

Invitation for Bids
Lawn Care and Landscaping Services

Invitation for Bid Issue Date:

March 17, 2026

Proposal Deadline:

6pm Monday, April 6, 2026

Decision Announcement:

Thursday, April 9, 2026

Summary

Bunker Hill Public Library District is requesting bids for maintaining outdoor landscapes, including, mowing and trimming. The selected contractor will be responsible for ensuring the library grounds are well-maintained, presentable, and safe for patrons and staff throughout the season.

Scope of Work

The lawn care services shall include the following:

1. Lawn mowing shall be performed regularly throughout the growing season; approximate mowing season runs from the end of March through mid-October. The contractor is responsible for adjusting the mowing schedule to meet seasonal needs.
1. Service provider will furnish all labor, equipment, and supplies to perform tasks.
2. Service provider shall visually inspect for debris that may become a potential projectile (rocks, metal, pieces of wood, etc.) and collect such debris prior to mowing.
3. Service provider will mow Library grounds and trim around buildings, sidewalks, and parking lot. Work shall be done in a manner that does not cause harm to trees, flowers, or shrubs.
4. Grass clippings shall be cleared from parking areas and sidewalks after each mowing.
5. Grass growing in cracks in sidewalks, walkways, curbs, and parking lots shall be removed.

Location

Bunker Hill Public Library District
220 E. Warren St.
Bunker Hill, IL 62014

Proposal Requirements

Qualified lawn care service providers are invited to submit proposals that include the following:

1. **Pricing Structure** Provide a detailed breakdown of costs for service.
2. **Proposed Schedule** A proposed service schedule for each task listed.
3. **Proof of Insurance** Evidence of Certificate of Liability Insurance.
4. **W-9 Form** Before initial payment can be made to the service provider a W-9 form must be furnished to the Library.

Submission Instructions

Bids should be sent to Natalee McWhorter, Director at library@bunkerhilllibrary.org or delivered to Bunker Hill Public Library District 220 E. Warren St. P.O. Box P Bunker Hill IL 62014 by Monday, April 6, 6pm. The Bunker Hill Public Library District Board of Trustees will review proposal submissions. The selected proposal will be declared on Wednesday, April 8, 2026. All companies who submitted proposals will be notified on Thursday, April 9, 2026.

Terms and Conditions

Bunker Hill Public Library District reserves the right to accept or reject any or all proposals; and reserves the right to request additional information or clarification from any or all proposers. The Bunker Hill Public Library District reserves the right to terminate any contract it has accepted, with or without cause, and without obligation for additional compensation upon such termination.

Questions

All questions regarding this Invitation for Bids may be directed to Natalee McWhorter at library@bunkerhilllibrary.org.

We appreciate your interest in serving the Bunker Hill Public Library District and look forward to receiving your proposal.