McCORMICK
SQUARE • PLACE • MPEA

LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES

REQUEST FOR PROPOSALS #2026-52-M

Metropolitan Pier and Exposition Authority (MPEA)

October 21, 2026

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SECTION I. – BACKGROUND INFORMATION

GENERAL BACKGROUND

The Metropolitan Pier and Exposition Authority, hereinafter referred to as the "Authority" or "MPEA" is a political subdivision, unit of local government, body politic and Municipal Corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 *et seq.* (the "Act"). The Authority was established to promote, operate, and maintain fairs, expositions, meetings and conventions in Cook County, Illinois. The Authority owns McCormick Place®, an exhibition and convention center located at 23rd Street and Martin Luther King Drive in the City of Chicago.

McCormick Place® is North America's premier convention facility. The McCormick Place Complex ("MPC") comprises five state-of-the-art buildings, the South, West, North buildings, the Lakeside Center and Wintrust Arena. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation's largest convention center. McCormick Place® hosts 125-150 major events and attracts more than two million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats approximately 4,249. Wintrust Arena, a 300,000 square foot arena features 10,500 seats and 22 suites and serves as the home arena for the WNBA's Chicago Sky as well as DePaul University men's and women's basketball. Two separate buildings, the Energy Center, and the Corporate Center, are also part of the MPC. The McCormick Place Complex also includes four parking facilities with a total parking capacity of 6,709 spaces operated by Standard Parking.

The Authority is governed by an eleven-member Board appointed by the Governor of Illinois and the Mayor of Chicago. Current Board Members are listed on the Authority's website at http://www.mpea.com/mpea_board/board.html. The Chairman of the Board is selected by fellow Board members and a Chief Executive Officer, who is responsible for the day-to-day management of the Authority, is appointed by the Board.

The Authority also owns two hotels. The Hyatt Regency McCormick Place, opened in 1999, is a 1,258-room hotel and conference center located adjacent to McCormick Place. The Hyatt Corporation (the "Hyatt Hotel Manager") is responsible for the operation and management of this Hotel under a qualified management agreement with the Authority. The 1,205-room Marriott Marquis Chicago Hotel opened in 2017. Marriott International (the "Marriott Hotel Manager") is responsible for the operation and management of this Hotel under a qualified management agreement with the Authority that expires September 10, 2027.

Historic Navy Pier®, the Midwest's #1 tourist and leisure destination that attracts more than 8.6 million visitors a year, is also owned by the MPEA but is now governed and managed by an independent not-for-profit organization known as Navy Pier, Inc. ("NPI").

Wintrust Arena, a 10,387-seat multi-purpose facility, is also owned by the MPEA. Wintrust Arena, serving as a first-class basketball arena and general assembly hall for large business meetings and other major special events, hosts DePaul NCAA men's and women's home basketball games, tournaments, other DePaul events, and the WNBA's Chicago Sky. Beyond events for the MPEA's two largest tenants, Wintrust Arena hosts concerts and other sporting events and has served as the host site of the NBA Draft Combine for the past four years.

McCormick Place is recognized as a premier exhibition facility in the United States. Located in Chicago, it is one of the largest convention centers in the world and the largest contiguous convention and trade show complex in the Western Hemisphere. McCormick Place's four convention buildings collectively provide 2.6 million square feet of exhibit hall space, 612,500 square feet of meeting space and 173 meeting rooms. During Calendar 2024, MPEA welcomed 227 events, bringing approximately 1.87 million visitors to campus, generating $176 million in tax revenue and approximately $2.2 billion in economic impact.

In accordance with the Metropolitan Pier and Exposition Authority Act (70 ILCS 210/23.1(b)), the Authority has adopted and maintains a minority and women owned business enterprise procurement program for any and all work undertaken by the Authority. The Authority's goals for MBE and WBE participation in the performance of the Services are 30Ha% and 10% respectively.

SECTION II. – OVERVIEW AND SCOPE OF SERVICES

1. INTRODUCTION

McCormick Place | Metropolitan Pier and Exposition Authority ("MPEA") is seeking proposals from qualified companies to provide Landscaping and Grounds Keeping Maintenance Services for the McCormick Place Complex. In general, the Services will entail the day-to-day maintenance and tending of landscaped areas located at various locations throughout the McCormick Place Complex including the North, South and West Buildings, Lakeside Center, Corporate Center and Energy Center (refer to **Exhibit II – Campus Map**). It is MPEA's objective to utilize the best industry practices to promote the health and optimal appearance of all landscaped areas of the facility. The Service activities include, but are not limited to, those described in this RFP.

2. MATERIALS, EMPLOYEES, WORKMANSHIP

Contractor is required to utilize best industry practices as they exist throughout the term of the Agreement. Unless otherwise specified, the Contractor must provide and pay for all materials, labor, tools, equipment, transportation and other facilities necessary for execution and completion of work. Unless otherwise specified, all material will be new and must be original manufacturer's equipment or approved equal. Both workmanship and materials must be of the best quality as certified by the original equipment manufacturer on shop drawings submitted by the Contractor.

The Contractor must furnish satisfactory certification as required to kind and quality of all materials where questioned at Contractor's own expense.

The Contractor shall at all times enforce strict discipline and good order among employees and will not employ on the work any unfit person or anyone not skilled in work assigned to him.

Labor must be performed in the best, most workmanlike manner, by mechanics skilled in their respective trades. Standards of work required throughout will be of such grade as will bring first class results as determined by McCormick Place | MPEA or certified by the original equipment manufacturer at the Contractor's own expense.

3. GREEN PRACTICES

Services performed under the Agreement shall use industry best practices that integrate green principles of sustainability and resource efficiency into all facets of operations. Resource efficiency measures include but are not limited to the following:

a. Pest control must utilize the principles of Integrated Pest Management, and an integrated pest management plan must be submitted on an annual basis. Contractor shall be referred to McCormick Place | MPEA's Pest Management Contractor to have them resolve rodent issues, but the Contractor shall be responsible for all insecticide applications required for Horticulture related needs.

b. Turf should be managed to reduce water usage, fertilizer, and herbicides.

c. Drought maintenance procedures should be submitted to McCormick Place | MPEA per the guidelines established by the Department of Environment.

d. Contractor should use "grass cycling" (leaving clippings on the lawn when mowed) as appropriate. If grass clippings left behind are large and noticeable the Contractor must rake up all clippings and compost them at no additional cost to McCormick Place | MPEA. Green waste should be taken to a green waste composting facility as appropriate.

e. All Plant control and support materials used for landscaping maintenance should include recycled contents.

f. Where practical and available use of environmentally friendly planting practices, fertilizers, and chemicals.

g. A defined and documented sustainability training program for all employees working on site. This program must contain information on the green practices enacted on site, the impact of these programs on the environment, and the commitment of the organization to maintain and improve these practices over time.

h. A program for sustainability to minimize the environmental impact of the Contractor's day to day operations at McCormick Place | MPEA facilities.

Contractor shall refer to the Department of General Services Green Site and Building Exterior Management Policy, the U.S.G.B.C. LEED EB 2.0 Standard for additional Recycle information.

Additional consideration will be given to organizations which can demonstrate green and sustainable practices throughout their organization.

4. BASE SERVICES AND ADDITIONAL SERVICES

In general, Base Services are the normal and predictable landscape maintenance and services activity of McCormick Place | MPEA and include all services, including labor, equipment and materials, as described herein.

Additional Service the item specifically and expressly excluded from Base Services under the Agreement. All Additional Services must be approved in advance by McCormick Place | MPEA. The Additional Services shall be as follows:

a. Except for plantings, including trees, installed by and still under warranty from or through the Contractor, replacement of plantings, including trees, sod and other vegetation, damaged or destroyed through no action or inaction of the Contractor. This shall include equipment, labor and material charges for such activities. This shall not include any planting installed by Contractor which fails during the season or warranty period as set forth in the Agreement.

b. Labor, materials and equipment charges for any special projects approved by McCormick Place | MPEA, such as special events.

c. Labor, materials and equipment charges for new plantings approved by McCormick Place | MPEA. Provided, new plantings shall not include the normal periodic replanting of seasonal materials.

d. Material charges for seasonal plantings as approved by McCormick Place | MPEA.

5. PERSONNEL

a. General

The Contractor shall provide competent and McCormick Place | MPEA approved management support, both on-site and off-site, sufficient to manage the services to be provided. Such services are substantial, and should be expected to change frequently and on short notice.

The Contractor shall provide and update as needed, an organization chart and resumes detailing the key personnel (i.e. arborist, horticulturist, landscape designer/architect, superintendents, and commercial pesticide operators).

b. Staffing Requirements

The staffing levels shall be satisfactory to McCormick Place | MPEA such that grounds maintenance is performed, at a minimum, in accordance with the attached schedules and to meet all outlined performance criteria in this Request for Proposal. The Contractor must provide designated contact persons for all hours of operation on site who must be empowered to make decisions on behalf of the Contractor which include; making assignments, managing performance, changing staffing levels, and disciplining employees. The Contractor shall be able to provide the staffing to perform additional or emergency services without affecting the quality of the base contract work.

c. Key Personnel

Contractor shall designate and as needed update a listing of its Key Personnel. Such Key Personnel shall be subject to the reasonable approval of McCormick Place | MPEA. If any Key Personnel is changed, the Contractor shall promptly notify McCormick Place | MPEA explaining the circumstances. Changes in assignment of Key Personnel due to commitments not related to this Agreement are prohibited without McCormick Place | MPEA's prior approval. The Key Personnel shall include such position as McCormick Place | MPEA may from time to time designate. Initially, and until otherwise changed by McCormick Place | MPEA, the Contractor shall designate the following Key Personnel:

i. On Site Contractor Representative

Contractor shall at all times have a designate On Site-Contractor Representative at the McCormick Place Complex. The OSCR shall be responsible for contract administration including immediate on-site resolution of any issues and have the authority to make decisions, take actions and otherwise resolve any issues.

ii. Full Time Superintendent/Commercial Pesticide Applicator

Contractor shall a designate a Full Time Superintendent/Commercial Pesticide Applicator who shall have significant experience in landscaping maintenance;

horticultural knowledge with regards to plant maintenance, installation and herbicide/fertilization application; an Illinois Pesticide Applicator's license and decision making authority.

iii. **Foreman**
Individual must have an Illinois Pesticide Operators licenses; an Illinois driver's license; and significant supervisory landscape maintenance and installation experience.

iv. **Crews/Laborers**
Each crew will consist of approximately four (4) individuals consisting of one (1) foreman and three (3) experience landscape laborers for each location; laborer's must be experienced in landscape; resumes for each individual; and the Contractor is expected to provide additional crews if additional work sites and services are required to this Agreement.

v. **Arborist**
Individual must have significant experience as an Arborist; certified by the International Society of Arboriculture (ISA).

vi. **Horticulturist**
Individual must have experience in the maintenance of comparable landscapes in scope and size; degree in horticultural science and/or landscape architecture; an Illinois Pesticide Applicator's license.

vii. **Landscape Designer/Architect**
Individual must have experience in designing comparable landscapes in scope and size; must have a degree in horticultural science and/or landscape architecture.

d. Subcontractors

The Contractor shall be responsible for all acts or omissions of and Sub-Contractor under this Agreement. All transactions of McCormick Place | MPEA will be with the Contractor; Sub-Contractors will be recognized only in the capacity as agents of the Contractor. The Contractor shall have its own representative at the work site at all times when service is being performed, whether by the Contractor's or Sub-Contractor's forces.

McCormick Place | MPEA shall have the right to approve all Sub-Contractors and the Contractor shall not make any substitution for a Sub-Contractor without the prior written approval of McCormick Place | MPEA.

The Contractor shall require that the Sub-Contractor act as follows:

i. Comply with all instructions issued by the Contractor.
ii. Perform the Services In accordance with the Agreement.
iii. Keep on hand all specifications which affect the Sub-Contractor's Service, and

iv. Become thoroughly familiar with all provisions which may affect the Sub-Contractor's Services.

e. General Employee Expectations

Contractor understands that McCormick Place | MPEA's facilities are visited by many people each year and that a positive appearance and courteous staff is critical to the success of McCormick Place | MPEA's operations. The Contractor's personnel will behave in a courteous manner to the general public and exercise safe and sound business practices with the skill, care, and diligence normally shown by landscapers employed in the services required under this Agreement. Initially, and until otherwise changed by McCormick Place | MPEA, the Contractor shall ensure conformance with the following employee expectations:

i. Training and Development

The Contractor shall implement and maintain comprehensive workforce development programs, subject to approval of McCormick Place | MPEA, which will include formal recruitment and training programs, which are deemed adequate to attract and train a highly qualified workforce.

ii. Character of Workers

The Contractor shall employ only competent and efficient personnel. Whenever, in the opinion of McCormick Place | MPEA any employee is negligent, careless, belligerent, rude, incompetent, obstructs the progress of the Work, acts contrary to instructions or conducts themselves improperly, the Contractor shall, upon notice from McCormick Place | MPEA, remove the employee from the property and shall not employ the employee again for Services under this Agreement, except with the written consent of McCormick Place | MPEA. The Contractor shall not permit any person to enter the facility or property while under the influence of intoxicating liquors or illegal controlled substances. The Contractor shall not permit obnoxious behavior, or possession or consumption of alcoholic beverages or illegal drugs by any agent or employee of the Contractor anywhere on the site of any Work to be performed under this Agreement.

iii. Uniforms

The Contractors employees must wear uniforms consisting of coordinated pants, shirts, t-shirts, vests and/or hats. Uniform articles are to be provided by the Contractor at their own expense. The Contractor hats must be worn with the brim facing forward and straight. Shirts must be neatly tucked into pants, and fluorescent orange vest must be worn at all times on the work sites. All attire must be consistent among employees, photo identification badges must be worn at all times while performing any services under this Agreement.

f. Confidentiality

Neither the Contractor nor anyone employed by the Contractor shall communicate with or answer questions about the Work or concerning any contractual agreement between the Contractor and McCormick Place | MPEA with the media or general public without the knowledge and prior written approval of McCormick Place | MPEA.

6. SUPPLY AND EQUIPMENT REQUIREMENTS

a. General

The Contractor shall provide all consumable supplies, fertilizers, insecticides, fuels, equipment maintenance, grub applications, chemicals, water, equipment, tools, materials, containers, vehicles, transportation, and labor. The cost of all supplies and equipment, required under this Agreement, are to be included in the Contractor's Base Price. At the time of Proposal the Contractor must demonstrate that they own or lease all equipment that will be used under this Agreement.

b. Equipment

Equipment utilized in the performance of these services must be adequate in quantity and quality to perform the services under the Agreement. The Contractor shall possess and maintain all vehicles needed to fully perform the Services. McCormick Place | MPEA shall have the right to require additional or substitute equipment in the event it determines that the performance of Contractor is inadequate as a result of equipment deficiencies. The Contractor shall possess all customary equipment needed to perform the Services, which shall include but is not limited to the following:

- At least two (2) large capacity tankers with pumping and consumption metering capability to use in the delivery of the services. If the Contractor shall not utilize water tankers for watering the non-irrigated planters the methods proposed for watering must be detailed.

- Calibrated spraying equipment.

c. Equipment List

The Contractor must provide and update as needed, a comprehensive listing of all equipment they will use in the exercise of this proposal and specified whether it is owned or leased. If the Contractor does not possess (own, or lease) all of the equipment at the time of Proposal, the Contractor must, with its Proposal, provide complete description of equipment the Contractor anticipates owning or leasing for the Contract. The Contractor must provide documentation evidencing its ability to obtain the equipment.

d. Maintenance, Repairs and Failures

- The Contractor shall be fully responsible for all maintenance of its equipment and will keep the equipment in good operating condition

at all times. In addition, the Contractor shall promptly make all repairs as needed.

- The Contractor shall be fully and solely responsible for any damage to and will safeguard all vehicles, equipment, tools and materials at all times.

- The Contractor shall pay for all service, maintenance, repairs, parts and mechanic's time required during the event Agreement term. McCormick Place | MPEA will not be liable for any costs associated with such equipment failure or subsequent maintenance. The Contractor must repair the equipment within a maximum of two (2) hours or send a replacement for the downed piece(s) of equipment.

- The Contractor shall inspect the equipment at least once per week, regularly and systematically examine, adjust, clean and lubricate as required, and when conditions warrant, repair or replace all equipment components.

- The Contractor shall periodically examine all safety devices and governors and will keep equipment safe and presentable at all times. The exterior of the equipment will be properly maintained at all times.

- All tools and supplies necessary to execute this contract will be in safe working condition at all times.

- If a piece of equipment becomes inoperative on more than three (3) occasions, that piece of equipment must not be used for services under this Agreement. The Contract Administrator may deem the repeated failure of the Contractor to provide adequate and properly performing equipment as an Event of Default under this Agreement.

- On all vehicles used for the services of this Agreement, both vehicle doors will prominently display the Contractor's name, address and telephone number.

- Prior to use, a list of proposed vehicle and equipment types, model numbers, sizes, age must be submitted to McCormick Place | MPEA for approval.

e. Supplies and Materials

The Contractor shall submit descriptions or samples of supplies to McCormick Place | MPEA. McCormick Place | MPEA shall have the right to review and approve all suppliers to ensure quality and conformance to the terms of this Agreement. Delivery of supplies may begin only after the nursery, manufacturer's technical data, or samples have been reviewed and approved by McCormick Place | MPEA. All supplies required by law to have a certified product analysis or inspection certificates will be accompanied by documents.

All packaged products, such as fertilizers and gypsum, will be delivered to the work site in unopened, original containers, each bearing the name and address of the manufacturer, name brand or trademark number, weight, and chemical composition or analysis. Any product which becomes caked or otherwise damaged, making it unsuitable for use will not be accepted. All material will be stored so as to keep them clean, dry, and protected from damage.

McCormick Place | MPEA shall have the right, but not the obligation to inspect all materials shall be subject to inspection by McCormick Place | MPEA prior to use or installation. Provided, and such inspection or failure to inspect shall in no way affect any obligation of the Contractor regarding the supplies provided.

