

**CITY OF KENOSHA
REQUEST FOR PROPOSAL
PROPERTY MAINTENANCE SERVICES
PROPERTY STANDARDS
PROPOSAL NOTICE # 15-16**

ISSUED: NOVEMBER 17, 2016

NOTICE AND INSTRUCTIONS TO PROPOSERS

1.0 INTENT: It is the intent of the City of Kenosha, Wisconsin to solicit Request for Proposals (RFP) from qualified Landscaping Service Contractors for the provision of requisite labor, equipment, tools, materials and supplies for comprehensive Property Maintenance Services for private properties that are found to be in violation of the City of Kenosha's property standards ordinance(s). Work shall include but not be limited to the following scope of work: cutting weeds and grass in violation of City weed ordinances; trimming trees, bushes or plantings that encroach upon public rights-of-way and/or create vision obstructions or hazardous conditions; clearing and removing of any and all debris, litter, garbage, etc. causing health and other hazards. All work performed under this Contract will be in strict accordance with the specifications, grass cutting standards, terms, conditions and all applicable City ordinances.

2.0 PROPOSAL SUBMITTAL REQUIREMENTS: All RFP submittals shall provide the following information in order to be considered and shall state the period that it will remain in effect.

- 2.1 Submission of the fully completed Company Overview form with fully itemized equipment inventory;
- 2.2 Evidence of Insurance Coverage(s);
- 2.3 Cost Proposal in separate and sealed envelope;
- 2.4 A minimum of three (3) relevant references should be submitted with the proposal with contact information.

3.0 SUBMITTALS:

- 3.1 Required submittals and sealed cost proposal will be accepted by the City of Kenosha, in the Department of Finance, Municipal Office Building, Room 208, 625-52nd Street, Kenosha, Wisconsin 53140, until Thursday December 15, 2016 at 2:30 P.M. All submittals received after this deadline will be rejected. Proposals must be signed by the firm's principal and dated otherwise it will be rejected. Any faxed proposals or other electronically-communicated submittals will be rejected.

- 3.2 Standards for Proposal Acceptance/Rejection: The City of Kenosha shall reserve the right to award the Contract to the most qualified proposer, or proposer(s) who will provide the highest level of professional service. The City also reserves the right to reject any or all proposals, or to accept any portion or portions of any proposal(s) or to award in whole or part, whichever is the most cost-advantageous to the City of Kenosha. The City also reserves the right to reject unqualified proposers, to designate an alternate to be awarded the Contract should the selected proposer fail to promptly execute the Contract, or upon being awarded a Contract, fail to properly perform contractual services on a timely basis and/or in an efficient manner.
- 3.3 The City of Kenosha is not liable for any costs incurred in the preparation, submittal or any negotiation of the proposal. All proposals become the property of the City of Kenosha and shall not be returned.

4.0 EVALUATION CRITERIA:

- 4.1 The City of Kenosha will evaluate proposals based upon the following factors:
- 4.1.1 Qualifications and capability of the firm;
 - 4.1.2 Their current workload;
 - 4.1.3 Their Inventory Listing of Equipment and implements;
 - 4.1.4 Evidence of Insurance coverages itemized in Section 5.0;
 - 4.1.5 References;
 - 4.1.6 Costs.
- 4.2 The City of Kenosha reserves the right to determine the suitability of all proposals on the above criterion or other criterion that it may deem important but is not included above. During the evaluation process, the City of Kenosha may request additional information or clarifications from the respondent all for the intent of making its decision.

5.0 INSURANCES:

Contractors shall carry the insurance policies in the following minimum limits, from a company licensed to do business in the State of Wisconsin and having a minimum AM Best Financial Strength Rating of "A" or better:

- 5.1 Commercial General Liability
- | | |
|----------------|----------------|
| \$2,000,000.00 | Aggregate |
| \$1,000,000.00 | Per Occurrence |

5.2 Automobile Liability (owned, non-owned, leased)
\$2,000,000.00 Combined Single Limit

5.3 Worker's Compensation: Statutory Limits

5.3.1 Employer's Liability:
\$100,000.00 Each Accident
\$100,000.00 Disease, Each Employee
\$500,000.00 Disease, Policy Limit

5.4 Excess Umbrella Liability

\$2,000,000.00 over the primary insurance coverages listed above.

5.5 Certificate of Insurance

The insurance coverages listed above shall be verified by a Certificate of Insurance issued to the City of Kenosha as Certificate Holder and shall provide endorsement that should if any of the described policies be canceled before the expiration date thereof, the issuing insurer will mail thirty (30) days written notice to the Certificate Holder by the successful Contractor.

