

**CITY OF KENOSHA
REQUEST FOR PROPOSAL
PROPERTY MAINTENANCE SERVICES
VACANT CITY-OWNED PARCELS
PROPOSAL NOTICE # 16-16**

NOTICE AND INSTRUCTIONS TO PROPOSERS

Issued: November 17, 2016

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 of City-owned vacant parcels that includes but is not limited to the following scope of work: clearing and removing any and all debris and litter; cutting weeds and grass; trimming grass and weeds adjacent to inanimate objects; trimming trees, bushes or plantings that impede or encroach upon public rights-of-way or that create vision obstructions; and removing tree/bush trimmings from the location and disposing of the residual waste in a proper manner. 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 a 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 the separate, 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 3:00 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, who will provide the

highest level of professional service. The City also reserves the right to reject any or all proposals, or to award in whole or part, whichever is the most cost-advantageous to the City of Kenosha. 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 effective and 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 may not be included above. During the evaluation process, the City of Kenosha may request additional information or clarifications from respondents all for the intent of making a comprehensive 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 that is in force 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 at 3:00 P.M.
8.1.5	Selection of Contractor	by December 30, 2016
8.1.6	Award of Contract	January 2017

9.0 INQUIRIES regarding the required scope of work should be directed to Mr. Anthony Geliche, Community Development and Inspections Department at 262-653-4030. 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 with Spring Clean-Up tasks, grass and weed cuttings beginning in May and work typically continuing 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 the length of the growth season. 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 Identified Parcels:**

2.1 Spring Clean-Up: The City will pay Contractor to initiate a spring clean-up of all City-Owned parcels delineated as A, B and C in the matrix (Schedule I). Tasks include the collection, removal and proper disposal of all encountered items, debris, litter including illegally dumped appliances, furniture and tires, and illegally dumped piles of organic waste.

2.2 Scheduled Maintenance: All vacant City-owned parcels delineated as A, B and C in the matrix (Schedule I) are to be cut three times in May and thereafter cut on a bi-weekly schedule from June through October, unless otherwise directed by the Community Development and Inspections Department to commence sooner or proceed later into the year. Grass and weeds shall be cut to a height of approximately three inches (3"). Cutting should include trimming of grass and weeds around structures, trees, fences and other immovable obstacles.

2.3 Alleyways: Grass and weeds in any adjacent alleyway(s) should be cut to a height of approximately three inches (3"). Per City ordinance, grass and weeds from the center of the alley to the property line shall be maintained.

2.4 Other Maintenance: Other work shall include the trimming of trees, bushes or plantings that impede or encroach upon the public right-of-ways or create vision clearance violations. Contractor is responsible for the collection, hauling away and the proper disposal of all trimmings. Contractor will be compensated for this type of work on an hourly wage basis plus any approved and substantiated disposal fee.

Prior to the Independence Day parade and fireworks display, all City-owned parcels east of 30th Avenue shall be cut per Paragraph 2.2 and a special clean-up of debris, litter, and illegally dumped materials defined in Paragraph 2.5 shall be performed. Following the Independence Day activities, a special clean-up of all debris, litter and other materials at all City-owned parcels shall be performed.

2.5 Illegally Dumped Articles: Contractor shall remove and properly dispose of all litter, debris and items including but not limited to dumped appliances, furniture, tires, garbage, and illegally dumped piles of organic wastes such as grass, wood waste and logs as they are encountered. Contractor will be compensated for clean-up, removal and disposal of such materials on an hourly wage basis plus any approved and substantiated disposal fee.

2.6 Direct Service Costs: Contractor shall provide all necessary labor, equipment, tools, materials and supplies necessary to properly maintain the parcels delineated as A, B and C in the matrix (Schedule I). Payments will be made on a monthly basis. Costs for the removal, hauling and disposal of illegally dumped items described above shall be compensated monthly, on a case by case hourly wage basis plus the approved and substantiated disposal fee.

2.7 Invoicing shall be monthly for the maintenance period and a service frequency chart (example included herein) for the month shall be submitted with each month's invoice.

2.8 Additions/Deletions: Charges for additions/deletions over the course of the Contract shall be handled on a square footage basis i.e. the price per square feet multiplied by the total square feet of the additional or deleted parcel will be used to dictate the payment adjustment(s) that are required.

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

4.0 Performance: All work shall be subject to inspection by the City of Kenosha. Upon such inspection, should it be discovered that 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 under this contract is ninety-two (92) parcels +/- which equates to 28.9 acres of land space.

Schedule I is attached hereto.