7. MEETINGS

Contractor shall attend periodic meetings with McCormick Place | MPEA personnel related to the Services provided under this Agreement and Contractor's performance including quality assurance, weekly/monthly planning and review, landscape maintenance, performance review or other issues. An initial quality assurance meeting to discuss start-up issues and requirements will be scheduled prior to Agreement's execution.

- It is anticipated that, at a minimum, there will be monthly meetings, April through November, to discuss landscape maintenance issues and monthly meetings, year round as needed, that focus on horticultural issues.

- The Contractor shall have a sufficient number of management level personnel (e.g. Contractor's superintendent, horticulturist, arborist, commercial pesticide applicators, landscape architect/designer and/or operators, foreman, Sub-Contractor representative) with decision making authority available to attend meetings when scheduled.

These meetings may include any officer, agent or employee of McCormick Place | MPEA and/or other contractors or consultants, at McCormick Place | MPEA's discretion.

Unless otherwise agreed at any such meeting, Contractor shall submit a letter to McCormick Place | MPEA within three (3) days following each meeting, summarizing any action required of the Contractor and the proposed schedule for action.

8. REPORTS

The Contractor shall submit periodic reports on such schedule (e.g. as needed, daily, monthly, annually, etc.) and in such form and with such information as may be required by McCormick Place | MPEA from time to time. Initially, and until otherwise changed by McCormick Place | MPEA, the Contractor shall provide the following reports to McCormick Place | MPEA Contract Administrators:

a. Daily Maintenance Report

The Contractor shall submit a Daily Maintenance Report completed by Daily Maintenance the designated Contractor Foreman or Superintendent the same day that the work was performed at the work site. The report shall include but is not necessarily limited to the date and time work was performed, the crew that worked, and the work performed at each work site. The report must list any fertilizers, insecticides, grub applications and any other chemicals applied.

b. Plant Installation Report

The Contractor shall submit a Plant Installation Report attached to the daily maintenance report within forty-eight (48) hours after completion of planting. The report shall include but is not necessarily limited to the following:

- Details of all furnished and/or installed plants, new and replacement, quantities, types and locations.
- Details of the nursery invoices and/or tickets showing plant names and quantities.

If the report and the nursery invoices and/or tickets are not received, it will be assumed that no services were performed and no payment will be made.

c. Annual Plant Inventory Report

The Contractor shall submit a Plant Inventory Report, prior to the installation of plants, to McCormick Place | MPEA for review and approval. The report shall include but is not necessarily limited to the following:

- A survey and inventory of plants to determine the quantity of dead and/or missing plants that is to be replaced.
- A list of the location, number, size and type (botanical and common names) of the dead and/or missing plants that are to be replaced.
- A schedule of replacement/installation dates.
- One USB drive must be provided with pictures of all planter beds that detail the location, number, size and type of plants installed per facility after the plants fill out and mature.

d. Horticulturist and Arborist Report

The Contractor shall submit a Horticulturist/Arborist Report the same day that the work is performed at the work site. The report shall include but is not necessarily limited to the date and time work was performed, the crew that worked, the work performed for each work site. Horticulturist and Arborist Reports will be completed by the Horticulturist and Arborist who has performed the work.

e. Work Data and Records

All books and accounts kept by the Contractor in connection with the Contract will be open to the inspection of McCormick Place | MPEA. Promptly following the preparation of certified payrolls of the Contractor and of each Sub-Contractor, the Contractor shall furnish McCormick Place | MPEA with such number as may be required of certified copies of such payrolls.

The Contractor and each Sub-Contractor shall also keep an accurate record showing the names and occupation of all laborers and workers employed by them in connection with the Work; and showing also the actual hourly wages paid to each such workers, which record will be open at all reasonable hours to the inspection of McCormick Place | MPEA and to the Purchasing Manager and their agents or designees.

The Contractor, will at any time when required furnish to McCormick Place | MPEA a written statement, verified by affidavit, giving the names and addresses of all persons, firms, and corporations who have up to the date thereof furnished labor or materials in or about the performance of this Agreement, and the amounts due or to become due to said parties.

The Contractor and all Sub-Contractors will furnish McCormick Place | MPEA with such information as they may require relating to the Services, including all information necessary to determine the cost of the Services, such as the number of workers employed, their pay, the distribution of labor into the Work item, and any other information which McCormick Place | MPEA may require. The Contractor shall, on request, furnish McCormick Place | MPEA with copies of delivery tickets and invoices covering all expenditures on the Contract.

9. WORK SCHEDULE

The Contractor shall submit the Monthly Work Schedule the last week of the month preceding the month for which the Work schedule was proposed to McCormick Place | MPEA for review and approval. The report shall include but is not necessarily limited to an outline of weekly (Monday through Friday) inspections, locations, and Work days.

The Contractor shall be responsible for requesting information regarding the anticipated service schedules of McCormick Place | MPEA workers and shows or other Contractors with the goal of coordinating the work with other work that may occur in an area the Contractor plans to perform services.

The Contractor must submit notification of any schedule changes to McCormick Place | MPEA at least forty-eight (48) hours prior to any changes.

Any weekend or second shift Work will also require a forty-eight (48) hour notice and approval from McCormick Place | MPEA.

The Contractor must adjust the Monthly Work Schedule as necessary to avoid conflicts with scheduled shows in each facility. McCormick Place | MPEA will furnish a show schedule to the Contractor for up to three months, which is subject to change upon request and will provide updates as requested.

10. ANNUAL/SEASONAL PLANTING AND APPROVAL

The Contractor shall provide a landscape architect/designer to provide planting designs for each facility that include pictures of the materials that are labeled with the type of flowers (annuals) and plants that details the height they will grow to and the fullness they will grow out to and options for alternate flowers and plants upon request. The Contractor must make the seasonal planting presentation early enough (prior to January 1) to allow replacement plants to be grown upon McCormick Place | MPEA's request as McCormick Place | MPEA's designated Contract Administrator have the final approval for all proposed planting designs. The Contractor must provide a manifest that lists the type and quantity of all flowers and plants that will be planted in each location. If the proposed designs submitted is a cost increase or savings to McCormick Place | MPEA from the base contract amount provided for seasonal plantings the Contractor must present the detailed costs in writing during the presentation to receive approval before proceeding with any changes. All plants must be selected or procured well in advance of the planting season in conjunction with the Using Department and Contractor.

The Summer plantings shall be included in the Contractor's base fee and are inclusive of all labor, equipment, plants and materials necessary to perform the Services. The following locations will require Summer plantings (all dimensions are approximate):

Lakeside Center		
Planter Type	**Planter Size**	**Quantity**
Large Square Planter Beds	20' x 20'	12
Planter Beds	3' x 200'	2

South Building		
Planter Type	**Planter Size**	**Quantity**
Small Round Bowls	18"	8
Medium Round Bowls	24"	5
Large Round Bowls	36"	3
Extra Large Round Bowls	72"	15
Square Planters	32" x 32"	4
Ground Beds	10' x 25'	5
Planter Beds	4' x 4'	5
Planter Beds	2' x 25'	5

West Building		
Planter Type	**Planter Size**	**Quantity**
Extra Large Round Bowls	72"	15
Large Square Planters	14' x 18'	10
Planters	5' x 8'	2
Planters	3' x 5'	8

MLK Bridge (Connecting the Lakeside Center and South Building)		
Planter Type	**Planter Size**	**Quantity**
Large Square Planters	48” x 48”	25
Small Square Planters	36” x 36”	50
North Planting Bed	1278 Square Feet	1
South Planting Bed	1980 Square Feet	1
Hanging Baskets	12” x 54”	11

a. Annual Summer Plants

The following annual flowers are to be used in the various locations, outlined above, throughout the Complex:

Type	**Description**	**Size**
Angelonia	Serena White	4 ½”
Begonia, Angelwing	Dragon Wing Red	4 ½”
Begonia, Wax	Cocktail Tequila (deep rose w/ bronze leaf)	4 ½”
Begonia, Wax	Whopper Rose w/ green leaf	4 ½”
Bidens	Bidy Gonzales 2014	4 ½”
Bidens	Bidy Gonzales Big	4 ½”
Caladium	Candidum ‘Senior’ White	4 ½”
Caladium	Pink Splash	4 ½”
Canna, Bulb	Richard Wallace (yellow w/ green foliage)	4 ½”
Canna, Seed	Cannova Rose	4 ½”
Coleus, Seed	Kong Rose	4 ½”
Coleus, Vegetative	Indian Summer	4 ½”
Coleus, Vegetative	Redhead	4 ½”
Coleus, Vegetative	Roaring Fire	4 ½”
Coleus, Vegetative	Rustic Orange	4 ½”
Germ, X	Caliente Rose	4 ½”
Impatiens, Exotic	Sunpatien Compact White	4 ½”
Impatiens, New Guinea	Divine Orange	4 ½”
Impatiens, New Guinea	Divine Violet	4 ½”
Ipomoea (Sweet Potato)	Ace of Spades	4 ½”
Ipomoea (Sweet Potato)	Marguerite	4 ½”
Lantana	Landmark Blaze	4 ½”
Lantana	Landmark Citrus	4 ½”
Marigold	Durango Tangerine	4 ½”
Perilla	Magilla Purple	4 ½”
Petunia, Seed	Easy Wave White	4 ½”
Petunia, Vegetative	Supertunia Vista Fuchsia	4 ½”
Rudbeckia	Tiger Eye Gold	4 ½”
Salvia	Victoria Blue	4 ½”
Strobilanthes	Persian Shield	4 ½”

Verbena, Trailing	Lanai Royal Purple w/ eye	4 ½"
Verbena, Trailing	Lanai Twister Pink	4 ½"
Zinnia	Profusion Dbl. Deep Salmon	4 ½"
Zinnia	Uproar Rose	4 ½"
Zinnia	Zahara Double Cherry	4 ½"
Grass	Pennisetum x a. 'Rubrum'	Gallon
Grass	Pennisetum p. 'Prince'	Gallon
Grass	Pennisetum p. 'Princess Caroline'	Gallon
Grass	Pennisetum s. Green Fountain Grass	Gallon
Croton	Petra	3 Gallon

Any substitutions for flowers and/or plants identified above must be reviewed and approved by the McCormick Place | MPEA Contract Administrator.

Seasonal Planting for Spring, Fall and Winter shall not be included in the Contractor's base price. McCormick Place | MPEA reserves the right to request plantings for these Seasons on an as-needed basis. Proposers will be required to include pricing for each season by location in Required Form G – Proposed Pricing and Fee Structure.

11. SERVICE DAYS AND HOURS

a. Primary Work Days

All work will be performed Monday through Friday. Any weekend or second shift work will require prior approval by McCormick Place | MPEA. Services under this Agreement will be primarily conducted Monday through Friday, during daylight hours (e.g. 6:00 a.m. through 6:00 p.m.).

The Services to be performed on weekends, holidays or during non-daylight hours, that is part of the Routine Scheduled Monthly Maintenance, must be approved by McCormick Place | MPEA, prior to the Services being performed and will be at no additional cost to McCormick Place | MPEA.

Any Services to be performed on weekends, holidays or during non-daylight hours, that is **not** part of the Routine Monthly Maintenance, will be performed based on such schedule as may be approved by McCormick Place | MPEA.

b. Minimum Site Visits

The Contractor's landscape crew must visit each location a minimum of once per week, based on seasonal requirements, or as directed by McCormick Place | MPEA are as indicated in the work item descriptions for all locations that are covered under Routine Monthly Maintenance. If the Contractor does not meet the minimal number of visits per location per month without direction from McCormick Place | MPEA; McCormick Place | MPEA may reduce compensation in an amount equal to the number of monthly visits missed, divided by the minimum number of visits required that month multiplied by the quoted price.

c. Scheduling Service Days

McCormick Place | MPEA recognizes that there are seasonal services. To this end, McCormick Place | MPEA requires that Services under this Agreement be performed at such times and under such conditions that promote the health and longevity of all plants in areas worked in.

The Contractor shall submit a schedule to McCormick Place | MPEA, of all Routine Monthly Maintenance to be performed. This Routine Monthly Maintenance schedule and any changes thereto shall be subject to the prior approval or modification by McCormick Place | MPEA to ensure conformance with the terms of the Agreement.

d. Unfinished Work

Work not completed when scheduled will be completed as promptly as possible (next day in most situations) to avoid an unfinished appearance and not compromise any remaining scheduled days.

If additional personnel are required in order to complete scheduled services, Contractor shall add such additional personnel in order to meet completion dates and maintenance schedules.

Any unfinished Services to be performed on weekends, holidays or during non-daylight hours, that is part of the Routine Monthly Maintenance, must be approved by McCormick Place | MPEA prior to performance of work and will be at no additional cost to McCormick Place | MPEA.

e. Rescheduling Work

Work may be rescheduled at McCormick Place | MPEA's discretion. Work other than routine monthly maintenance, will be performed by a separate and distinct crew and will not interfere with the routine monthly maintenance.

12. RESPONSE TIME

The Contractors designated Management Level Contact Person will be available Monday through Saturday, 8:00 a.m. - 5:00 p.m. to accept radio, telephone and e-mail from McCormick Place | MPEA. Acknowledgment is required within one (1) hour of an initial call. Follow-up action is required within twenty-four (24) hours of initial call.

13. COMMUNICATION

The Contractor shall furnish a twenty-four (24) hour telephone number of two (2) responsible and knowledgeable supervisors or employees who have been assigned to this Agreement who can be reached at any time. In addition, the Contractor shall furnish a twenty-four (24) hour emergency telephone of two (2) responsible members or employees of their firm who can be reached in times of emergency resulting out of or in connection with the services performed under this Agreement. The Contractor and key personnel will maintain daily communication with participating Contract Administrators for each location.

If at any time during the performance of services there arises an unforeseen problem, not specifically addressed in the detailed specifications, where the Contractor shall require

verbal direction from McCormick Place | MPEA, then the verbal direction from McCormick Place | MPEA will be documented on the Daily Work Reports, as described in the provision entitled Project Materials, Data and Records, of the Detail Specification of this Agreement.

McCormick Place | MPEA will provide confirmation of the verbal direction within forty-eight (48) hours via e-mail.

The Contractor's written communications will either originate by or be countersigned by the Contractor or a duly Authorized Representative.

14. GENERAL CONFORMANCE WITH APPLICABLE LAW

The Contractor, its agents, employees, material suppliers and Sub-Contractors, will perform all work required in a safe and responsible manner. The Contractor, its agents, employees, material suppliers, and Sub-Contractors, are required to maintain compliance with applicable local, state, and federal regulatory requirements pertaining to the work being performed. This includes, but is not limited to the requirements of the City of Chicago Municipal Code, Illinois Department of Labor (IDOL), Illinois Environmental Protection Agency (ILEPA), the Occupational Safety and Health Administration (OSHA), and the Environmental Protection Agency (EPA), where applicable.

15. ENVIRONMENTAL CONTROL

In performing the work under this Agreement, the Contractor must become thoroughly familiar and comply with all Federal, State and local statues, ordinances, rules, regulations, orders, decrees, and directives ("Environmental laws") with respect to the elimination of excessive noise and pollution of air and water and the handling of hazardous wastes or materials due to the Contractor's work and other operations. The Contractor must also reduce the noise, dust, smoke and fumes from heavy equipment and other operations on the work site and created by heavy truck operations over City streets. In accordance with these Environmental laws and orders of the Authority, the discharge of oily, greasy and chemical wastes into waterways and City sewers will not be permitted

16. PERMITS AND FEES

Whenever the Work requires the obtaining of permits from the City of Chicago or other public authority, triplicate copies of such permits will be furnished to McCormick Place | MPEA by the Contractor hereunder before the Work covered thereby is started, all in accordance with the terms and conditions of this specification.

The special use of or removal, alteration, or replacement of certain Authority owned facilities and appurtenances, such as signs, trees, and fences which will be required as a consequence of the Contractor's Work will be subject to the applicable municipal ordinances. *It will be the Contractor's responsibility to obtain all the necessary permits and licenses necessary to carry out the work described in this contract and pay all associated fees at their own expense.* Copies of such permits will be furnished to McCormick Place | MPEA by the Contractor before the Work covered is started. **NO WORK WILL BE ALLOWED TO PROCEED BEFORE SUCH PERMITS ARE OBTAINED**. No payment will be made for Work performed without the required permits, unless authorized by McCormick Place | MPEA. Information with regard to the above may be obtained by contacting the following City departments:

a. Department of Streets and Sanitation

In accordance with Section 10-32-060 et seq. of the Municipal Code of Chicago, the Contractor is required to obtain a permit from the Bureau of Forestry when transplanting, planting, trimming, spraying, or in any way affecting the general health or structure of trees in the public way. There is no fee for this permit; it must be obtained from the Bureau of Forestry.

Forty-eight (48) hours prior notice is required for all activities affecting the general health or structure of trees in the public way.

b. Department of Water Management
If water from a City hydrant is necessary for the performance of the Work, the Contractor, with the approval of the Using Department, will be required to obtain a hydrant permit from the Department of Water.

c. Department of Transportation
If equipment is necessary to the execution of the Work, the Contractor, with the approval of the Using Department, will be required to obtain a permit from the Department of Transportation to operate equipment in the Public Way from the Department of Transportation.

There will be no separate fee reimbursement in connection with all the above Permits and Fee requirements and all costs therefore will be considered as incidental to the Work.

17. SAFETY

Contractor shall be solely responsible for establishing and maintaining safe conditions related to the provision of Services.

Anything that is damaged by the Contractor shall be replaced and/or repaired at the Contractor's expense to the satisfaction of McCormick Place | MPEA. Particular care will be taken to locate and avoid irrigation lines prior to installing plant material.

Minimum requirements of the Contractors accident prevention program include, but are not limited to the following:

- An inspection or walk-through the worksites to identify potential hazards and to determine what actions/activities have been or, should be conducted towards the correction of those hazards.

- A training program that includes safety and the identification of worksite hazards.

- Standard operating procedures, applicable directives, rules and regulations, which promote rather than discourage safe operating-procedures, (i.e., encouraging employees to report unsafe conditions, to participate in investigations, and to report all work related injuries and illnesses immediately, or as soon as possible).