5.6 Additional Insured

The City of Kenosha shall be named as an additional insured with respect to the insurance coverages listed above and the City of Kenosha shall be provided with an additional insured endorsement certifying that the City of Kenosha is an additional insured with respect to the insurance coverages listed above, by the successful Contractor.

5.7 Each of the insurance limits in the Notice to Proposers must be met. The City of Kenosha reserves the right to reject any Proposal which does not meet each of the insurance limits listed above. A copy of its Certificate of Insurance needs to be provided with the submittals.

6.0 TAX EXEMPT: The City of Kenosha is exempt from Federal Excise Tax and State Sales Tax, proposal should be made exclusive of these taxes. Tax Exemption Registry Number and/or a Tax Exemption Certificate will be furnished to the successful proposer.

7.0 PRE-PROPOSAL MEETING: Because of the critical and complex nature of this service, a **mandatory Pre-Proposal Meeting shall be held in Room 204 of the Municipal Building, 625 52nd Street, Kenosha, on Tuesday December 6, 2016 at 10:00 A.M.,** for Contractors interested in submitting a proposal. The sole purpose of the meeting is to reiterate what the requirements and service expectations of the Contract will be, and to have municipal staff available to answer any contractor questions. Contractors are advised to become familiar with all terms and conditions, instructions, standards and specifications governing this proposal. Once an award has been made, failure on the part of the contractor

not to fully understand all of its provisions shall not be cause to alter the original contract or to request additional compensation.

8.0 SCHEDULE:

| | | |
|-------|--|--|
| 8.1.1 | Release and posting of RFP | November 17, 2016 |
| 8.1.2 | Pre-Submission Conference | Tuesday December 6, 2016 at 10:00 A.M. |
| 8.1.3 | Proposals due | Thursday December 15, 2016 by 2:30 P.M. |
| 8.1.4 | Selection of Contractor or Contractors | by December 30, 2016 |
| 8.1.5 | Contract Award | January 2017 |

9.0 INQUIRIES regarding the required scope of work should be directed to Ms. Martha Swartz, Property Maintenance Inspector, Community Development and Inspections Department at 262-653-4253. Inquiries regarding the proposal process should be directed to Mr. Mark B. Willing, Purchasing Manager, City of Kenosha at 262-653-4180.

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SPECIFICATIONS

1.0. **Anticipated Time Frame and Term of Contract:** The Contract term will cover property maintenance activity through December 31, 2017. Work to be completed under the jurisdiction of this Contract will typically commence in April and continue through October, unless the Community Development and Inspections office requires work to commence earlier or to proceed later into the calendar year dependent upon weather conditions and existing property standards violations. If mutually agreeable to both parties, this contract maybe extended for an additional two (2) years, to be awarded in one (1) year increments.

2.0 **Standards for Service for Private Properties/ Parcels in violation of City Ordinance:**

2.1 Cost Estimation: Costs for the requisite grass and weed cutting is based upon price per square foot of parcel. The Community Development and Inspections Department Property Maintenance Inspector or designee will notify Contractor via e-mail of all parcels to be maintained as per violation status and will supply Contractor with approximate square footage of the area(s) to be cut. Contractor, upon receiving said notice, shall inspect and substantiate the work order. Should Contractor disagree with the elements of the work order, Contractor has the responsibility to call the Property Maintenance Inspector initiating the work order, delineating any discrepancy in the work order and mediating an agreement between parties. Any change to the initial work order must be approved by the Property Inspector or their designee.

2.2 Unless otherwise approved, Contractor shall complete required work within twenty-four (24) hours of receiving the work order.

2.3 All estimates for tree, bush & shrub trimming and debris removal and disposal shall be given on a case by case basis. All cost estimates for work required in this regard requires the approval of the Property Maintenance Inspector or their designee, prior to any work being completed.

2.4 Direct Service Costs: Proposers shall provide all necessary labor, equipment, tools, materials and supplies necessary to properly maintain the parcels per City directions. These pay items should all be considered and reflected in the per cut or other maintenance cost estimate provided to the Community Development and Inspections Property Maintenance Inspector in its charge.

