with the bid packet to any questions or clarification received by February 5, 2026, 1:00 pm.

Timeline

1. RFP Posted – 1/13/2026 1:00 pm
2. Any Questions or Clarifications submitted via email due 2/3/26 1:00 pm
3. Answers to Questions or Clarifications posted to website 2/5/26 1:00 pm
4. RFP Closed and Submittals Due 2/10/2026 4:00 pm

Proposal Contact and Submittal Requirement

Two (2) copies of a written response to this RFP shall be submitted to the City of Crest Hill on or before February 10, 2026, at 4:00 pm. Proposals submitted after the deadline shall not be considered. Faxes and e-mails will not be accepted as a formal submittal. Proposals may be mailed or hand-delivered in an envelope clearly marked with the following information:

RFP: VEGETATION CUTTING AND CODE ABATEMENT SERVICES
Attn: Daniel Ritter, Community & Economic Development Director
City of Crest Hill
20600 City Center Blvd, Crest Hill, IL 60403

Other contact info:

Office No. 815-741-5106

Email: buildingdepartment@cityofcresthill.com