- Implementation of an Accident/Incident Reporting Program, which includes first-aid and injury treatment procedures at the job site and the

use of the nearest medical facility. The Program must also include procedures for reporting incidents involving near misses or damage to Authority equipment and/or property. Procedures must ensure that injured or medically ill persons receive prompt first-aid and/or medical treatment and that every accident/incident is promptly reported to Contractor management.

The Contractor and Sub-Contractors must comply with said requirements, standards, and regulations, as required; and be directly responsible for compliance therewith on the part of its said agents, employees, and material suppliers. The Contractor and Sub-Contractors will directly receive, respond to, defend and be responsible for all citations, assessments, fines or penalties, which may be incurred by reason of its failure on the part of its agents, employees, or material suppliers to so comply.

The Contractor's attention is directed to the Health and Safety Act of the State of Illinois, 8209 ILCS 225/3 et seq. The rules pursuant to this Act are on file with the Secretary of State of Illinois and are identical in every respect with the standards in effect under the Federal OSHA law, pursuant to order of the Illinois Industrial Commission. The Federal and State standards require that the Contractor provide reasonable protection to the lives, health, and safety of all persons employed under this Agreement. Such act and rules and the applicable parts thereof will be considered as part of this Agreement.

18. SAFETY DATA SHEETS

Safety Data Sheets (GHS Format) must be submitted with this proposal for any substance described in the Illinois "Toxic Substances Disclosure Act" regardless of the quantity requested. The delivery, storage, handling, and use of the substances must comply with all applicable regulatory requirements at all times. The Contractor must also furnish Safety Data Sheets at the time the materials are delivered. The Contractor, its agents, employees, material suppliers and Sub-Contractors, handling the substances in any way, must be familiar with and follow safe practices pertaining to the use of the materials at all times. The Contractor shall furnish an SDS for each item contained in the releases against this Agreement with the delivery of those materials.

19. PUBLIC CONVENIENCE

To the extent practical, Services under this Agreement will be so conducted as to cause a minimum of dust, noise, and inconvenience to the normal activities of McCormick Place | MPEA and the occupants of property and buildings in the vicinity of the Work. The Contractor is responsible for conducting operations in such a manner as to minimize debris left on the public way and must provide clean up as required by McCormick Place | MPEA. Whenever McCormick Place | MPEA determines any type of operation constitutes a nuisance, the Contractor must, immediately, proceed to conduct its operations in an approved manner.

McCormick Place | MPEA may at any time, require additional provisions, if such are deemed necessary for public safety or convenience.

20. UNAUTHORIZED CHEMICAL APPLICATION

The Contractor shall not apply any unauthorized chemical materials or make unscheduled applications. If the Contractor does apply unauthorized chemical materials, or make unscheduled applications, the Contractor is responsible for all damages and replacement

and/or clean-up of all damaged areas, plants, flowers, etc. caused by such unauthorized application or unscheduled application.

21. QUANTITIES

Any quantities or time restrictions shown on the Proposal Pages are estimated quantities for the initial twelve (12) month contract period. McCormick Place | MPEA reserves the right to increase or decrease quantities and to add or delete locations serviced under this contract. Nothing herein will be construed as an intent on the part of McCormick Place | MPEA to procure other than those determined by the participating Using Departments for each location to be necessary to meet their needs.

McCormick Place | MPEA will be obligated to pay for only the quantities of services that are performed and accepted on purchase order releases issued directly by the Purchasing Department.

22. VISITING WORK SITE(S)

The Contractor must visit the site of the proposed work and become thoroughly familiarized with the location and conditions which will be encountered and which will affect the proposed work. No additional allowance will be granted because of lack of knowledge of such conditions.

Such an examination of the work sites will be presumed upon execution of the contract and will constitute the Contractor's acceptance of all site conditions, within reason, as determined by McCormick Place | MPEA.

23. ADDITIONAL SERVICES

Any Services or site(s) not specifically listed herein may be added to this contract if they fall within the scope of services as indicated herein.

McCormick Place | MPEA will notify the Contractor in writing of the work site(s) which requires maintenance services and request a written price proposal for the additional Services. Such Services and work site(s) may be added to the contract only if the prices are competitive with current market prices and said addition of work site(s) are approved by McCormick Place | MPEA by the issuance of a purchase order for the Additional Services. McCormick Place | MPEA reserves the right to seek competitive pricing information on said work site(s) from other suppliers and to procure Comprehensive landscape Services in a manner which serves the best interest of McCormick Place | MPEA.

When Additional Services are sought, the contractor shall provide McCormick Place | MPEA with a quotation for such Additional Services. Any claimed Additional Services performed without a prior executed purchase order, are entirely at the Contractor's risk and the Contractor releases McCormick Place | MPEA from any liability whatsoever to pay for any Additional Services performed prior to issuance of the fully executed purchase order.

For clarification and without modification of the definition set forth in the Agreement, and excluding items under warranty or damaged by Contractor, Additional Services generally include additional floral plantings as requested by McCormick Place | MPEA, above and beyond the planted areas currently in existence in the base contract or not offset by reduction or elimination of existing locations; replacing dead/damaged trees, shrubs, turf

sections larger than a 2' X 2' section, perennials, annual, replacement, or repair of decorative landscape pavers; irrigation system repairs to the tubing, pumps, time clocks, replacement of sprinkler heads and installation/replacement of mesh in planted areas for pest control. Provided, and without limitation to other commitments, any planting, tree, shrub, turf and any other items that dies or becomes damaged due to insufficient care by the Contractor shall be replaced at no additional cost to McCormick Place | MPEA.

24. REDUCED SERVICES

Any Services may be reduced or eliminated by McCormick Place | MPEA. The Contractor agrees that any such reduction shall entitle McCormick Place | MPEA to a proportional reduction in fees under the Agreement. McCormick Place | MPEA will notify the Contractor in writing of the Services to be reduced or eliminated and the parties agree to negotiate in good faith regarding an appropriate reduction in fees.

25. SUSPENSION OF WORK

McCormick Place | MPEA has the right, but not the obligation, to suspend the Contractor Services wholly or in part, for such a period of time as he may deem necessary. No additional compensation will be paid to the Contractor because of any costs caused by such suspension.

26. UTILITIES

The Contractor shall be responsible for location of all utilities prior to installation of plants and trees. Notification of Chicago Utilities Alert Network (Digger) or Joint Utility Locating Information for Excavators (JULIE) is required for all planting sites. The Digger verification for each address will be included in reports.

27. WATER USAGE

Water and facilities for obtaining water for sanitary purposes, drinking and for all other purposes will be provided by and at the expense of the Contractor. Connections for water cannot be made to the City's fire hydrants without express written approval by McCormick Place | MPEA.

If water from a City hydrant is necessary to the execution of the Work, the Contractor, with the approval of McCormick Place | MPEA, will be required to obtain a hydrant permit from the Department of Water. (See **Section 2.16** regarding Permits and Fees) The Contractor shall be required to use a tanker to water the worksites when requested by McCormick Place | MPEA.

28. GENERAL RIGHT TO ENFORCE

McCormick Place | MPEA shall have the right, but not the obligation, to monitor activities of the Contractor and to otherwise inspect Services and enforce the provision of the Agreement. In particular, McCormick Place | MPEA may inspect the Service or Work Site at any time to determine if Contractor is performing Services in conformance with the provisions of this Agreement. In the event a deficiency is noted, McCormick Place | MPEA shall provide the Contractor with notice. Contractor shall promptly, within 24 hours, institute steps to correct the deficiency as soon as practical. Contractor shall diligently work to correct the deficiency to the satisfaction of McCormick Place | MPEA In the event the Contractor believes that the notice of deficiency is incorrect or in error, Contractor shall within 24 hours of such notice provide a detailed written response. The parties shall confer in good faith to resolve any disagreements. Any deficiency that is not promptly corrected, or which occurs more than two (2) times in a twelve (12) month period, shall

result in a $100.00 deduction per incident from the Contractor's subsequent monthly invoice.

29. DETAILED SERVICES DESCRIPTION

Service specified under this Section may or may not take place within the months specified. Weather conditions, McCormick Place | MPEA events and other factors may delay certain aspects and may expedite others. The schedule shall be subject to approval of McCormick Place | MPEA and may change depending on weather conditions. The Contractor shall coordinate the Services with McCormick Place | MPEA personnel as well as other vendors, suppliers, Sub-Contractors and Contractors at the Worksites.

a. Weeding

Control weeds in all areas by pulling entire plant and roots. Disturbed areas *will* be raked level and mulch adjusted. Remove weeds as often as needed from all landscaped and hardscaped areas, around irrigation boxes, fire hydrants, light poles, traffic controllers, along curb lines (Curb line width will be defined as inside of curb to where the curb meets the road surface), carriage walks, traffic dividers, and drain holes. Remove weeds around planters in concrete seams, cracks, or in and around all hardscape elements.

No roto-tillers will be used in any bed. All weeds will be removed and legally disposed of offsite.

The use of Round-Up & Round-Up type products followed by weed whipping around non-landscape elements may be allowed. Planting beds and turf areas may require the use of pre-emergent and post emergent herbicide. All services must have prior approval of McCormick Place | MPEA.

Any use of chemical controls without prior written approval of McCormick Place | MPEA may result in the assessment of reduction in compensation.

b. Litter Removal

Remove litter and other debris, including cigarette butts, plastic bags, and paper from all pre-determined areas including but not limited to plants, shrubs, and trees areas a minimum of once (1) time a week at an appropriately spaced interval/ twelve months of the year. All drain inlets and weep holes will be kept clean and draining freely. All weep holes will be inspected once a month beginning with the commencement of the contract. Any problems are to be noted on the Daily Maintenance Form and McCormick Place | MPEA is to be informed immediately. No debris will be left overnight, on weekends, or during holidays. The Contractor shall inform McCormick Place | MPEA of any rodent activity observed. The Contractor shall instruct his/her staff not to disturb any bait placed within the landscaped area for rodent control. Furthermore, any dead rodents will be removed by the Contractor. Objects too large to remove by hand will be removed by the Contractor using equipment approved by McCormick Place | MPEA. All equipment, labor and material necessary to remove large objects will be considered incidental to this item.

c. Traffic

Contractor is responsible for all Traffic Control and Protection, which includes, but is not limited to the placement of barricades and warning signs for the required lane closures. Pedestrian Sidewalk Control will consist of installing, maintaining, and removing necessary signs and barricades needed to direct pedestrians to usable sidewalks and walkways during all work. Barricades will be placed on all closed sidewalk and roadway sections.

d. Transplanting

Transplanting/dividing of perennials and bulbs will be considered incidental to Landscape Maintenance. The transplanting of shrubs in order to make space for new plant material will be considered incidental. Dividing and transplanting of various perennial specials will also be considered incidental to the contract. The Contractor may be required to relocate plant material from one location to another within a reasonable distance at no additional charge to McCormick Place | MPEA.

e. Period of Establishment

All new plantings must undergo a thirty (30) calendar day period of establishment. Supplemental watering will be performed at least once every seven (7) days for four weeks following installation or as required. Water will be applied at a rate of two (2) gallons per sq. ft.; should excess moisture prevail, the Horticulturist may delete any or all of the additional watering cycles. In severe weather, the Horticulturist may require additional watering.

f. Flower and Foliage Care

The objective is to have all plants performing in peak condition, and to have a pleasing and orderly appearance.

i. Bulbs

Remove 1/3 of Spring flowering bulb foliage after blooms have finished or as directed by McCormick Place | MPEA. Transplant bulbs in the Spring at the direction of McCormick Place | MPEA. Payment for the installation of Spring flowering bulbs will be fifty percent (50%) at the time of installation and fifty percent (50%) at time of bloom.

ii. Annuals

Deadhead, dead leaf, stake and pinch back plants as needed, or as directed by McCormick Place | MPEA. Fertilize annuals once a month with a liquid fertilizer mixture, as recommended by the manufacturer or as directed by McCormick Place | MPEA, to maintain peak appearance. Apply a Bio-stimulant approved by McCormick Place | MPEA twice per season as recommended by the manufacturer. Do not allow seed heads to form unless directed or for winter interest or for reseeding. Mulch all annuals once they have reached sufficient size with pine bark fines, or at the direction of McCormick Place | MPEA. Payment for the installation of Summer annuals will be fifty percent (50) at the time of installation and fifty percent (50%) one month following installation. All seasonal annual areas shall be cleaned (cutting back and/or removal of dead plant material) at the end of the season and mulched as required. All plant material shall be maintained in a disease and insect free manner. All areas shall be kept free from weeds at all times. All plant material shall be groomed as required to maintain peak

appearance. Any plant material requiring replacement shall be replaced immediately by the Contractor.

iii. Perennials

Routinely groom plants, deadhead spent flowers and remove browned leaves. Pinch back and stake plants as needed or as directed by Authority. Do not allow seed heads to form unless as directed or for winter interest. Divide perennials and transplant at the direction of McCormick Place | MPEA. Apply a Bio-stimulant approved by McCormick Place | MPEA twice per season as recommended by the manufacturer. Payment for the installation of perennials will be fifty percent (50%) at the time of installation and fifty percent (50%) one month following installation. All perennial areas shall be cleaned (cutting back and/or removal of dead plant material) at the end of the season and mulched as required. All plant material shall be maintained in a disease and insect free manner. All areas shall be kept free from weeds at all times. All plant material shall be groomed as required to maintain peak appearance. Any plant material requiring replacement shall be replaced immediately by the Contractor.

iv. Shrubs and Trees

Routinely remove fallen or discolored leaves from shrubs and pick up twigs, branches and debris. Inspect and trim trees and shrubs per the schedule incorporated within this specification unless otherwise directed by McCormick Place | MPEA. Remove all dead, diseased, or crossed branches from trees and prune shrubs at the appropriated time so as not to interfere with blooming periods of the current season and subsequent seasons. Root water all trees and shrubs as required by weather conditions. Inspect trees and shrubs a minimum of (1) time every two (2) weeks and note findings on the Weekly Inspection form. All trees and shrubs shall be pruned as needed to assure optimal health and appearance. This work shall be performed under the direct supervision of a Certified Arborist. All dead, damaged and crossed branching shall be appropriately dealt with in a timely manner. Any disease problems shall be dealt with expediently.

Trees and shrubs requiring straightening and staking from growing characteristics, will be straightened as directed by McCormick Place | MPEA. The method of staking and or guying will be approved prior to installation by McCormick Place | MPEA. Installation will be as recommended by the manufacturer. The cost of straightening, staking and guying will be incidental to the cost of this pay item. Trees which require to be straightened as a result of major storm damage will be paid for as contingency and will require response by the Contractor within twenty-four (24) hours of such occurrence.

v. Tree Pruning

This item of work consists of furnishing all labor, material and equipment required to provide complete tree pruning services for all trees located at various landscaped areas as designated by McCormick Place | MPEA. The work includes but not exclusive to pruning, thinning, and training, for appearance, health and safety of the trees.

This item is interchangeable with pruning required under monthly landscape maintenance. Rather this item also addresses pruning needs of established trees that have been in the ground over five (5) years and require extensive pruning. Casual pruning to remove a limited number of damaged limbs will be considered incidental to monthly maintenance.

McCormick Place | MPEA will review plantings with the Contractor monthly to determine the need for pruning. All pruning will be performed by trained staff and supervised by an Arborist and will conform to the ANSI A 300 specifications for pruning and ANSI specifications Z 133.1 for safety. Use clean implements, disinfecting between each cut, it necessary. All material resulting from pruning operations will be removed and disposed of off-site in accordance to Article 202.03.

All tree care including pruning, thinning, staking, and training, for appearance, health and safety will be provided by the Contractor's Arborist. Tree installation and removal will be supervised on site by the Arborist. A Bureau of Forestry permit is required for all tree work, the cost of permits will be considered incidental to this item. Annual pruning of tree branches will be done April 1 to 15, and October 15 to November 30, when trees are dormant.

No tree climbing spikes will be used. Arborist will use a lift for pruning in tree canopies to avoid stepping on other plantings. All lifts and equipment required for pruning shall be considered incidental and will be provided by the Contractor at no additional cost.

The Contractor shall use the collar-cut method that promotes proper wound healing. Flush cuts, pruning paints or tars are unacceptable. The Contractor shall prune heavily, as directed by McCormick Place | MPEA, to thin growth to allow for better air movement and light penetration.

In addition, pruning will remove diseased branches and twigs, branches that present a hazard to vehicular traffic, deadwood, split limbs, crossing branches, suckers, water sprouts, stubs, and improper cuts from former pruning. Do not cut the leader (central, highest branch) unless severely diseased or damaged. All pruning will maintain the natural form and characteristics of each tree unless otherwise directed by McCormick Place | MPEA.

Any other tree care found to be necessary including but not limited to root pruning, spraying, and injecting will be provided by the Contractor's Arborist and will be incidental to this Agreement. Pruning will continue throughout the season as directed by McCormick Place | MPEA.

All tree pruning, which includes all labor, equipment and materials necessary to complete the work as described herein will be considered incidental to LANDSCAPE MAINTENANCE and shall be included in the base pricing.

g. Soil Moisture Monitoring of Landscaped Areas

The Contractor is responsible for monitoring moisture is all work sites in order to adjust irrigation and hand-watering. These beds include irrigated and non-irrigated landscaped areas. The Contractor shall be responsible for the adjustment of all irrigation controllers, as well as the scheduling of all other watering. **Any supplemental watering required in irrigated areas and non-irrigated areas due to poor coverage will be considered incidental to landscape maintenance and is part of the base Contract Price.**

Using a probe or moisture meter, monitor the plant root balls and surrounding soils of each work site to assure consistent and adequate moisture content in each planter and turf section. Pay special attention to insure annuals have adequate moisture.

During the Spring (April 15 to May 31) and Autumn (September 15 to October 15) monitor landscaped areas a minimum of once per week.

During Summer (June 1 to September 15) or when daytime temperatures exceed ninety (90) degrees for more than two (2) consecutive days, monitor each location a minimum of twice per week.

Submit all moisture monitor readings on the Landscape Inspection Report (included in this Agreement).

The Contractor shall immediately notify McCormick Place | MPEA of excessive moisture or drought conditions. Any supplemental watering required in irrigated locations and non-irrigated locations will be incidental to Landscape Maintenance pay items and included in this base Contract. Supplemental watering of newly installed plant material or turf until established will be incidental to the cost of installation and included in this base Contract.