2.5 Invoicing for Private Property Maintenance: The City of Kenosha requires an invoice for each private property cut. Invoices shall be submitted on a weekly basis and shall be accompanied by a two (2) sided work report. The first side must include the address of the

property, the date ordered to be cut, trimmed or cleaned up; the date property was physically cut, trimmed or cleaned up; time-in and time out, the square footage of the property, the cost of the job, the cost of any clean-up required, the cost of any trimming required, and the name and contact number for the Contractor's foreman who oversaw the work. The second side shall include color, before and after photographs, date stamped and evidencing the scope of work that was completed at the subject property.

2.6 Year-End Reporting: At the end of the maintenance season, the Contractor shall provide Community Development and Inspections Department with a flash drive having a copy of every before-and-after photograph by address for every private property maintained during the maintenance season.

3.0 **Damage to Property:** The Contractor is expected to exercise due caution to prevent damages to public or personal property. The Contractor will be held responsible for ruts left in yards or any other sustained damages to the property that they are maintaining.

4.0 **Performance:** All work shall be subject to inspection by the City of Kenosha. Upon such inspection, should it be discovered that the Contractor has not fulfilled their obligation under the terms and conditions of this Contract, the City of Kenosha reserves the right to cancel such services immediately and to reject any requests for payment for the services that are deemed unacceptable.

5.0 **Workload Indicators:** As an indication of what a Contractor will typically encounter and be responsible for annually: The Community Development and Inspections Department, on a daily basis, may refer up to ten (10) to fifteen (15) private property complaints.

6.0 **Standards for Service for Identified Parcels:** Vacant lots in developed areas shall be cut to a height of three inches (3"), re-cut in a criss-cross pattern with parkway (defined as the grassed area between the public sidewalk and street) raked and all clippings collected, hauled away and properly disposed of. Improved lots shall be cut to a height of three inches (3"), raked, re-cut, and re-raked if necessary and all clippings collected, hauled away and properly disposed of. Work on vacant lots in developed areas shall include grass and weed cutting / trimming around trees, fences, signs, and other inanimate objects / obstacles. Grass and weed cutting on improved lots (with existing structure(s)) to include trimming of grass and weeds around buildings, structures, trees, fences and other inanimate objects / obstacles. Grass and weeds in alley easements (defined as from the property line to the center of the alley) should be cut to a height of three inches (3"), raked and clippings collected, hauled away and properly disposed of. Vacant lots in undeveloped areas shall be cut back fifteen feet (15') from the public rights-of-way and from adjacent developed properties. Standards are the same as vacant lots in developed areas except that the raking and removal of the clippings will not be required, Work could include the trimming of trees, bushes, shrubs or other plantings, if found to be impeding or encroaching upon the public rights-of-way or creating a vision clearance issue. Contractor is responsible for collection, hauling away and the proper disposal of all trimmings.

Contractor shall remove and dispose of all litter, debris and items including but not limited to illegally dumped appliances, furniture and tires; and illegally-dumped piles of organic wastes

such as grass, wood waste and log piles as directed by the Property Maintenance Inspector. All cost estimates for work required in this regard requires the approval of the Property Maintenance Inspector or their designee, prior to the work being completed.

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PROPOSAL**

City of Kenosha
Finance Department, Room 208
625-52nd Street
Kenosha, Wisconsin 53140-3480
(262) 653-4180

We hereby propose to provide comprehensive property maintenance services including but not limited to cutting weeds and grass at parcels in violation; trimming trees, bushes or plantings that impede or encroach upon public rights-of-way and/or cause visual obstructions, and collection of fly-dumped items, all in accordance with specification requirements and City ordinances at the following prices:

- I. Maintenance Defined By Work Order:
Price per square foot \$ _____/s.f.
- II. Minimum Charge to cut an alley-only \$ _____
Per ordinance, grass and weeds from the center of alley to property-line)
- III. Price for collection, removal of illegally-dumped items: \$ _____/hour
- IV. Price for cutting, trimming of trees, bushes & plantings: \$ _____/hour
- V. Est. Response Time to complete the work following notification to cut property _____
- VI. Company Overview completed/included? _____ Yes _____ No
- VII. Certificate of Insurance Provided? _____ Yes _____ No
- VIII. Are you a minority owned business? _____ Yes _____ No

Comments:

Submitted by: _____

Firm: _____

Signature: _____

Print name: _____

Date: _____

Address: _____

Phone: () _____

Fax: () _____

E-mail: _____

Payment Terms: _____ % _____ days Net _____ days

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REFERENCES

Provide names, addresses and phone numbers of not less than three (3) relevant professional references.

(A) _____

(B) _____

(C) _____

(D) _____

(E) _____