ALL	A	B	C	ADDRESS	LOT SIZE (Gross Conting)	ID #
1	1			1408 50 th Street	53' x 123'	12-223-31-206-010
2	2			1633 50 th Street	31' x 149'	12-223-31-277-010
3	3			1913 52 nd Street	63' x 124'	12-223-31-327-002
4	4			2007 56 th Street	34' x 140'	12-223-31-354-003
5	5			2111 57 th Street	80' x 78'	12-223-31-355-007
6	6			2208 57 th Street	100' x 130'	09-222-36-484-005
7	7			2212 56 th Street	43' x 119'	09-222-36-476-012
8	8			2217 55 th Street	34' x 47'	09-222-36-476-001
9	9			2218 56 th Street	42' x 119'	09-222-36-476-011
10	10			2222 56 th Street	41' x 119'	09-222-36-476-010
11	11			2304 56 th Street	27' x 114'	09-222-36-477-010
12	12			4702 10 th Avenue	66' x 105'	12-223-31-133-001
13	13			4834 13 th Court	75' x 125'	12-223-31-207-022
14	14			4912 13 th Court	40' x 125'	12-223-31-207-019
15	15			5036 14 th Avenue	45' x 198'	12-223-31-277-050
16	16			5047 17 th Avenue	66' x 198'	12-223-31-277-017
17	17			5417 23 rd Avenue	36' x 124'	09-222-36-410-006
18	18			5504 22 nd Avenue	83' x 127'	09-222-36-476-024
19	19			5510 22 nd Avenue	40' x 127'	09-222-36-476-020
20	20			6119 13 th Avenue	25' x 70'	05-123-06-130-008
21	21			6123 13 th Avenue	66' x 80'	05-123-06-130-009
22	22			6127 13 th Avenue	33' x 80'	05-123-06-130-010
23	23			6201 13 th Avenue	33' x 80'	05-123-06-130-011
24	24			6209 13 th Avenue	49' x 80'	05-123-06-130-013
25	25			6404 11 th Avenue	88' x 88'	05-123-06-153-001
26	26			6731 14 th Avenue	44' x 132'	05-123-06-314-004
27	27			0000 14 th Avenue	44' x 132'	05-123-06-314-005
28	28			6640 14 th Avenue	32' x 100'	05-123-06-281-025
29	29			6642 17 th Avenue	31' x 105'	05-123-06-278-018
30	30			SEC 65 th Street & 15 th Ave	50' x 140'	05-123-06-281-050

ALL	A	B	C	ADDRESS	LOT SIZE (Grass Cutting)	ID #
31	1			1000 50 th Street	Irregular 1.16 acres	12-223-31-154-011
32	2			1006 52 nd Street	41' x 76'	12-223-31-157-020
33	3			1010 52 nd Street	43' x 132'	12-223-31-157-019
34	4			1022 50 th Street	42' x 132'	12-223-31-154-007
35	5			1104 50 th Street	112' x 104'	12-223-31-154-006
36	6			1111 51 st Street	33' x 66'	12-223-31-157-001
37	7			1102-1200 52 nd Street	99' x 132'	12-223-31-157-016
38	8			1334 50 th Street	41' x 132'	12-223-31-207-016
39	9			1342 50 th Street	80' x 111'	12-223-31-207-032
40	10			3004 60 th Street	40' x 120'	09-222-36-383-014
41	11			4603 37 th Avenue	61' x 118'	09-222-36-227-002
42	12			4609 36 th Avenue	60' x 110'	09-222-36-226-009
43	13			4615 36 th Avenue	60' x 110'	09-222-36-226-010
44	14			4621 38 th Avenue	60' x 138'	09-222-36-228-003
45	15			4628 37 th Avenue	61' x 121'	09-222-36-228-012
46	16			4702 36 th Avenue	73' x 119'	09-222-36-227-028
47	17			4717 36 th Avenue	60' x 110'	09-222-36-226-015
48	18			4720 35 th Avenue	66' x 110'	09-222-36-226-017
49	19			4723 36 th Avenue	60' x 110'	09-222-36-226-016
50	20			4804 37 th Avenue	62' x 130'	09-222-36-230-015
51	21			4810 37 th Avenue	60' x 129'	09-222-36-230-014
52	22			4816-37 th Avenue	61' x 118'	09-222-36-230-013
53	23			4817 37 th Avenue	69' x 118'	09-222-36-231-003
54	24			4822-37 th Avenue	60' x 129'	09-222-36-230-012
55	25			4823 37 th Avenue	69' x 118'	09-222-36-231-004
56	26			4828 37 th Avenue	60' x 129'	09-222-36-230-011
57	27			4901 37 th Avenue	69' x 118'	09-222-36-231-005
58	28			4902 37 th Avenue	60' x 129'	09-222-36-230-010
59	29			4908 37 th Avenue	60' x 129'	09-222-36-230-009
60	30			4913 13 th Avenue	40' x 112'	12-223-31-154-005
61	31			4915 37 th Avenue	69' x 118'	09-222-36-231-007
				5006 Sheridan Road		12-223-31-156-001
62	32			913 50 th Street	175' x 400'	12-223-31-156-002
				5016 Sheridan Road		12-223-31-156-003
63	33			50th Street & Sheridan Road		12-223-31-501-010
64	34			5103 13 th Avenue	66' x 132'	12-223-31-157-002
65	35			5109 13 th Avenue	39' x 132'	12-223-31-157-003
66	36			5115 13 th Avenue	35' x 100'	12-223-31-157-005
67	37			5127 13 th Avenue	44' x 100'	12-223-31-157-009
68	38			5131 13 th Avenue	37' x 139'	12-223-31-157-010
69	39			5139 13 th Avenue	42' x 116'	12-223-31-157-012
				5143 13 th Avenue	44' x 116'	12-223-31-157-013
				5215 Sheridan Road		12-223-31-426-008
70	40			5319 Sheridan Road	290' x 500'	12-223-31-426-016
				8 th Ave (east of 5319 Sheridan Rd)		12-223-31-426-003
				5200 8 th Avenue		12-223-31-501-037
71	41			5818 5 th Avenue	30' x 100'	12-223-31-488-009