At the discretion of McCormick Place | MPEA an approved wetting agent or Bio-Stimulant will be applied to those locations exhibiting problems with surface tension. All associated cost will be incidental to maintenance line items.

Supplemental watering of newly installed plant material will be incidental to the cost of installing these materials. It is the responsibility of the Contractor to assure not plant material is lost due to lack of water. Any loss of existing or newly installed plant material determined by McCormick Place | MPEA to be due to lack of water will be the responsibility of the Contractor to replace at no additional cost to McCormick Place | MPEA.

h. Watering Semi-Irrigated Landscaped Areas

Description

This service consists of supplying all equipment and labor necessary to apply water on landscaped areas and planters that have non-automated irrigation systems typified by the presence of ground hydrants or quick couplers, hose bibs, or on sites as directed by McCormick Place | MPEA, watering activities will be directed at planting beds, turf and trees.

General Requirements
All watering will be based on monitoring soil moisture and plant needs. Any signs of stress exhibited by plant material will be given special consideration in determining water needs.

Water to insure that moisture penetrates throughout the root zone, including the surrounding soil, and only as frequently as necessary to maintain healthy growth. **Do not over water.**

The Contractor shall be required to furnish all quick couplers, hose, hose reels, sprayers and all other equipment for watering. The pick-up, installation and use of such equipment will be considered incidental to this item.

The Contractor shall submit and adhere to a watering schedule. McCormick Place | MPEA will review watering needs with the Contractor to determine the frequency (days per week) the landscaped and turf areas are to be watered, but the Contractor has sole responsibility for all watering needs.

It is the Contractor's responsibility to supply and/or obtain all equipment as necessary to access and apply water including quick coupler keys, hoses, nozzles etc.

It is the Contractor's responsibility to monitor the soil moisture content at all semi-irrigated and non-irrigated landscape work sites. **Monitoring of soil moisture and the act of watering semi-irrigated and non-irrigated landscaped areas or planters will be considered incidental to LANDSCAPE MAINTENANCE.**

Watering Methods
The Contractor shall water plants to promote healthy growth and ensure that the soil is saturated thoroughly to a minimum depth of twelve (12") unless monitoring indicates the need for more or less water.

Water immediately if plants begin to wilt, or if top one (1") to two inches (2") of soil is dry. Avoid frequent, light water applications.

Water will be applied in such a manner so as not to damage plant material. Water will trickle slowly into soil and completely soak the root zone. An open end hose is unacceptable.

Water early in the day and apply water as close to soil as possible without washing out soil or mulch. Keep water off plant leaves as much as possible to minimize fungus problems. Thoroughly saturate all areas of planter soil within the bed, not just individual plants.

Water beds at a rate of approximately one (1) gallon per square foot. Apply extra water to raised or bermed ornamental trees and shrubs.

Any damage to plant material due to incorrect watering will be corrected or replaced at the Contractors expense, to the satisfaction of McCormick Place | MPEA.

All watering will be included in the Landscape Maintenance Report and will be submitted to McCormick Place | MPEA on a daily basis. The report will be faxed or delivered to the Contract Administrator for each facility. If the Landscape Maintenance Reports are not received within twenty-four (24) hours, it will be assumed that no services were performed and no payment will be made.

i. Watering Non-Irrigated Landscaped Areas

Description
This work consists of supplying and applying water within landscaped area, raised planters, planter or hanging baskets that does not have an automated irrigation system or at sites as directed by McCormick Place | MPEA. Watering is to occur from April 1 to November 30 as needed or as directed by McCormick Place | MPEA.

General Requirements
All watering shall be based on monitoring soil moisture and plant needs. Any signs of stress exhibited by plant material shall be given special consideration in determining water needs.

It is the Contractor's responsibility to monitor the soil moisture content at all semi-irrigated landscape locations. Monitoring of soil moisture shall be considered incidental to LANDSCAPE MAINTENANCE and is included in the base pricing.

Water is to insure that moisture penetrates throughout the root zone, including the surrounding soil, and only as frequently as necessary to maintain healthy growth. **Do not over water.**

Water hanging baskets until excess water begins to run out of the drain holes to assure thorough watering.

McCormick Place | MPEA may review watering needs with the Contractor to determine the frequency (days per week) the landscape areas are to be watered. It is the Contractors responsibility to monitor moisture conditions and to see that watering is performed as required.

It is the Contractor's responsibility to obtain an adequate water supply for the project site. Water furnished for application shall be free from oil, acid, alkali, salts, or other impurities harmful to the best development of plant material.

Water shall be dispensed using an approved water source locations.

Watering of non-irrigated landscaped areas shall not be performed between the hours of 10:00 AM and 1:00 AM within McCormick Place | MPEA locations during occupancy dates.

Watering
The Contractor shall water plants to promote healthy growth and ensure that the soil is saturated thoroughly to a minimum depth of twelve (12) inches unless monitoring indicates a need for more or less water.

Water immediately if plants begin to wilt, or the top one (1) inch to two (2) inches of soil is dry. Avoid frequent, light water applications.

Water with a hand-held soaker attachment wand. Water shall trickle slowly into soil and completely soak the root zone. An open end hose in unacceptable.

Water early in the day and apply water by the holding water wand as close to soil as possible without washing out soil or mulch. Keep water off plant leaves as much as possible to minimize fungus problems. Thoroughly saturate all areas of planter soil, not just individual plants.

Water beds at a rate of approximately one (1) gallon per square foot. Apply extra water to raised or bermed ornamental trees and shrubs.

Any damage to, decline, or death of plant material due to incorrect watering shall be corrected, replaced and paid for at the Contractors expense to the satisfaction of McCormick Place | MPEA.

j. Seasonal Services

The seasonal schedules listed below are a good faith estimate of services required and any services routinely provided for landscape and ground maintenance and which are not individually listed shall be considered incidental to the Agreement and will not be considered as an Additional Services.

i. Syringing Plants/Flushing Beds (April 1 – May 1)

The objective of syringing (washing) plants and flushing beds is to reduce damage from winter salt.

Early Spring, when temperatures are anticipated to remain above thirty-five (35) degrees Fahrenheit for a minimum of twenty-four (24) hours and the threat of a snowfall and road salting has diminished, wash all plant material with in planting beds with a gentile spray of water to remove accumulated salt on stems, bark, and crowns.

Flush beds between April 1 to MAY 8, by applying sufficient water two (2) to three (3) times for a period of one (1) week to flush salts from mulch, beds, and soil.

Submit a schedule for this work to McCormick Place | MPEA Contract Administrator for each location for approval no less than one week prior to the commencement of the work.

Syringing plants/flushing beds will be included on the Landscape Maintenance Report and will be submitted to McCormick Place | MPEA. This report will be emailed or delivered to McCormick Place | MPEA's Contract Administrator for the facility. If the Landscape Maintenance Report is not received, it will be assumed that no work was performed and no payment will be made.

ii. Spring Clean-Up (April 1 - May 1)

In early April remove all dead stems and leaves and other debris from perennials, vines, shrubs and ground covers. Trim dead tips of vines and ground covers. Cut back ornamental grasses to six inches (6") in height. Cut down any perennials left up over the winter to a height of six inches (6") or less and remove any dead leaves around the crowns of the plants.

Rake beds free of accumulated debris, dead leaves, and other material, leaving mulch in place and being careful not to damage emerging bulb foliage and flowers. Rake back any mulch that covers plant crowns.

After bulb flowers have faded, band or fold bulb foliage, tucking it under surrounding plants. During May 15 to June 30, or as directed by McCormick Place | MPEA, remove all bulb foliage, once it has completely died back, by cutting the foliage to the ground.

All planters, capstones, walls and surrounding pavement areas are to left clean and swept of all debris.

- Do site visits to determine tree pruning and spraying required for the upcoming year.
- Perform tree pruning in early April as required.
- Remove all dormant plant material, accumulated debris throughout all landscaped areas.
- Measure all turf areas damaged by the winter snow and present a proposal to re-sod all salt or snow plow damaged areas with contract rates. A separate purchase order will be issued when the proposal is accepted.
- Monitor and care for all planter beds planted with perennials such as daffodils and tulips.
- The beds with perennials such as daffodils and tulips must be maintained until the plants become dormant. When any plants are pulled or are replaced new compost must be added. All associated costs will be considered incidental to the Contract.
- Mulching of all tree rings must be done. Spade the edging of bed liners and remove waste products.
- Start mowing turf when necessary and coordinate a fixed day schedule for mowing services with McCormick Place | MPEA. Mowing services include, but are not limited to: liter removal on landscaped grounds, weeding all beds including shrub beds, paved areas and edging of curbs as necessary at a minimum of once a month. Perform tilling of all annual beds, tulip beds and edging all bed lines.
- Perform all start up work required for the irrigation system. Present a proposal to repair or replace any lines or sprinkler heads that are not covered under the base contract. Minor repairs and adjustments of sprinkler heads will be considered incidental to the Contract. A separate purchase order will be issued when the proposal rates are accepted.

- Perform any necessary minor repairs to brick paver walkways, which will be considered incidental to the Contract. Present a proposal for any extensive replacements or repair work required for brick paver walkways. A separate purchase order will be issued when the proposal rates are accepted.
- Perform all services required for setting up the irrigation systems and performing manual watering for all landscaped areas and planter beds with or without irrigation systems as necessary.

iii. Summer Season (May 2 – October 14)

The Contractor is required to perform all seasonal plantings and maintenance required for all landscaped sections and planter beds located throughout the facilities as necessary. The Contractor shall be the sole party responsible for all plantings, maintenance, irrigation systems and watering to maintain all facilities with award winning standards.

- Perform all services required for maintaining the irrigation systems and performing all watering required for all landscaped areas and planter beds with or without irrigation systems as necessary.
- Perform weekly mowing services as required and maintain all turf and planter beds to be weed free.
- Complete all tilling of annual beds to have them ready for plantings.
- Installation of the summer annuals should begin approximately May 12th if the weather is favorable and should try to finish before Memorial Day weekend if possible. Coordinate the planting schedule with McCormick Place | MPEA and annual growing Contractor.
- Install a fertilizer and or weed control sometime in May and obtain advance approval from McCormick Place | MPEA before the applications are applied and provide copies of the S.D.S. sheets to McCormick Place | MPEA.
- Monitor all turf and planter sections weekly for disease, insect and weed problems.
- The irrigation system(s) should be observed weekly for any problems and proposals should be submitted for large repairs required for the pumps, time clocks, controls, piping and sprinkler heads as necessary. A separate purchase order will be issued when the proposal rates are accepted.
- Install a fertilizer and/or weed control sometime in July and obtain advance approval from McCormick Place | MPEA before the applications are applied and provide copies of the.S.D.S. sheets to McCormick Place | MPEA.
- Install a fertilizer and or weed control sometime in September and obtain advance approval from McCormick Place | MPEA before the applications are applied and provide copies of the S.D.S. sheets to McCormick Place | MPEA.
- Hedge pruning and shearing must be performed as needed.
- Starting in approximately October maintain all landscaped areas free of fallen leaves, debris and dormant plant materials on a weekly basis with the mowing schedule. On a weekly basis start monitoring the annual's health and as the annuals are finishing their life cycle, they

need to be pulled out and hauled away. When large enough annual beds have been cleared, compost needs to be added to the beds as necessary. The Contractor must compost all fallen leaves and plant materials removed.

- Install grub applications to turf areas as necessary to ensure they will not be damaged.

iv. Fall Clean-Up (October 15 - November 15)

All clean up work will start October 15 to depending upon weather conditions and condition of plant material. *All* work must be completed by the end of November 15, depending upon the weather conditions and the condition of plant material. Annuals preventing the installation of bulbs will be removed prior to the end of the season at the determination of McCormick Place | MPEA. Perennials will be cut back at the end of the season as soon as all foliage has died back or at the discretion of McCormick Place | MPEA.

- Shrub bed mulching will occur after the shrub beds are fertilized once in October and fallen leaves are hauled away from the shrub beds. Spring flowering shrubs will be pruned after they flower.
- Core aeration and seeding services must be performed in all turf areas each Fall Season.
- Install grub application to turf areas as necessary to ensure they will not be damaged.
- In the second week of October spade edging should be performed to all beds and tree rings.
- In the last week of October, the Contractor is required to turn off all irrigation system valves, time clocks and controls and purge all the zones, lines, and heads with compressed air as necessary.
- Maintain all landscaped areas free of fallen leaves, debris, dormant plant materials from all landscaped areas on a weekly basis with the mowing schedule as necessary. Landscaped beds also need to be replenished with either compost or mulch as necessary.
- Install the last application of fertilizer and/or weed control sometime in November and obtain advance approval from McCormick Place | MPEA before the applications are applied and provide copies of the S.D.S. sheets to McCormick Place | MPEA.
- Continue pulling out all dead annuals (remove entire plant to include root and smooth soil to fill in holes) and replenishing beds with compost until all annuals beds are cleaned out and the materials are composted.
- Perform tree and shrub pruning as required.
- Cut back perennial plants leaving three inches (3") to four inches (4") height foliage. Do not cut into plant crowns. Do not cut back Asters until they have finished blooming.
- Adjust and add mulch as needed to maintain a two (2") inch deep layer around all perennials.
- **DO NOT** cut back any annual or perennial plant with winter interest potential or other plant material as directed by McCormick Place | MPEA including:

Ornamental Grasses, Sedum, Rudbeckia flower heads, Echmacca flower heads, Achillea flower heads, Polygonum reynoutna, Roses or Vines

- Trim vines to a length of two thirds (2/3) the height of the planter wall. Tuck stems up into sides of planter bed. Pin down stems with sad staples.
- For Roses, cut any dead or broken branches down to base of plant. Remove all plant litter including any rose leaves, stems, flower petals, and any other plant debris in the bed. Do not cut off rose hips. Remove all weeds from inside rose shrubs. Adjust and add mulch as needed to maintain a two (2") or three (3") inch deep layer of mulch around roses. Mound mulch slightly around base of plant. Do not bury stems or branches. Do not mulch over any plant debris or litter.
- For trees and shrubs, remove any broken or dead branches. Remove all leaves, stems, weeds and plant debris. Adjust and add mulch as needed to maintain a three (3") inch deep layer around all trees and shrubs.

k. Integrated Pest Management Inspections

Contractor's Horticulturist will inspect all plants and beds for pests and diseases on a weekly basis. Contractor shall Identify and monitor pest and diseases levels and determine action required to maintain the good appearance, health and, top performance of all plant material. Inspection findings and recommendations will be included in the Weekly Landscape Inspection Report (included in this Agreement) and submitted within twenty-four (24) hours of inspection. This report will be faxed or delivered to Using Department personnel. The inspection for INTEGRATED PEST MANAGEMENT will be considered incidental to LANDSCAPE MAINTENANCE. The recommendations for action by the Contractor's Horticulturist will be reviewed by McCormick Place | MPEA for approval/rejection. The Contractor shall provide verbal and written reports to McCormick Place | MPEA on all sightings and borrows found for rats, mice, raccoons, rabbits to allow them to have McCormick Place | MPEA's Pest Control Contractor to address those issues. The Landscape Contractor remains responsible for all Integrated Pest Management and fertilizing requirements to protect all turf, plants and beds for pests and diseases on a weekly basis.

l. Soil Tests

Soil tests are to be performed April 1 to 15 following syringing, or as requested by McCormick Place | MPEA. Submit soil test data from representative samples taken from a minim of three (3) situations at each landscaped area as directed by McCormick Place | MPEA. The Contractor shall determine the number of soil test required and dates needed with McCormick Place | MPEA. The Contractor shall perform 4 soil tests per year at Navy Pier and at McCormick Place as part of the base contract.

i.) Sampling Procedures

<u>Making a Composite Sample:</u>

Each sample is a mixture of 5-7 small samples taken within an area.

Taking the Composite Sample:
Use a soil tube, auger, or a spade to collect the sample.

Sample depth:

Turf Grass	4”
Flowers/Shrubs	4” to 6”
Trees	6” to 8”

Mix the Composite Sample. Place all samples from a sample area into a clean pail and mix thoroughly. Save Two (2) Cups of Sample. Place 2 cups of soil into a sample bag. Fill out sample bag label. Submit a completed information sheet with each sample.

Care will be taken to insure that soil samples are not tainted by mulch. All mulch displaced in the process of obtaining soil samples will be restored to its original condition. Any plant damaged as a result of conducting soil tests will be replaced by the Contractor at no expense to McCormick Place | MPEA.

All tests will be performed by an independent laboratory certified to perform the type of tests described. McCormick Place | MPEA must approve the laboratory hired by the Contractor to perform soil tests.

Soil tests must include a chemical analysis stating the pH, N, P, and K, other essential nutrients, and soluble salts, and provide recommendations for fertilizers, pH adjustments, and salt mitigation. A written soil test report from an established laboratory and recommendations for soil amendments will be submitted by the Contractor within fourteen (14) calendar days after completion of the soil test.

SOIL TESTS will be measured for payment per each test if more than 4 tests are conducted for each facility.

This item will be paid for at the Contract unit price per each test taken if more than four (4) tests are required at each facility. This price will include all labor, equipment and material necessary to complete the work as described herein. No payment will be made for additional tests requested until a written test report from an independent certified laboratory is submitted to McCormick Place | MPEA.

m. Chemical Application

This work will consist of furnishing all materials, equipment and labor necessary to apply insecticide, herbicide, anti-desiccant, or to utilize other methods necessary to keep plant material in all landscaped areas and planters in a healthy and attractive condition. Integrated pest management will be practiced to minimize the need for chemical applications.

The Contractor's Horticulturist will inspect all plants and beds for pests and diseases on a weekly basis. Contractor shall identify and monitor pest and disease levels and determine action required to maintain all landscaped areas the good appearance, health and, top condition at al/ times. Inspection findings and recommendations will be included in the weekly Horticultural Maintenance Report (included in this Agreement) and submitted within twenty-four (24) hours of inspection along with copies of the Safety Data Sheets for all proposed controls. The report will include a

listing of all work performed, work remaining and proposed work schedule. A signed Using Department Extra Work Report and an itemized Force Account Statement will be attached to the report. This report will be faxed or delivered to Using Department personnel. This report will be faxed or delivered to Using Department personnel. The inspection for INTEGRATED PEST MANAGEMENT will be considered incidental to LANDSCAPE MAINTENANCE.

Chemical application recommendations will be made to McCormick Place | MPEA and must be approved prior to action or application by the Contractor. Insecticides, fungicides and other materials will be used in strict accordance with the manufacturer's recommendations. No phytotoxic materials will be used. All chemical use will be approved by McCormick Place | MPEA prior to application.

All chemicals will be applied by an Illinois Licensed Pesticide Operator or Applicator. All tree care, including inspecting, spraying, and injecting of trees, will be provided by an ISA Certified Arborist Required City permits will be obtained by the Contractor at no additional cost to McCormick Place | MPEA.

Any damage done to plants or structures by the Contractor shall be repaired or replaced at the Contractor's expense to the satisfaction of McCormick Place | MPEA. Damage includes, but is not limited to the application of incorrect types or mixtures of chemicals, or other actions that result in the death or decline of plant material or discoloration or damage to planter walls and surrounding surfaces.

Upon approval of McCormick Place | MPEA for action to control pests or diseases, the Contractor shall furnish all materials, including insecticides, fungicides, anti-desiccants, chemicals, or other means, equipment and labor necessary to perform the IPM work.

All CHEMICAL APPLICATIONS, which includes all labor, equipment and materials necessary to complete the work as described herein will be considered incidental to LANDSCAPE MAINTENANCE and shall be included in the base pricing.

Any permits or Traffic Control and Protection necessary to perform this work will not be paid for separately as described herein will be considered incidental to LANDSCAPE MAINTENANCE and shall be included in the base pricing.

NOTE: Any use of chemical controls without prior written approval of McCormick Place | MPEA CAN result in the assessment of a reduction of Contractor's compensation.

n. Fertilization of Lawn & Landscaped Areas, Dry Herbicide and Tree Fertilization – Tree Spikes

This work consists of furnishing all labor, materials, and equipment required to fertilize lawn and landscaped areas identified in this document.

The fertilizer will be delivered to the site in the original unopened containers bearing the manufacturer's guaranteed analysis. The fertilizer will be in a loose, spread able condition upon delivery. Fertilizer in a hard, caked, or moisture saturated condition will not be acceptable.

The fertilizer will be applied to lawn and landscaped areas only by mechanical means and only when the grass and landscape is dry. No hand spreading will be allowed. Extreme care should be exercised to insure that the fertilizer is applied uniformly, that all areas are fertilized, and that there is no overlapping of previously fertilized areas. The use of dry or liquid fertilizer will be determined by McCormick Place | MPEA. Liquid fertilization type, ratio, as well as frequency should be determined by the Contractor and incorporated into the fertilization schedule to be provided to McCormick Place | MPEA prior to the beginning of the Spring season. McCormick Place | MPEA reserves the right to make changes and adjustments as necessary to any component to achieve optimal results.

Fertilization is to be based upon current soil test data and laboratory recommendations. A fertilization program will be submitted to McCormick Place | MPEA, including material to be used, application rates, and timing must be submitted for approval by McCormick Place | MPEA within ten (10) working days from the award date and as directed by McCormick Place | MPEA.

McCormick Place | MPEA will have the right to change the chemical ratio of the fertilizer, the Contractor shall not receive any additional compensation for charges in the chemical ratio.

No additional payment will be made for the use of slow release fertilizer or grub control applications. Fertilizer combined with pre and post emergent herbicides may be utilized under this line item.

Lawn and landscaped areas will be fertilized in early Spring (April or May) to help promote early green up. Other applications of fertilizers will be applied to turf in July, September, and in November. This fertilizer will be applied in a granular form. Those areas needing re-fertilization will be determined by McCormick Place | MPEA only after the fertilizer has been activated and evidence of the greening of the turf area, due to fertilizer, can be determined. The Contractor Horticulturist should determine when grub control applications should be installed as needed at no additional cost to keep the turf strong and healthy.

The Contractor is required to provide Material Safety Data Sheets for all material used.

All FERTILIZATION OF LAWN & LANDSCAPED AREAS, DRY HERBICIDE AND TREE FERTILIZATION – TREE SPIKES, which includes all labor, equipment and materials necessary to complete the work as described herein will be considered incidental to LANDSCAPE MAINTENANCE and shall be included in the base pricing.

Any use of chemical controls without prior written approval of McCormick Place | MPEA may result in the assessment of a reduction of Contractor's compensation.

o. Mulch Supply and Maintenance

Mulch Maintenance described below will be performed at all work sites as directed by McCormick Place | MPEA.

This item will consist of furnishing, transporting and placing Premium Shredded Dyed Dark Hardwood Bark in all planter bed areas and tree rings from April 1 to November 30 as described herein and per direction of McCormick Place | MPEA.

The Contractor shall supply and install Premium Shredded Dyed Dark Hardwood Bark, as needed to supplement mulch around trees, shrubs, and herbaceous plants in landscaped areas. Annual areas will be mulched with pine bark fines at a depth to be determined by McCormick Place | MPEA, not to exceed one inch (1 "). A sample and request for material inspection form must be supplied to McCormick Place | MPEA for approval prior to performing any work.

The Contractor shall remove all litter and plant debris before mulching. The Contractor shall repair grade by raking and adding Planter Soil Mix as needed, before mulching. Care will be taken not to bury leaves, stems, or vines under mulch material.

All finished mulch areas will be left smooth and level to maintain a uniform surface and appearance. All Landscaped areas or work areas will be clean of debris and mulch, prior to leaving the site.

Premium Shredded Dyed Dark Hardwood Bark mulch will be clean, finely shredded mixed-hardwood bark, not to exceed two inches (2") in its largest dimension, free of foreign matter, sticks, stones, and clods. All hardwood mulch will be processed through a hammer mill. Hardwood bark not processed through a hammer mill will not be accepted.

A sample of the mulch will be submitted to McCormick Place | MPEA or authorized representative for approval/rejection. In the event the quality of the material is unacceptable at any time throughout the duration of the Contract, such material will be rejected, removed from the work site by the Contractor and replaced with acceptable material at no additional cost to McCormick Place | MPEA.

In general, maintain the Premium Shredded Dyed Dark Hardwood Bark layer around all plants as follows:

- **Perennials** (including bulbs, ground cover, vines, and grasses): Minimum of Two inches (2") deep - keep mulch away from crowns of plants.

- **Annuals:** Up to one inch (1") deep - spread lightly through annual plantings.

- **Shrubs, including shrubs and roses:** Three inches (3") deep mulch - keep mulch away from stem, crown, or neck of shrub.

- **Trees, shade and ornamental**: Three inches (3") deep - keep mulch away from the trunk of the tree.

Contractor shall mulch planting areas as directed by McCormick Place | MPEA and water within two (2) hours of installation. In particular, Contractor shall mulch all newly installed plantings within twenty-four hours (24) of installation.

The Contractor shall submit the Landscape Maintenance Report (included in this Agreement) to McCormick Place | MPEA showing quantities of mulch applied and locations. The Contractor shall also submit Load Tickets for material provided. This report will be faxed or delivered to Using Department personnel. If the report and the Load Tickets are not received, it will be assumed that no work was performed and no payment will be made. The Contactor must install additional mulch material if necessary regardless of why it is missing to maintain the depth and protection specified for all locations at no additional cost to McCormick Place | MPEA.

The Contractor shall provide McCormick Place | MPEA with copies of the Load Tickets for Mulch Supply with purchased quantities measured in total square yards or cubic yards delivered with the daily maintenance report for the day the materials are delivered.

Method of Measurement
All MULCH SUPPLY AND MAINTENANCE, which includes all labor, equipment and materials necessary to complete the work as described herein will be considered incidental to LANDSCAPE MAINTENANCE and shall be included in the base pricing.

p. Tree Removal – Additional Service
These items will consist of the cutting, removing, and disposing of all trees and the existing stumps at the locations as required or ordered by McCormick Place | MPEA.

All trees and existing stumps designated for removal will be cut and disposed of in accordance with the Recycle requirements. Trees and existing stumps (including roots) will be removed to a depth of not less than twelve (12") below the elevation of the proposed sub grade, the proposed finished earth surface or the proposed ground line.

The Contractor shall notify McCormick Place | MPEA of any conflicts with other plant material. McCormick Place | MPEA will meet with the Contractor's horticulturist to determine the extent of transplanting or removal necessary. No work will begin until all plant material is removed by skilled workers, as described under the items **Landscape Maintenance.** Removal and replacement of plant materials will be paid for separately under respective items.

If the existing root ball of the tree to be removed is still intact the entire root ball will be removed as part of this item. Larger trees will have the existing stump ground to a depth of eighteen inches (18") below grade. No additional compensation will be provided for stump removal.

Method of Measurement
TREE REMOVAL will be measured per inch of tree trunk caliper measured four feet (4') above grade for <u>each</u> tree removed determined by dividing the measured circumference of the tree by 3.1416. A multiple-stem tree that forks below the four feet (4') point measurement will be considered a cluster of individual trees. A tree that forks at or above the four feet (4') point of measurement will be considered a single tree. An existing tree stump with a diameter at cut off of six inches (6") or more will be considered a tree for the purposes of measurement and removal.

Basis of Payment

When applicable, TREE REMOVAL will be paid as a tree removed per caliper inch in one of the size ranges specified. Trees to be removed will be measured by the Contractor in the presence of McCormick Place | MPEA. Tree removal will be paid in full for all labor, equipment, materials and incidental work necessary to complete the work as specified including stump removal and backfill. Work shall not commence until the Contractor submits a written proposal for the Work, which shall not commence until McCormick Place | MPEA issues a Purchase Order for the Work.

q. Mowing Turf Services

This item of work consists of furnishing all labor, material and equipment required to mow turf areas located within various work sites as designated by McCormick Place | MPEA that conform to the Recycle requirements. The work includes preparing the turf surface for mowing by removing all litter, leaves, twigs, and debris and mowing the grass to achieve a uniform and finished appearance. The work also includes trimming, edging, and as necessary, collecting and removing clumps of grass clippings from the lawn area. Edging will be performed a minimum of once per month and a clean edge maintained each week by weed whipping or as directed by McCormick Place | MPEA. No additional compensation will be paid for more frequent edging required by McCormick Place | MPEA.

General Requirements

Mowing operations will begin in April if necessary. The Contractor shall submit a proposed mowing schedule for approval/rejection by McCormick Place | MPEA. The schedule is to be submitted within thirty (30) days of notification of contract award and will include the number of personnel and the type of equipment to be used. If scilla bulbs (flower) are present, the first mowing of the season will not be allowed until the Scilla have completely finished blooming. Mowing will occur once every week per location or as frequently as required based upon weather conditions and turf growth rate or as directed by McCormick Place | MPEA. Type & size of mowing equipment will be based upon the size of the each individual area, total acres to be mowed, and schedule. Equipment will be appropriately sized to maximize efficiency and avoid negative impact to desirable elements. Each crew will include at least one individual to operate a walk-behind mower as well as an individual to operate a weed whip. Walk behind mowers will be used to mow tight areas that cannot be reached by riding equipment and weed whips will be used to cut down weeds around structures, curb lines. All adjacent landscaped areas as well as tree rings will be edged as frequently as is necessary to maintain a clean edge between mulch and turf or as directed by McCormick Place | MPEA. At no time will lawn mowers enter mulched areas. Care will be taken not to spill gas or oil with in the landscaped area. Mowers and other equipment will be filled with fuel in the street only. Any spills will be contained with oil dry and swept up. Equipment blades will be regularly maintained and kept sharp at all times. Mower blade heights will be uniform at all times and determined by McCormick Place | MPEA. Under no circumstance will weed whips be used to cut turf or weeds around desirable plants. All areas will be policed prior to mowing and any trash collected and legally disposed of offsite.

McCormick Place | MPEA will have the right to add or delete mowing based on weather conditions and growing patterns. McCormick Place | MPEA will notify the Contractor of any change required to the schedule. The Contractor shall provide all labor, material, and equipment to complete additional mowing within twenty-four (24) hours of notification.

If during the Contractor's inspections the grass is longer than four inches (4"), the Contractor shall make all necessary arrangements to mow the area within twenty-four (24) hours.

Grass will not be cut to less than two inches (2”). And never cut after a rain.

Work will also include edging all plant beds adjacent to lawn areas as well as all curb lines and concrete traffic diverters. Edging will occur at the beginning & middle and end of the growing season. Additional edging will be performed at the request of McCormick Place | MPEA. Weekly edging will require the use of a weed whip and weed whip type equipment to maintain a clean edge at the back of all curbs. Debris from edging operations will be removed and all hardscape areas swept clean. Caution will be used to avoid any flying debris. Safety glasses will be worn during this operation.

Equipment will be adjusted and mowing will be achieved in such a manner that removal of grass clippings is not necessary. When clippings that fall back on the turf are matted and will cause injury to the turf, they must be removed. The direction of mowing will be alternated so the grass is not mowed in the same direction each time. All pavement areas will be left clean of all mowing debris. All pavement areas will be left clean of all mowing debris. All mowing equipment will be in excellent operating condition, with all grass cutting edges sharp and in proper adjustment. Mowing equipment will be operated in such a manner as to prevent damage to the turf, nearby trees, shrubs, ground cover, flower beds, structures, vehicles, or pedestrians. Plants damaged by mowing equipment operated by the Contractor shall be replaced by the Contractor at no cost to McCormick Place | MPEA.

All MOWING TURF AREAS REQUIREMENTS and trimming, edging and collection and removal of debris or mowing materials, which includes all labor, equipment and materials necessary to complete the work as described herein will be considered incidental to the cost of mowing and LANDSCAPE MAINTENANCE and shall be included in the base pricing.

r. Sodding/Salt Tolerant (Special) – Additional Service

This work will consist of preparing the ground surface and furnishing, transporting and placing sod and other materials required in the sodding operations at areas designated by McCormick Place | MPEA. Sod will be top quality, nursery grown salt tolerant sod, dense, well rooted, and free from weeds and unsuitable grasses.

General Requirements

Prior to placing top soil, the existing soil will be scarified to a depth of three inches (3”). The existing soil will be free of rocks, sticks, and debris. Topsoil will be added to bring the area to grade. Topsoil will be pulverized, natural, fertile, friable soil possessing characteristics of rich productive soil in the Chicago area. It will be obtained from naturally well drained areas, not excessively acidic or alkaline and contain no toxic substances which may be harmful to plant and lawn growth. It will be free from clay lumps, roots, stones and other debris. Topsoil will not be handled in a frozen or muddy condition. Topsoil will not be paid for separately but will be considered incidental to SODDING AND SODDING SALT TOLERANT (SPECIAL).

Additional topsoil required to bring the area to sub grade elevation will not be paid for separately but considered incidental to this item. Additional topsoil must meet the approval of McCormick Place | MPEA.

All materials "tracked" down the street will be removed each day. All sidewalks, driveways, alleys and pavements will be left in broom cleaned condition.

The sod will be weed-free nursery grown Kentucky Blue Grass conforming to the requirements of Article 1081.03. With every shipment of SOD AND SALT TOLERANT SOD the Contractor shall provide to McCormick Place | MPEA a letter of certification from an authorized representative of the nursery stating the seed mixture used in the sod conforms to the specifications.

Sod will be subject to inspection and approval at place of growth and/or upon delivery for conformity to specification requirements. Approval at place of growth will not impair the right of inspection and rejection upon delivery at the site or during the process of the work.

Rejected material will be removed immediately from the site. Care will be taken to retain the native soil on the roots during the process of stripping, transporting and placing.

Prepared soil surfaces that became crusted will be reworked to an acceptable condition for sodding. All soil surfaces will be moist when the sod is placed. When directed by McCormick Place | MPEA, the Contractor shall be required to apply water to dry soil surfaces at a minimum rate of one (1) gallon/feet immediately prior to placing the sod. Reworking and moistening the soil surface will not be measured for payment but considered incidental to SOD AND SALT TOLERANT SOD.

Salt Tolerant (Special)
The sodding operations will be done in such manner that workmen will not walk on the prepared topsoil surface but will walk on the previously laid sod. Sod will be laid so that no voids or air pockets occur and with tight joints and staggered seams. Seams will be staggered a minimum of fifteen inches (15") to eighteen (18") inches. Immediately following the laying of the sod, it will be rolled and/or tampered to obtain a smooth firm surface and to prevent air pockets from forming between the underside of the sod strips and the surface of the soil. The sod will be pinned or staked, as necessary, to maintain the alignment of the sod when placed on slopes or embankments. Screened topsoil will be brushed or raked over the joints. The completed sod surface will be true to finished grade, even and firm over the entire area.

Five (5) gallons of water per square yard will be applied within two (2) hours after the sod has been placed. Thereafter, on days designated by the Horticulturist, additional water will be applied at the rate of 3 gallons per square yard. The number of additional applications will not exceed seven (7) during the period of establishment, which is defined as the period of time between sod placement and when the sod becomes knitted to the soil and is growing in place. All watering described will be done with a spray application. An open end hose will not be acceptable. The manner of watering will meet the approval of the Horticulturist.

Water furnished for application will be free from oil, acid, alkali, salts or other impurities harmful to the best development of the sod.

The Contractor shall notify McCormick Place | MPEA in advance of installation of sod and actual installation will be reported on the Monthly Maintenance Report.

Method of Measurement
SODDING AND SODDING SALT TOLLERANT (SPECIAL) will be measured for payment in place in square yards. To be accepted the sod must be in a fine healthy condition and knitted to the soil.