ALL	A	B	C	ADDRESS	LOT SIZE (Grass Cutting)	ID #
72		1		1711-715 56 th Street	53' x 94'	12-223-31-477-002
73		2		1014 48 th Street	86' x 264'	12-223-31-133-003
74		3		1021 46 th Street	89' x 266'	12-223-31-130-003
75		4		1406 60 th Street	35' x 128'	12-223-31-384-030
76		5		1407 59 th Street	35' x 78'	12-223-31-384-033
77		6		1515 52 nd Street	66' x 122'	12-223-31-303-005
78		7		1710 53 rd Street	141' x 124'	12-223-31-326-024
79		8		1715 52 nd Street-a	50' x 124'	12-223-31-326-022
80		9		1800 60 th Street	304' x 265'	12-223-31-358-015
81		10		1801 52 nd Street	103' x 124'	12-223-31-326-021
82		11		1822 53 rd Street	108' x 124'	12-223-31-326-020
				2003 63 rd Street		05-123-06-252-003
				2011 63 rd Street		05-123-06-252-009
83		12		2023 63 rd Street	120' x 450'	05-123-06-252-008
				2105 Roosevelt Road		05-123-06-252-007
84		13		3604 67 th Street	78' x 115'	01-122-01-256-005
85		14		3712 50 th Street	259' x 202'	09-222-36-230-008
86		15		4421 52 nd Street	98' x 150'	08-222-35-427-020
87		16		5512 19 th Avenue - Kenosha Iron & Metal	115' x 460'	12-223-31-334-021
88		17		5915 60 th Street	95' x 135'	03-122-03-104-005
89		18		5915 Sheridan Road	44' x 109'	12-223-31-462-002
90		19		6523 14 th Avenue - Frost Site	234' x 796'	05-123-06-282-001
91		20		6630-14 th Avenue	33' X 100'	05-123-06-281-026
92		21		8927 Sheridan Road	109' x 200'	06-123-18-426-005

Category
A-Housing Authority
B-Redevelopment Authority
C-Misc City Owned

**CITY OF KENOSHA
 REQUEST FOR PROPOSAL
 PROPERTY MAINTENANCE SERVICES
 VACANT OWNED PARCELS
 PROPOSAL NOTICE # 16-16**

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 clearing and removing debris and litter; cutting weeds and grass; trimming grass and weeds, trimming trees, bushes or plantings that impede or encroach upon public rights-of-way, removing the trimmings from the location and disposing of the residual waste, all in accordance with specification requirements and City ordinances for the properties assigned on Schedule I contained herein at the following prices:

I. Scheduled Maintenance:

	Per Cutting	Monthly Charge	Annual Extended Cost
May	\$ _____	x 3 = \$ _____	= \$ _____
June-October	\$ _____	x 2 = \$ _____	= \$ _____

II. Initial Spring Clean-Up Fee (of all parcels on attached Schedules): \$ _____

Total Cost: \$ _____

III. Price per square foot for additions/deletions : \$ _____/s.f.

IV. Price for cutting/trimming of trees, bushes & plantings: \$ _____/hour

V. Price for collection, removal of illegally dumped items (Including City-owned parcels east of 30th Avenue prior to Independence Day parade and fireworks and all parcels after Independence Day activities): \$ _____/hour

VI. Price per cutting for City-owned parcels east of 30th Avenue prior to Independence Day parade and fireworks: \$ _____/ cut

VII. Company Overview completed/included? _____ Yes _____ No

VIII. Certificate of Insurance Provided? _____ Yes _____ No

IX. 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) _____