Method of Payment
Where applicable, this work will be paid for at the Contract unit price per square yard for SODDING AND SODDING SALT TOLLERATNT (SPECIAL) which includes furnishing all labor, materials and equipment, including fertilizers and topsoil, required to perform sodding operations. Water will be considered incidental to this item.

s. Grass Interseeding – Additional Service
INTERSEEDING is the seeding of areas of existing turf. Prior to INTERSEEDING, all areas of existing turf will be mowed one time to a height of not more than three (3”). The equipment will be capable of completely serving all growth at the cutting height and disturbing it evenly over the mowed area. The cut material will not be wind-rowed or left in a lumpy or bunched condition. Subsequently, mowing may be required, as directed by McCormick Place | MPEA, on certain areas in order to disperse the mowed material and allow penetration by the seed. **A slit seeder will be used for all INTERSEEDING operations. Water will be applied at the end of each day during installation and subsequently to assure germination and uniform establishment through three (3) mowings.**

Method of Measurement
All seeding will be measured on a square yard basis of surface area seeded.

t. Plant Material
This work will consist of furnishing and installing plant material of the type and size of specified by McCormick Place | MPEA. Plant material includes trees, shrubs, perennials, grasses, groundcovers, annuals, bulbs shown on the plant list and any other vegetation not specifically mentioned.

All Install Items will include all cost associated with delivery, including equipment and man-power. All supply only items will include all associated costs for pick-up and delivery.

General Requirements
This work includes the furnishing and installation of new trees, shrubs, and other plant material as directed by McCormick Place | MPEA.

u. Warranties
In addition to any other warranties required in the Agreement, the Contractor shall provide a three (3) year warranty for all trees and one (1) year warranty for all

shrubs, perennials, bulbs, grasses, and ground covers furnished. The Contractor shall provide a one (1) season warranty for all annual plants furnished. All warranties shall include labor, equipment and material charges.

v. Inspections

McCormick Place | MPEA shall have the right, but not the obligation to inspect plant materials at the nurseries prior to them being delivered on site upon request. The Contractor's Horticulturist will inspect, and select plant material to be inspected by McCormick Place | MPEA. McCormick Place | MPEA may inspect any plant material at the nursery prior to delivery to the work site. Approval at the nursery does not signify final acceptance. McCormick Place | MPEA has the right to reject and plants delivered to sight or after planting for the duration of the warranty period. This will be done via the normal “Notice of Material Inspection" sheets. These sheets must be turned in to McCormick Place | MPEA representative for each facility at least two (2) weeks prior to the expected date of installation. No trees will be delivered without Using Department's Seals. An inspection on site will be made prior to the installation of plant material. Any plant material not meeting specification (that being of good health) must be moved off the site.

w. New Plant Establishment

All new plantings must undergo a thirty (30) day period of establishment. Supplemental watering will be performed at least once every seven (7) days for four weeks following installation. Water will be applied at a rate of two (2) gallons per square feet. Should excess moisture prevail, the Horticulturist may delete any or all of the additional watering cycles. In severe weather, the Horticulturist may require additional waterings.

At the end of the period of establishment, the Contractor shall be permitted to replace any unacceptable plants.

x. Plant List

A plant list has been provided and may from time to time be updated by McCormick Place | MPEA. The Contractor is to use this list to produce an aggregate price for the items categorized by type and size. The plant material contained in the list represents plantings which may be specified by Authority. McCormick Place | MPEA could specify a plant which does not appear on the list. Plants not listed will be paid for under the item which represents the plant's type and size. The Contractor shall not receive any additional payment to supply plants not on the list.

All substitutions must be approved by McCormick Place | MPEA in writing. If specified plants are found to be unavailable the Contractor must submit, to McCormick Place | MPEA a list of a minimum of fifteen (15) nurseries of suppliers that have been contacted in the plant search, along with a list of proposed substitutions and their sources.

All furnished and/or installed plant material will be included on the Landscape Maintenance Report (included in this Specification) and submitted to McCormick Place | MPEA showing quantities and types of plants as they are installed and locations, along with nursery invoices or tickets showing plant names and quantities. This report will be faxed or delivered to Using Department personnel. If

the report and the invoices or tickets are not received, it will be assumed that no work was performed and no payment will be made.

y. Coordination

The Contractor shall coordinate all activities required for the completion of contract requirements with supplies, McCormick Place | MPEA's vendors, all Sub-Contractors, and Using Department personnel.

z. Standards

Services shall be performed to in conformance with then existing best industry standards. To the extent applicable, and without limitation to the foregoing, Services will be in accordance with Sections 1081 of the Standard Specifications: City of Chicago, Bureau of Streets, Special Provisions for Tree Planting revised January 1, 1995; and the Detailed Construction Standards, except as herein modified.

The Contractor shall take all precautions necessary to avoid damage to irrigation lines and operating equipment, the electrical system, the under drain, coping, planter walls, curb, any utilities or any other infrastructure.

aa. Debris and Clean Conditions

Contractor is required to remove litter and other materials from beds as necessary to complete plant installation.

Upon completion of work the Contractor shall remove soil and debris from surrounding plant material, coping, and carriage walks. At no time will mulch or debris cover plant foliage. Upon completion the irrigation system will be turned on and inspected for leaks. Any leaks will be repaired within twenty four (24) hours at no cost to McCormick Place | MPEA. The Contractor shall leave work areas clean and in good condition. Exposed concrete will be free of mulch, soil, litter or other debris from Landscape Work. No debris will be left in the street or on the carriage walk or surrounding concrete areas overnight, on the weekend, or holiday period. The Contractor shall legally dispose of all accumulated debris, dead leaves, twigs, and other material off site.

Contractor shall check each raised planter, grade level planters, trees, shrubs and all other landscaping locations a minimum of once per week or as directed by McCormick Place | MPEA and remove any litter found within the pre-determined landscaped and planter area(s).

bb. Transplanting/Removal

Transplant/dividing and removal of perennials and bulbs will be considered incidental to LANDSCAPE MAINTENANCE. The transplanting of shrubs and trees in order to make space for new plant material will be considered incidental to FURNISH AND INSTALL PLANTS. Tree removal will be paid for under the item TREE REMOVAL.

cc. Determining Plant Furnish and Installation Needs

Upon direction of McCormick Place | MPEA, the Contractor shall survey and inventory plantings within the desired landscaped are to determine the quantity of dead or missing plants.

The plants inventory will list the number and type of plants required by location and planter.

Plant material that shows more than twenty-five percent (25%) dead wood will be considered dead.

Contractor shall submit the inventory and a replacement plant list for approval by McCormick Place | MPEA. See work site planting plans and plant lists for plant material. Inventory will list Botanical name and Common name of plant, size, location, planter number, quantity and type (species) of the plants.

dd. General Plant Requirements

Plants will meet all requirements of Federal, State, and local laws with respect to plant type, labeling, nursery or plant Inspection, disease, insect, and other pest infestation, and any other requirements. Any inspection certificated required by law to this effect, will be submitted to McCormick Place | MPEA.

All plant material will be in thriving, pest free and in a disease free condition. All plants will conform to ANSI Z60.1 1996 standards and specified sizes will be measured in accordance with ANSI Z60.1 standards. All potted plants will have fully developed root systems and the heads of the plants will, at minimum, fill the diameter of the container. Provide nursery or plantation grown stock unless specifically indicated otherwise Field collected plants are not acceptable. large sizes with larger roots may be provided at no additional cost to McCormick Place | MPEA. All roses will be grade #1.

All plant material will be watered before being delivered to the site. All plant material on the job site will be protected by means of shad cloths, and will be adequately watered. Wilted plant material will not be installed.

Provide freshly dug balled and bur lapped stock unless otherwise approved. Trees and shrubs will be secured for transportation to the site to avoid damage including abrasions, breaking, and wind-burn. Plants will be covered by tarps or shade cloths during transport. Tree crowns will be tied and wrapped in shade cloth. Plants left uncovered during transport will not be accepted.

Provide plant sizes as specified. Do not spread or compress branches when measuring. Measure main body of branches, do not measure extreme tip to tips of single branches. Pruning to size is not acceptable.

All shrubs will be true to name and cultivar specified. The Contractor shall label plainly all trees with a waterproof label that states the botanical name on each label. Each label must also indicate the year of installation. The labels will be attached firmly to the trees and or plant material and will remain legible for at least two (2) years after installation.

Plants will be in healthy, vigorous conditions, free of disease, insects, dead or broken branches, unhealed scars, frost cracks, sun scald, wind burn, disfiguring knots, broken or abraded bark, redundant leaders or branches (no double leaders), rubbing branches, or aberrations of any kind. The root ball will be intact with a healthy, normal and unbroken root system.

Trees will be free from objectionable disfigurements, with full, even and well-developed branching, a single primary leader and a uniform habit of growth that is representative of the specified cultivar.

Multi-stemmed trees are not acceptable, unless they are specified in the planting plan. The planting plan must specify if a species proposed is multi-stemmed and provide an explanation why the species is proposed.

The root ball will be of a size comparable to the standards set forth in the latest version of American Standards for Nursery Stock, ANSI Z60.1-1996. All balled and bur lapped (B&B) trees will be freshly dug with a firm root ball of natural earth, in proportion to the plant's size, as measured by caliper, height and spread. All potted plants are to have fully developed root systems, spread throughout the container.

Bulbs will be top size for the varieties specified with the exception of any and all Daffodils/Naarcissus. All Daffodils/Narcissus specified will be sized as DN II. Smaller sizes will not be acceptable.

ee. General Installation Requirements

Prepare area by removing dead or damaged plant material, including roots. Deliver stock only after soil has been prepared. Schedule digging and delivery in quantities suitable for immediate planting upon arrival. Plant immediately. If planting cannot be accomplished immediately, provide shade and protect from wind. Protect root balls and containers from heating and drying by covering at all times with shade cloths, moist sawdust, wood chips, shredded bark, peat moss, or other similar mulching material.

All plant material on the job site will be protected by means of shade cloths, and will be adequately watered. Wilted plant material will not be installed.

The Contractor shall provide all material, labor, and equipment to complete the installation in a timely manner. The Contractor shall bring enough plant material to the site so that all plants designated for a single planter/location can be installed at once.

The Contractor shall lay out all special garden/planter areas as shown in the planting plans, for approval by McCormick Place | MPEA. The Contractor shall plant a sample area large enough so as to be representative of each type of planting. Once approved by McCormick Place | MPEA, the sample will serve as a standard for like plantings throughout the entire work site area.

Water absorbing crystals (Terra Sorb or equivalent) will not be used in the installation of plant material unless approved in writing by McCormick Place | MPEA.

McCormick Place | MPEA reserves the right to require the Contractor to completely lay out each planting area if the above approach is not sufficient to achieve the desired results. The Contractor is required to work on site with Using Department supervision, as required to complete installation per design intent.

The Contractor shall take all precautions necessary to avoid damage to roots of both new and existing plant material. Plant material being transplanted will have the roots covered at all times.

Plants will be set so that the base of the stem is even with the existing grade. Spacing of plants will be as noted on the landscape plan. All plants will be set in an upright position.

Immediately following installation, plants will be watered to a depth of twelve inches (12”). In irrigated or semi-irrigated landscaped areas use quick couplers and hoses to tap into existing water supply. Re-adjust irrigation system as necessary. Hardwood mulch will be returned to the area, or added as necessary, and smoothed out so that it is consistent in appearance with adjacent areas.

Water newly planted material saturating root ball and surrounding soil thoroughly. In non-irrigated work sites Contractor shall be responsible for supplying water. Water furnished for application will be free from oil, acid, alkali, salts, or other impurities harmful to the best development of the plant material. Fire hydrants will not be used unless authorized.

Watering newly planted landscape plants will not be paid for separately but will be considered incidental to this pay item.

Shrubs, trees and perennials must undergo a thirty (30) day period of establishment. Additional waterings will be performed at least once within every seven (7) days for four (4) weeks following installation. Water will be applied at the rate of two (2) gallons per square yard for perennials and shrubs, and a rate of four (4) gallons per inch caliper for trees. Should excess moisture prevail, McCormick Place | MPEA may delete any or all of the additional watering cycles. In severe weather, McCormick Place | MPEA may require additional waterings.

The Contractor shall be responsible for the restoration of soil, surrounding grade, and hardwood mulch. The Contractor shall be responsible for protecting the irrigation system and damages will be repaired immediately at the Contractor’s expense regardless of the cause.

Additional quantities of Planter Soil Mix that is necessary for the completion of FURNISH AND INSTALL PLANTS will be incidental to this pay item.
Maintenance of plantings will begin immediately after installation.

In general, planting times are as follows:

Shrubs:	May 1 – July 15 and September 1 – November 15
Annuals early (Pansy type)	April 15 – May 1
Annuals, Others:	May 15 – July 15 and September 1 – November 15

Perennials, Grasses &: Groundcovers	May 15 – July 15 and September 1 – November 15
Bulbs, Spring:	September 15 – October 31

All new plantings must undergo a thirty (30) day period of establishment. Supplemental watering must be performed at least once every seven (7) days for four (4) weeks following installation. Water will be applied at a rate of two (2) gallons per square feet. Should excess moisture prevail, the Horticulturist may delete any or all of the additional watering cycles. In severe weather, the Horticulturist may require additional waterings.

At the end of the period of establishment, the Contractor shall be permitted to replace any unacceptable plants.

Mulch planting areas as directed by McCormick Place | MPEA and water within two (2) hours of installation. Mulch all newly installed plantings within twenty-four (24) hours of installation.

The Contractor shall submit a written request for inspection within twenty-four (24) hours of completion of work within contract areas or as designated by McCormick Place | MPEA.

ff. Evergreen and Shrubs – Additional Service

Shrubs will be handled by the root ball only, not by the trunk or branches as this may loosen the root ball and damage the root system. Any broken or cracked root balls during delivery or at any time during the planting operation will not be installed. Contractor shall be responsible for providing a replacement shrub at no additional cost to McCormick Place | MPEA.

Shrubs have their delivery scheduled to avoid storage on site. All shrubs will be protected from the weather by shade cloths and will be adequately watered. Wilted shrubs will not be installed.

Shrubs will be true to name and cultivar specified. The Contractor shall label plainly all shrubs with waterproof label that states the botanical name on each label. Each label must also indicate the year of installation. The labels will be attached firmly to the plant material and will remain legible for at least two (2) years after installation.

Note: It is the Contractor's responsibility to verify that the shrub will fit within the work site where it is to be planted, prior to delivery to the site. (The height of the ball must be less than the planter depth).

Any expenses for returning shrubs to nurseries or supply yards due to root ball size problems will be paid for by the Contractor at no additional cost to McCormick Place | MPEA.

The Contractor shall water new shrubs, ensuring that the entire root zone is thoroughly saturated. The Contractor shall water shrubs with a hand-held soaker attachment, with the source of water shrub so water trickles slowly into the soil

completely soaking the root zone. Do not use excessive water pressure. Any holes created by watering will be filled immediately.

gg. Excavation for Evergreens and Shrubs – Additional Service

All planting holes will be large enough to accommodate the entire root ball without cutting root balls or forcing it into the hole.

- Pits, beds, and trenches: Excavate with sides vertical bottom, flat but with high center for drainage. Deglaze and roughen side of planting hole and loosen bottom soil.

- Minimum dimensions, individual pits:

A. Diameter:
Ball or root spreads up to two feet (2ft.): Twice root spread.
Ball or root spreads two (2') to four (4') feet: (1-1/2) times root spread

B. Depth:
To allow nine inches (9") of compacted planting soil beneath roots or ball and to set collar one inch (1") below finish grade

Remove all excavated subsoil from the site and dispose of legally. Do not backfill excavation with subsoil.

hh. Planting Evergreens and Shrubs – Additional Service

Setting Layer: Place and compact a layer of planting soil, of thickness indicated, in bottom of excavation.

Balled and Bur lapped Stock: Set plants in excavation with top of ball to match adjacent finished grade. Add soil as required under ball to achieve plumb.

Remove burlap from top and sides of ball; retain burlap on bottom of ball. Untie all cords, binding burlap to trunk. Remove all burlap and wire baskets from the top one-third (1/3) of the root ball.

Shrubs will be backfilled with Planting Soil Mix. This Planting Soil Mix will not be paid for separately, but will be considered incidental to this pay item.

Place backfill in two (2") to three (3") inch-thick layers. Work each layer by hand to compact backfill and eliminate voids. Maintain plumb during backfilling.

When backfilling is approximately two-thirds (2/3) complete, saturate backfill with water and repeat until no more can be absorbed.

Place and compact remainder of backfill and water again.

Water newly planted material saturating the root ball and soaking soil thoroughly. The Contractor shall be responsible for supplying water. Where quick coupler hook-ups or water connections are available, Contractor shall take all actions to ensure

that irrigation system remains intact and fully functional. Water furnished for application will be free from oil, acid, alkali, salts or other impurities.

Container-Grown Plants: Place and backfill as specified for balled and bur lapped stock, and as follows:

Remove plant from container, being careful to not disturb or break root ball.

Set plant at the original depth grown in the field or nursery and straighten plants. Place backfill and water in the method described above.

Anti-desiccant: Anti-desiccant spray will only be applied at the request of McCormick Place | MPEA or if recommended by the Contractor. Spray apply, covering all portions of plant in accordance with manufacturer's recommendations.

If in full leaf, spray deciduous shrubs at nursery just before and two (2) weeks after transplanting.

Pruning: Remove dead, damaged, crossing or inward growing branches. Prune for appearance and to retain typical growth habit of plants with as much height and spread as practicable. Make cuts with sharp instruments and flush with trunk or adjacent branch. Do not remove leaders from trees.

ii. Tree Wrapping

Trees will be wrapped during the October 1 to November 30 Fall planting season only. All trees wrapped during this time period will have the tree wrap removed by April 15 of the following year. Removal of tree wrap will be incidental to the Contract. Tree wrap must have prior approval from McCormick Place | MPEA [Tuttle Tree Wrap or equivalent).

Trees will be pruned prior to wrapping. Trees will be wrapped before the installation of mulch.

Inspect and, if necessary, treat trunks for physical damage or insect infestation.

Wrap trunks of two inches (2") and greater caliper using wrapping tape. Tape from base up to first branch.

jj. Perennials, Grasses, Groundcover, Vines, Annuals and Bulbs

All potted plants are to have fully developed root systems that fill the container and the heads of the plants will at minimum fill the diameter of the container. Plants will be true to cultivar specified.

Plants will be in healthy, vigorous condition, free of disease, insects, dead or broken stems and branches, frost damage, sun scald, windburn, or aberrations of any kind. The roots will be *intact,* healthy, normal and unbroken.

Perennial plants will not be dormant but will have leaves and stems appearing above the top of the pot soil.

Annual plants *will* be in flower bud or blooming, and not spent.

Bulbs will be top size, #1 grade bulbs, guaranteed to produce flowers the following year.

Provide nursery grown stock unless specifically indicated otherwise. Provide stock complying in all respects with ANSI Z60.1 and in sizes indicated, measured in accordance with ANSI Z60.1. Larger sizes may be furnished if appropriate and if approved by McCormick Place | MPEA, at no additional cost to McCormick Place | MPEA.

Contractor shall provide labels for plants, stating botanic and cultivar name. Labels will be placed in the pots identifying plant material. Unlabeled plants will not be accepted.

Space plants as indicated on drawings or in plants lists.

Open holes sized to accommodate roots, keeping mulch out of the hole. Place plants at proper elevation so that base of the stem is even with the existing grade, and backfill with planting soil, working carefully to avoid damage to roots and to leave no voids.

Compacted or root-bound root balls will be loosened by hand or cut by pruning shears to facilitate water intake and to lessen transplant shock. Plants will be staked as needed using natural or green-colored bamboo stakes, cut to the proper length. Plants will be tied to stakes with raffia or green plastic-covered twist ties.

Perennials will be installed at the original depth grown in the field or nursery. Planting holes will be large enough to accommodate the entire root ball without cutting or forcing. Annual flowering plants will be installed at the spacing specified in the planting plan or as directed by McCormick Place | MPEA.

Annuals must be groomed after installation, including deadheading, pinching, and trimming.

Bulbs will be planted at the depth recommended by the grower. Bulb Booster Fertilizer will be applied as recommended by the manufacturer at the time of installation. Bulb fertilization will be incidental to the cost of this pay item.

Water newly planted material saturating the root ball and surrounding soil. The Contractor shall be responsible for supplying water. Where quick coupler hook-ups or hose valves are available, Contractor shall take all actions to ensure that irrigation system remains intact and fully functional. Water furnished for application will be free from oil, acid, alkali, salts, or other impurities harmful to plants. Watering will not be paid for separately, but will be considered incidental to this item.

kk. Supplemental Watering Requirement

Description

The Contractor shall supply, install and maintain twenty gallon (20) Tree gator water bags at the request of McCormick Place | MPEA to water newly installed trees or those determined to need supplemental watering. Select trees will be specified by McCormick Place | MPEA based on weather conditions at the time of planting, soil

conditions, and or the water requirement of the specific species being installed. Not every tree will require this treatment.

General Requirements

Tree watering bags will be 20 gallon Tree gator bags or equivalent installed singly or in series as approved and directed by McCormick Place | MPEA. Upon completion of planting operations, each tree as directed by McCormick Place | MPEA will be installed filled and be monitored. Tree gator bags will be installed according to the manufacturer's directions. Each bag will be filled with water to the recommended level and set to the standard drip rate (two holes open) or as directed by McCormick Place | MPEA. Tree gator bags and the water level within the bag(s) will be maintained, monitored, and guaranteed by the Contractor. Bags will remain in place until each tree is established and/or as directed by McCormick Place | MPEA.

Basis of Payment

This item will be considered incidental to the installation items since it takes the place of truck watering and both the equipment and labor to perform this service which is also incidental. Both are necessary to establish healthy trees.

ll. Water Holding Polymer

Description

Water holding polymer will be used by the Contractor at the time of planting to enhance the water holding capacity of the existing or imported backfill.

General Description

Water holding polymer will be hydro gel or equivalent as approved by McCormick Place | MPEA. Water holding polymer will be applied and thoroughly incorporated into the soil back-fill at the rate specified by the manufacturer or as directed by McCormick Place | MPEA. The back-fill mix will be placed into the hole taking care to equitably distribute the mix around the root ball. The top two inches (2") of back-fill material will consist of untreated material. Upon completion the Contractor shall thoroughly water the planting site to fully hydrate the polymer and soil mix. Digital photos of the installation visually demonstrating the step detailed must be available upon request.

Basis of Payment

This item will be considered incidental to the installation items since it reduces watering time, assists with the required warranties and takes the place of truck watering and both the equipment and labor to perform this service which is also incidental.

SECTION III. – RFP PROCESS AND SUBMISSION REQUIREMENTS

RFP PROCESS

The Proposer's written response, which details the experience and expertise of the Proposer to provide Landscaping and Grounds Maintenance Services, is due no later than **12:00 PM (CST) on Wednesday, December 9, 2026.**

Requirements and procedures for providing submittals in response to this RFP are described herein. RFP documents are available for downloading at the MPEA website at www.mpea.com under the link "Doing Business / Current Opportunities". The Authority requests that all Proposers that choose to download and print the RFP documents from the MPEA website contact the MPEA, DEPARTMENT OF PROCUREMENT by email, referencing RFP #2026-52-M to mpeaprocurement@mpea.com to register Proposer's company as a document holder.

If it becomes necessary to revise or amend any part of this RFP, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Proposers who have registered and provided the Authority with valid contact information. It will be the responsibility of the Proposer to obtain all such addenda and to acknowledge receipt of any addenda that has been issued. (If none are issued, indicate "NONE" on REQUIRED FORM A, Form of Transmittal Letter.)

Proposers are to contact only the MPEA Procurement Department at mpeaprocurement@mpea.com concerning this RFP and should not rely on representations, statements, or explanations other than those made in this RFP or in any written addendum to this RFP. Further, Proposers must not contact any MPEA employees, Board members, or anyone other than the MPEA Procurement Department regarding this RFP as it may jeopardize the integrity of the procurement process and/or require the disqualification of the Proposer.

The Authority will accept questions, in writing via e-mail, no later than **12:00 PM (CST), Tuesday, November 10, 2026,** to mpeaprocurement@mpea.com. Questions must be submitted in writing to mpeaprocurement@mpea.com. A summary of questions received, noted without source, and answers will be issued as an addendum on the MPEA procurement website.

A mandatory site visit is scheduled for Tuesday, November 3, 2026, beginning at 11:30 am – 1:00 pm (CST), click link to confirm attendance → 2026-52-M | Landscaping and Grounds Keeping Maintenance Services | Pre-submittal Meeting & Site Visit - MPEA .

RFP submittals are due no later than **12:00 PM (CST) on Wednesday, December 9, 2026.**

Interested parties must submit an electronic, searchable version (PDF and/or Word) of its proposal via email to mpeaprocurement@mpea.com or via a secure file sharing platform such as Dropbox or similar, before the deadline. The email must reference the **RFP #2026-52-M**. **The electronic copy must include Required Form F as a separate attachment.**

At this time MPEA is suspending receipt of hardcopies.

Based on the responses submitted, the Authority may select a short list of Proposers for further consideration and conduct oral interviews with short-listed Proposers.

A timeline showing the key dates for the RFP process is provided as Exhibit 1.

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly that of the Proposer. The Authority will in no way be responsible for delays caused by electronic system failure or caused by any other entity or by any occurrence. Proposals

received after **12:00 PM (CST) on Wednesday, December 9, 2026,** may be deemed non-responsive and ineligible for consideration.

By submitting a Proposal, Proposer agrees to accept and abide by the terms of this RFP. The Authority reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of the Authority. Only submittals from responsible Proposers complying with the provisions of this RFP will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Proposer who is in a position to contractually bind the Proposer. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

RFP SUBMISSION REQUIREMENTS

Contents of Proposal

The proposer must provide the following information but not limited to the items below regarding your institution. Please respond to these items in the order presented. Failure to submit this information in its entirety will negatively impact the evaluation of your proposal.

1. **Experience & Qualifications:** A brief description of at least three (3) relevant agreements for which your company currently provides Landscaping Services similar in scope and complexity to MPEA's requirements. Provide the following information for each facility, for reference purposes: the Owner Name, Address, Phone, E-Mail and contact number; a detailed description of services performed

2. **Proposed Work Plan:** A Work Plan that describes the Proposers' understanding of the Scope of Services, the Proposers approach and detailed action plan to accomplish the requirements defined in the Scope of Services as outlined in Section 2. The Work Plan must, minimally, include the following:

    a. A detailed description of the materials that will be installed, equipment that will be utilized and the Services that will be performed on a daily, weekly, bi-weekly and monthly basis.

    b. A staffing detailing the estimated labor hours, tasks workers will perform and the category of workers assigned.

    c. An overview of the employee training program to be employed.

    d. An overview of performance management practices that will be employed as part of the proposal.

    e. Provide a copy of the company's safety manual and/or plan, including format schedule and a list of topics provided to each crew and all workers.

    f. The plan should include recommendations to service the facility if additional services are required and pricing is not included in the base price.

    g. Any supplemental information which will assist in evaluating your firm's ability to meet the minimum performance requirements and operational specifications outlined herein.

3. **Executive Summary and Organizational Chart:** An executive summary of the Proposer's organization and team. An organizational hierarchy chart including names and titles. For each individual listed please provide copies of resumes, qualifications, licenses and certifications for the person responsible for the overall management of the Services as well as key personnel, including, but not limited to horticulturists, arborists, landscape architects, and other key supervisory staff

4. **Description of Subcontractors**: Identify any portion of the Scope of Services that will be subcontracted. Include firm qualifications and key personnel, telephone number, e-mail and contact person for all subcontractors. Provide a list of three (3) relevant projects for which each subcontractor has performed Landscaping Services relevant to this contract including: a) project name and location, b) a brief description of the work performed by the sub-contracting firm, and c) contact information for the project client including name, phone number and e-mail address.

5. **Sustainability**: An overview of green and environmental practices that your firm currently utilizes and those which will be implemented as part of the proposed Work at McCormick Place.

6. **Equipment**: Provide a list of large power equipment (i.e. backhoes, bobcats, skid steers, ride-on mowers, walk-behind mowers etc.) that will be utilized to perform the Services at McCormick Place. Do not include hand tools or hand-held power equipment (i.e. string trimmers, leaf blowers).

7. **Certifications and Licenses**: Proposer must provide any/all of the firm's licenses that are required by the State of Illinois and City of Chicago to perform this type of Work.

8. **Financial Information**: Financial statements, such as balance sheets and/or profit and loss statements, for the last three years demonstrating that the Proposer has the financial viability and ability to perform the services. The Proposer must also provide written disclosure advising of any pending litigation against the Proposer that may have a material effect upon the Proposer's ability to provide the services.

9. Required Forms

The Authority requires that certain Certifications and Disclosures be filled out and included in your proposal. In addition to the information required above, Proposals must contain the following completed items provided in Section VI of this RFP:

Required Form A – Form of Transmittal Letter
Required Form B – Statement of Business Organization
Required Form C – Statement of Qualifications
Required Form D – Proposer Certifications
Required Form E – Disclosure of Lobbyists
Required Form F – Proposed Pricing

Proposers shall provide an Annual Lump Sum Price for full completion of all Landscape Maintenance Services, as outlined in Section 2 of this RFP, on Required Form G - Proposed Pricing. Proposers to provide itemized and extended pricing for all elements listed in the Scope of Services. The Lump Sum cost must be inclusive of all labor, materials, equipment, supervision and any other costs and services necessary to perform the Services.

Proposer must also include, along with their proposed pricing, the following information:
i) An **Hourly Rate Sheet** for all required personnel should additional services be necessary.
ii) A Seasonal Planting Price Proposal for Spring, Winter and Fall

Required Form G – Notification of Exceptions

Required Form H – Insurance Requirements

Required Form I – Special Conditions Regarding Minority and Women-Owned Business Enterprises
MPEA has adopted and maintains a minority and women owned business enterprise procurement program for any and all work undertaken by MPEA. MPEA's goals for MBE and WBE participation in the performance of Contracts are 30% and 10% respectively. Proposers will be required to submit a MBE/WBE utilization plan and to commit to making a good faith effort to achieve these goals with subconsultants, subcontractors and suppliers

SECTION IV. – RFP EVALUATION

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The Authority will first review the proposals to assess the Proposer's responsiveness and compliance with the administrative requirements of the RFP. The Authority will also determine whether the Proposer is one with whom the Authority can or should do business.

The Authority will then use an Evaluation Committee to review and evaluate the Proposals. Evaluations will be based on criteria outlined herein and all proposals will be evaluated using the same criteria. Throughout the evaluation and selection period, each Proposer may be required to furnish additional information, make presentations and attend meetings as requested by the Authority.

Evaluation Criteria

The Authority intends to award an agreement to the most qualified Proposer that, in the Authority's sole opinion, will best be able to provide the Services required. In evaluating the Proposals, the Authority will consider the following:

1. **Experience and Qualifications:** Experience, qualifications, performance on past service agreements of the same quality, complexity and size. Whether the Proposer has demonstrated previous experience of similar scope as described in the RFP.

2. **Detailed Work Plan:** Whether the Proposer has provided a detailed Work Plan, inclusive of all required information as outlined in Section II Overview and Scope of Services, that describes the necessary steps needed to complete the Work.

3. **Management and Key Personnel:** Experience and qualifications of the Proposer's on Site Contractor Representative and the experience and performance record of individuals who will be performing the Services daily.

4. **Subcontractor Experience and Qualifications:** Proposed Subcontractors experience, qualifications and performance on past service agreements of the same quality, complexity and size.

5. **Sustainability:** The sustainable practices that the Proposer currently utilizes and proposed to enforce at the McCormick Place facility.

6. **Equipment:** The quantity and quality of the equipment that will be furnished.

7. **Financial Capability:** Whether the Proposer has provided sufficient evidence of their company's financial abilities to perform the work.

8. **Proposed Pricing and Fee Structure:** The reasonableness of the proposed pricing to perform the Services.

9. **Special Conditions Regarding Minority & Women Ownes Businesses:** The strength of the Proposer's MBE/WBE utilization plan and their compliance with the RFP requirements

Evaluation and Award Process

The evaluation and award process is as follows:

- Review of the Proposals to assess compliance with mandatory administrative requirements
- Detailed evaluation of proposals by the Evaluation Committee
- Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee)
- Review of Proposed Pricing and Fee Structure
- Evaluation Committee recommendation
- Approval of selection by the Authority's Board
- Notification of selection to all Proposers

SECTION V. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

This RFP does not represent a commitment or offer by the Authority to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFP. The Authority also reserves the right to seek new submittals when such a request is in the best interest of the Authority and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP. The Proposer assumes the responsibility for all costs incurred in responding to this RFP. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFP. The RFP and the selected Proposer's response to the RFP will, by reference, become a part of the final Agreement between the selected Proposer and the Authority resulting from this solicitation process.

Signing Forms

Proposal forms must be properly completed and the Form of Transmittal Letter (See REQUIRED FORM A) must be in the required form and signed by persons with the Authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a corporation or limited liability company, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a firm or partnership, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an individual, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a joint venture, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.
- In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.
- Where the Proposal and Form of Transmittal Letter are signed by an agent of the Proposer, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

Ownership of Proposals

The timely submittals and any information made a part of the Proposals will not be returned to the sender. The Authority reserves the right to retain all submittals and to retain any ideas in a

submittal regardless of whether a Proposer is selected. Submittal of a response to this RFP indicates acceptance by the Proposer of the conditions contained within the RFP document.

Improper Practices

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Authority, the Authority's appointed evaluation committee, SMG, the City of Chicago, Choose Chicago, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by the Authority. The prohibition is not intended to preclude joint ventures or subcontracts.

Interpretation

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, the Authority's decision shall be final.

Multiple Awards

It is the intent of the Authority to award to one Proposer as a result of this RFP. However, the Authority reserves the right to award the Contract to one or more Proposers as it deems to be in its best interest.

No Criminal/ Civil Liability

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

Vendor Ethics

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

Insurance Requirements

At all times during the term of the Agreement and during the time period following final completion if the Proposer is required to return and perform any additional work, Proposer is required to maintain the minimum insurance coverage and requirements specified in this RFP, insuring all operations related to the Agreement. The Authority reserves the right to modify insurance requirements based on the nature of the services rendered or the projects required under the Agreement.

Freedom of Information Act

This RFP and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140 (FOIA) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being "Confidential" and request confidential treatment. The Proposer must show the specific grounds under FOIA or other law or rule that support exempt treatment. The Authority is

not obligated to honor requests for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with the Authority's defending the Proposer's request for exempt treatment.

Confidentiality

Except with the Authority's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the Authority or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFP process concerning any matter relating to the work or regular business of the Authority.

Taxes

The Successful Proposer will be responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Agreement. The Authority, however, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

Rejection of Proposals

Proposals that do not comply with the submittal requirements of the RFP, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. The Authority, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to the Authority in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.

Protests

Any and all protests or challenges with respect to the selection of the Successful Proposer and this RFP, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

Metropolitan Pier and Exposition Authority
Attn: Director of Procurement
301 E. Cermak Rd., Chicago, IL 60616
mpeaprocurement@mpea.com

All protests or challenges concerning the process, ambiguities or defects of the RFP must be submitted within seven (7) calendar days after publication of the RFP. All protests or challenges concerning the selection of the Successful Proposer must be asserted within seven (7) calendar days after the notification of award of the Successful Proposer. Protests shall contain a statement of reason(s) for the protest identifying any alleged violation and any specific relief sought. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFP process or selection of the Successful Proposer.

SECTION VI. – REQUIRED FORMS

Proposals must contain the completed items listed below that are provided in the following pages of this Section VI:

A. FORM OF TRANSMITTAL LETTER

B. STATEMENT OF BUSINESS ORGANIZATION

C. STATEMENT OF QUALIFICATIONS

D. PROPOSER CERTIFICATIONS

E. DISCLOSURE OF LOBBYISTS

F. PROPOSED FEE STRUCTURE

G. INSURANCE REQUIREMENTS

H. NOTIFICATION OF EXCEPTIONS

I. SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES (posted as separate PDF document)

REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

[To be duplicated and completed on Proposer's firm letterhead]

[Date]

Metropolitan Pier and Exposition Authority
301 East Cermak Road
Chicago, Illinois 60616
Attention: MPEA Procurement

Re: **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES**
RFP #2026-52-M

Dear MPEA Procurement:

On behalf of (Full legal name of Proposer), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's Request for Proposals ("RFP") for **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES**. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Proposals and any oral or written presentations and representations made to the Authority.

2. (Full legal name of Proposer) has read and understands the Request for Proposals and is fully capable and qualified to provide the goods and or services as described within this Request for Proposals.

3. I have read and understand the Request for Proposals, including addenda numbers _____. If none were issued, indicate "NONE".

4. (Full legal name of Proposer) understands that the Metropolitan Pier and Exposition Authority will rely on Proposer's response to the Request for Proposals and Proposer agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.

5. If requested by the Authority, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Proposal.

6. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES** with the Authority to supply all of the required items and/or services.

7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.

8. Proposer understands that the Authority will rely upon the material representations set forth in the Request for Proposals and that Proposer has a continued obligation to update any information which changes or which Proposer learns to be incorrect.

9. It is understood that an original and multiple copies of the Request for Proposals have been submitted for consideration. Proposer warrants that all copies are identical to the original in all respects.

I declare that all Required Forms A - I have been examined by me - and to the best of my knowledge and belief are true, correct and complete.

Signed: _____

_____
Typed/lettered name of signatory

As: _____
(Relationship to Proposer/Title/etc.)

State of: _____

County of: _____

Subscribed and sworn to (or affirmed) before me this ___ day of _____, 2026.

_____
NOTARY PUBLIC (SEAL)

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

NAME OF PROJECT: LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES

PROJECT NUMBER: 2026-52-M

PROPOSER: _____

Note: Each Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Agreement term.

1. If the Proposal is submitted by an individual, answer questions listed below:

(a) Name_____

(b) Official Address_____

(c) Telephone_____ Email address _____

(d) Fax Number_____

(e) FEIN or SSN_____

(f) Is the individual authorized to do business in Illinois? □ YES □ NO

2. If the Proposal is submitted by a partnership, answer questions listed below:

(a) Firm Name_____

(b) Official Address_____

(c) Fax Number _____

(d) Telephone Number _____

(e) FEIN_____

(f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

i. Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

ii. Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

PROPOSER: _____

(g) List the names of all managing partners:

_____

_____

_____

(h) Is partnership authorized to do business in Illinois? □ YES □ NO

3. If the Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:

(a) Corporate or Company Name_____

(b) Date of Incorporation _____

(c) State of incorporation_____

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?

□ YES □ NO

(e) Name and address of registered agent _____

_____

_____

(f) Fax Number_____

(g) Telephone_____ Email address _____

(h) FEIN _____

(i) List the names of all officers and directors:

_____

_____

_____

_____

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

PROPOSER: _____

(j) List each individual having a beneficial interest directly or indirectly of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name _____

Title _____

E-Mail Address _____

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

NAME OF PROJECT: **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES**

PROJECT NUMBER: **2026-52-M**

PROPOSER: _____

Proposer must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Agreement.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

   Number of consecutive years at this location: _____

   Date when business was organized _____

2. List all pertinent organizations and associations of which Proposer is currently a member:

   _____

   _____

   _____

3. Provide the overall ratio of managers to personnel. _____

(Questions 4 through 6 relate only to Proposer's contracts for the type of services requested in this RFP)

4. Has Proposer ever refused to sign a contract? Y ____ N ____ At the original price? Y___ N _____

   If yes to either question, provide details. _____

   _____

   _____

   _____

5. Has Proposer ever been terminated for cause? _____ If yes, provide details._____

   _____

   _____

   _____

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

6. Has Proposer ever defaulted on a contract? _____ If yes, provide details. _____

_____

_____

_____

7. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

_____

_____

8. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

_____

_____

9. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization or any related or affiliated entity.

_____

_____

10. Proposer has attached copies of its annual financial statement, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three (3) years. □ Yes □ No

11. Proposer has attached a completed IRS W-9 □ Yes □ No

12. Identify how Proposer was made aware of this RFP: ____ Newspaper Ad _____Website ____ Email Notification

Other _____

13. Identify below the Proposer's contact person for purposes of responding to any questions the Authority may have:

Contact Name _____

Title_____

Address_____

Telephone_____Email address_____

REQUIRED FORM D – PROPOSER CERTIFICATIONS

NAME OF PROJECT: **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES**

PROJECT NUMBER: **2026-52-M**

PROPOSER: _____

CHECK BOXES TO CERTIFY:

[ ] Proposer certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:

[ ] Neither Proposer nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Proposers.

[ ] Pursuant to 70 ILCS 210/25.3, neither Proposer nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.

[ ] Pursuant to 70 ILCS 210/25.5, neither Proposer nor any affiliated entities or affiliated persons of Proposer's organization has made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois.

[ ] Neither Proposer, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

[ ] Proposer will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.

[ ] Pursuant to 775 ILCS 5/2 105, Proposer complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.

[ ] Proposer will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Proposer certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of $5000 or more with individuals, and to entities with twenty-five (25) or more employees.

[ ] Proposer or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

[ ] Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

[ ] Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago.

REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

NAME OF PROJECT: **LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES**

PROJECT NUMBER: **2026-52-M**

PROPOSER: _____

The Board of the Metropolitan Pier and Exposition Authority ("MPEA") has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists, as that term is defined in Section A below. Lobbyists retained in connection with the award of the contract are agents of the Proposer and are therefore subject to the same rules as the Proposer, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA's Business and Workforce Diversity Department, who may be contacted regarding the Proposer's Minority and Women's Business Enterprise participation.

A. DEFINITIONS AND DISCLOSURE REQUIREMENTS

1. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) of whose duty, or any part of whose duty, as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or sub-contractors hired by the Proposer who do not fit this definition are not considered Lobbyists.
2. In particular, the Proposer must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid.
3. If the Proposer is uncertain whether a disclosure is required, the Proposer must either ask the MPEA whether disclosure is required or make the disclosure. The Proposer is not required to disclose employees who are paid solely through the Proposer's regular payroll or sub-contractors that will be assisting in performance of the work without providing **STRATEGIC COMMUNICATIONS CONSULTANT**.
4. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract, namely through contingency fee agreements.

B. CERTIFICATION

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Proposer is listed below [begin list here, add sheets as necessary]. Indicate by check below if any such person is retained for or in connection with lobbying for the award of the contract that is the subject of this RFP.

Name	Business Address	Fees (indicated whether paid or estimated)	Check if retained directly for award of this contract
			[ ]
			[ ]
			[ ]
			[ ]

[ ] CHECK HERE IF NO SUCH PERSON HAS BEEN RETAINED DIRECTLY BY THE PROPOSER OR IS ANTICIPATED TO BE RETAINED DIRECTLY BY THE PROPOSER.

REQUIRED FORM F – PROPOSED FEE STRUCTURE

NAME OF PROJECT: LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES

PROJECT NUMBER: 2026-52-M

PROPOSER: _____

Proposers shall provide a Total Base Fee for full completion of all Landscaping Services as described in Section II. Overview and Scope of Services. Proposers must provide annual pricing for all elements necessary to complete the Summer Planting Schedule as outlined in the scope of services.

The Base Rate and Seasonal Planting Rate must be inclusive of all labor, equipment, materials, supervision and any other costs and services necessary to perform all Landscaping Maintenance and related services as detailed in the Specifications.

BASE FEE PROPOSAL

	BASE YEAR	2ND YEAR	3RD YEAR	4TH YEAR (EXTENSION OPTION 1)	5TH YEAR (EXTENSION OPTION 2)
BASE RATE Landscaping Services for McCormick Place, West, South, North, Lakeside Center, Corporate Center, Wintrust Arena, Pocket Park, Parking Lot B and Energy Center Buildings	$_____	$_____	$_____	$_____	$_____
Summer Seasonal Planting Rate for McCormick Place West, South, North, Lakeside Center,	$_____	$_____	$_____	$_____	$_____

Corporate Center, Wintrust Arena, Pocket Park, Parking Lot B and Energy Center Buildings					
GRAND TOTAL (Base Rate + Summer Seasonal Planting Rate)	$_____	$_____	$_____	$_____	$_____

Proposer must include, along with their proposed pricing, the following Hourly Rate Sheet for all labor, professional and technical personnel which may be used should additional services be necessary:

HOURLY BILLING RATES FOR ADDITIONAL SERVICES

EMPLOYEE TITLE	REGULAR TIME	OVERTIME	DOUBLE TIME
Superintendent	$ _____ / hour	$ _____ / hour	$ _____ / hour
Commercial Pesticide Applicator	$ _____ / hour	$ _____ / hour	$ _____ / hour
Foreman	$ _____ / hour	$ _____ / hour	$ _____ / hour
Landscape Designer / Architect	$ _____ / hour	$ _____ / hour	$ _____ / hour
Horticulturist	$ _____ / hour	$ _____ / hour	$ _____ / hour
Other: _____	$ _____ / hour	$ _____ / hour	$ _____ / hour
Other: _____	$ _____ / hour	$ _____ / hour	$ _____ / hour

Please indicate what days of the week, holidays and hours constitute “Regular”, “Overtime” and “Double Time”:

	DAYS	HOLIDAYS	HOURS
REGULAR			
OVERTIME			
DOUBLE TIME			

Proposer must provide the mark up percentage for items purchased by the Contractor for items that are not included in the base contract, such as the cost for replacement trees or sod that become damaged due to an event or storm. MPEA reserves the right to request invoices to verify actual cost of items.

PERCENTAGE MARK UP

Mark Up Rate Above Cost:	_____ **%**

MPEA may determine that additional seasonal plantings are necessary for the facility during the Spring, Fall and Winter Seasons. Proposers are **required** to provide pricing for each location and season based on the type of plants/flowers as described in the table below. The cost *must* be inclusive of all labor, equipment, materials, supervision and any other costs and services necessary to provide the Seasonal Plantings:

ADDITIONAL (OPTIONAL) SEASONAL PLANTINGS

Lakeside Center

Lg. Square Planter Beds	20' x 20'	12	$ _____	$ _____	$ _____
Planter Beds	3' x 200'	2	$ _____	$ _____	$ _____
Lakeside Center Subtotal:			$ _____	$ _____	$ _____

South Building

Small Round Bowls	18"	8	$ _____	$ _____	$ _____
Med Round Bowls	24"	5	$ _____	$ _____	$ _____
Large Round Bowls	36"	3	$ _____	$ _____	$ _____
XL Round Bowls	72"	15	$ _____	$ _____	$ _____
Square Planters	32" x 32"	4	$ _____	$ _____	$ _____
Ground Beds	10' x 25'	5	$ _____	$ _____	$ _____
Planter Beds	4' x 4'	5	$ _____	$ _____	$ _____
Planter Beds	2' x 25'	5	$ _____	$ _____	$ _____

South Building Subtotal:	$ _____	$ _____	$ _____

ADDITIONAL (OPTIONAL) SEASONAL PLANTINGS CONTINUED

West Building

Planter Type	**Size**	**Qty.**	**Spring** (4 ½" Mixed Pansies)	**Fall** (Mums, Cabbage, Kale)	**Winter** (Frasier Fir Bough Bundles, Junipers Sea Green & Red Twigs)
XL Round Bowls	72"	15	$ _____	$ _____	$ _____
Lg. Square Planters	14' x 18'	10	$ _____	$ _____	$ _____
Planters	5' x 8'	2	$ _____	$ _____	$ _____
Planters	3' x 5'	8	$ _____	$ _____	$ _____
West Building Subtotal:			$ _____	$ _____	$ _____

MLK Bridge (Connecting the Lakeside Center and South Building)

Lg. Square Planters	48" x 48"	25	$ _____	$ _____	$ _____
Sm. Square Planters	36" x 36"	50	$ _____	$ _____	$ _____
North Planting Bed	1278 Sq. Ft.	1	$ _____	$ _____	$ _____
South Planting Bed	1980 Sq. Ft.	1	$ _____	$ _____	$ _____
Hanging Baskets	12" x 54"	11	$ _____	$ _____	$ _____
MLK Bridge Subtotal:			$ _____	$ _____	$ _____

	SPRING	**FALL**	**WINTER**
SEASONAL PLANTING TOTALS (North + Lakeside + South + West + MLK Bridge)	**$** _____	**$** _____	**$** _____

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

NAME OF PROJECT: LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES

PROJECT NUMBER: 2026-52-M

PROPOSER: _____

PLEASE CHECK ONLY ONE:

[ ] PROPOSER ACKNOWLEDGES THAT THERE ARE **NO EXCEPTIONS OR ADDITIONS** TO THE SCOPE OF WORK OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2026-52-M. ADDITIONALLY, PROPOSER UNDERSTANDS THAT CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.

[ ] PROPOSER ACKNOWLEDGES THAT **THERE ARE EXCEPTIONS OR ADDITIONS** TO THE SCOPE OF WORK, INCLUDING CONFLICTS OF INTEREST, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2026-52-M AND HAS ATTACHED THEM TO THIS REQUIRED FORM - NOTIFICATION OF EXCEPTIONS. ALL EXCEPTIONS TO THE FORM OF AGREEMENT MUST BE MADE IN THE WORD FORMAT WITH TRACKED CHANGES. ADDITIONALLY, PROPOSER UNDERSTANDS THAT ADDITIONAL CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.

REQUIRED FORM H – INSURANCE REQUIREMENTS

NAME OF PROJECT: LANDSCAPING AND GROUNDS KEEPING MAINTENANCE SERVICES

PROJECT NUMBER: 2026-52-M

PROPOSER: _____

[ ] PROPOSER ACKNOWLEDGES THAT IT HAS PROVIDED EVIDENCE OF THE ABILITY TO PROVIDE INSURANCE COVERAGE (i.e., CERTIFICATE OF INSURANCE), AS SPECIFIED BELOW. PROPOSER FURTHER ACKNOWLEDGES AND AGREES THAT THE SPECIFICATIONS SET FORTH BELOW SHALL BE INCORPORATD INTO THE SELECTED PROPOSERS AGREEMENT FOR ("SERVICES").

1. The Consultant must procure and maintain, at its own expense, until final completion of the Services covered by this Contract and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below by the Authority. The Consultant must provide the Authority with certificates evidencing such coverage prior to receiving the contract:

a. **Commercial General Liability**

Coverage	**Limit**
General Aggregate	$2,000,000.00
Products Liability/Completed Oper. Aggregate	$1,000,000.00
Each Occurrence	$1,000,000.00
Personal & Advertising Injury	$1,000,000.00

If Commercial General Liability or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.

b. **Workers' Compensation and Employer's Liability**

Coverage	**Limit**
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	$1,000,000.00
Disease – each employee	$1,000,000.00
Disease – Policy Limit	$1,000,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.

c. **Automobile Liability (If Applicable)**

Coverage	**Limit**
Bodily Injury and Property Damage Combined - Occurrence	$1,000,000.00
Uninsured Motorist - Occurrence	$1,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	$1,000,000.00

This Policy must provide coverage for all owned non-owned, and hired autos.

d. **Umbrella Coverage** $5,000,000.00
Per occurrence and Aggregate

Coverage must be in excess of Commercial General Liability, Auto Liability and Employers Liability. It must be no more restrictive than the primary coverage listed.

e. **Professional Liability** $2,000,000.00
(Errors and Omissions)

f. **Cyber Liability** $2,000,000.00

2. All insurance companies must be rated A-VII or better by the A. M. Best Company.

3. Proposer's assumption of liability is independent from, and not limited in any manner by, the Proposer's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Proposer to the Authority as a result of the liability provisions of the Contract shall be paid on demand.

4. Proposer is responsible for notifying all insurance companies of the Contract insurance requirements. Policies should be written on an occurrence basis.

5. All Proposers and Subcontractors insurance coverages must contain a Waiver of Subrogation in favor of the MPEA on all applicable policies.

6. Proposer's insurance must be Primary and Non-Contributory with any insurance or self-insurance program maintained by the Authority for any liability arising directly or indirectly from the Services.

7. The Metropolitan Pier and Exposition Authority, its trustees, facilities, agents, officers, board members and employees are to be named as an additional insured.

8. Subcontractors performing services for the selected Contractor shall maintain coverage and limits equal to or greater than the Proposer or Proposer may include Subcontractor as an additional named insured on its own policies.

9. If policies are canceled, non-renewed, or substantially changed for any reason, a sixty (60) day prior written notice is required to be given to the Risk Management Department via certified mail. A ten (10) day prior written notice is required for nonpayment of premium via certified mail.

10. The Proposer must furnish MPEA's Procurement and Legal Department with an original certificate of insurance, with any additional insured endorsement, prior to the execution of the contract, and at any renewal. The Authority has the right, at its discretion, to require Contractor to submit completed certified copies of any required insurance policies. The Authority has the right to suspend Proposer's Contract if Proposer does not provide acceptable evidence of insurance.

11. Any deductible or self-insured retention for insurance coverage must be the responsibility of the contractor.

12. Any insurance provided by the Proposer will in no way limit or restrict the Proposer responsibilities stated within the contract or by law.

13. The required insurance to be provided by the Proposer shall not be limited by indemnification language stated in this contract.

14. If the Proposer procures additional coverages, it will be at the Proposer sole expense.

15. The Proposer is responsible for all loss or damage to personal property (including materials, equipment, tools, and supplies) owned, rented or used by the Contractor.

16. At its discretion, the MPEA Risk Management Department has the right to modify and/or delete these insurance requirements.

Posted as separate PDF Document

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EXHIBIT 1 – RFP TIMELINE

The anticipated timeline for the RFP process is set forth below. These are target dates and are subject to change.

Request for Proposals (RFP)Issued	Wednesday, October 21, 2026
Site Visit & Pre-Submittal Meeting (Mandatory)	Tuesday, November 3, 2026, at 11:30 am – 1:00 pm (CST) Click here for registration
Pre-Submittal Questions Due	Tuesday, November 10, 2026, at 12:00 pm (CST)
Answers Issued (via Addendum)	Wednesday, November 17, 2026
Proposal Due Date	Wednesday, December 9, 2026, at 12:00 pm (CST)
Follow-up Clarifications/Oral Interviews (if necessary)	Week of January 11, 2027
Board approval and notification of selection by	January 2027

EXHIBIT 2 – FORM OF AGREEMENT

Form of Agreement available as a separate WORD document attachment.

As outlined in Required Form G – Notification of Exceptions, any exceptions to the form of agreement must be made via Word with redlined mark-ups / tracked changes.