

**CITY OF WHITEWATER
REQUEST FOR PROPOSALS
(RFP)
FOR CODE COMPLIANCE LAWN/WEED MOWING AND
SIDEWALK SNOW/ICE REMOVAL**

1. Introduction:

The City of Whitewater is seeking a single contractor for code compliance lawn mowing and sidewalk snow/ice removal services, and hereby requests written proposals for such services.

2. Requested Services

The City of Whitewater Neighborhood Services Department receives and responds to complaints regarding long grasses, weeds or vegetation which exceeds 7 inches in height, and snow or ice that is not removed from sidewalks no later than 24 hours after a snow or ice event. The City is seeking a contractor to supply mowing and snow/ice removal services for properties which fail to be mowed/shoveled by the property owner after a notice of violation.

The selected contractor will be responsible to provide mowing, shoveling, and de-icing services to the City of Whitewater for properties requested by the Neighborhood Services Department.

3. Description of the work to be performed

The work includes mowing of all established grasses and vegetation (excluding shrubs, trees, heavily wooded areas, and reasonably maintained garden areas) at property(s) requested by the Neighborhood Services Department. Each property will be identified by address and parcel ID number with any special circumstances noted.

Job Expectations:

1. The contractor will be expected to complete all jobs within 48 hours of notification, weather permitting.
2. The contractor must be able to receive requests via e-mail.
3. The contractor's invoices will give a detailed description of the location (address and/or parcel number), date and time work was performed rounded to the quarter hour in an itemized categorization of charges incurred within 15 days of performing the service.
4. City reserves the right to withhold payment on all unauthorized work.
5. The contractor will provide the required services personally and will not subcontract or assign services without the City's written approval.

A. Grass/Weeds Mowing Services Requirements

- Be prepared to complete a large number of mowing jobs in a timely manner on a per call basis.
- Be able to handle some jobs consisting of extremely long grass/weeds.
- Have the equipment, personnel and skills needed for cutting grass/weeds of heights in excess of 7 inches on both residential and commercial properties.
- Be capable of mowing ungraded lots or steep slopes.
- Identify possible hazards including garbage, debris, and miscellaneous junk that may be present in grass.
- Mow vegetation in and around structures (example: swing set), walks, trees, fences to a neat appearance with grass height of 3.5 inches or less.

- Remove and properly dispose of all trash and debris in the mowing area. Disposal costs may be separately itemized.
- Clear sidewalks, alley ways or adjacent public right of ways of clippings following mowing.

B. Snow and Ice Removal Services Requirements

- Be prepared to complete a large number of snow/ice removal jobs in a timely manner on a per call basis.
- Contractors will remove all snowfall accumulation from assigned sidewalks. Contractors will use whatever method deemed necessary, in its sole and absolute discretion, to be the most appropriate method to clear any snow accumulation. Contractors will be required to clear the sidewalk of snow and ice to the full width of the sidewalk and clear all crosswalks and approaches onto city streets so as to maintain a passable sidewalk and crosswalk.
- If requested by city staff, contractors will treat icy conditions on assigned privately owned sidewalks using appropriate and industry standard chemical applications.
- All snow and ice removal services will be conducted in a safe manner, with care given to the safety of the general public. This includes having all equipment outfitted with the proper lighting devices so as to be visible while operating.

4. Contract Termination:

The City of Whitewater may, by written notice, and at any time, terminate the agreement if, in the judgment of the City, the contractor has failed to comply with the terms of the agreement. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

Contractor acknowledges that this agreement is contingent upon sufficient budget allotments, and is subject, by written notice to Contractor, to restriction or cancellation if budget adjustments are deemed necessary by the Common Council. In the event the contract is terminated due to such budget restructuring, Contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor.

5. Bidder Qualifications and Proposals:

The City request that contractors interested in submitting proposals and provide the following:

1. Cost calculations and dollar amounts for all services described in the RFP document:

Lawn/Weed Mowing	Hourly Rate \$ _____
Snow removal sidewalks	Hourly Rate \$ _____
De-icer Materials	Material Type _____ Unit _____ \$ Per
Unit _____	Material Type _____ Unit _____ \$ Per
Unit _____	

*De-icer prices must include labor for application

2. A certificate of liability insurance and automobile/mowing equipment insurance. (The contractor(s) will need to name the City as additional insured and meets the following liability limits if awarded a contract: \$500,000 per claimant and \$1 million per occurrence).
 - a. Contractors will be notified in writing by the Director of Neighborhood Services of any property damage that occurs as a result of snow and ice removal or mowing services. Notification will be within 48 hours of the Director of

Neighborhood Services becoming aware of such property damage. Property damage includes but is not limited to damage to homeowner turf, sprinkler systems, fences, etc. Contractor will be solely and wholly financially liable for any damaged property, as a result of negligence on the part of the contractor. The contractor will repair, to the satisfaction of the Neighborhood Services Department, any damaged property in a timely manner.

3. A written summary of company qualifications, years in business, and experience providing the level and type of service specified in the RFP.
4. A list of three references of clients that have a current contract for services with the company.
5. Specific list of employees/staff (primary contact, clerical contact, and owner or owners agent) assigned under this contract with contact information including name, phone, email.

6. Term of Contract:

The term of the contract shall run for one (1) year commencing on the date of contract signing. The City of Whitewater has the right to extend the one year contract to a two year contract without going back to bid with the same contractor.

7. Payments:

Payments will be made upon submittal of separate invoices on a per lot/property basis. Invoices must be received by the City of Whitewater, Neighborhood Services Department for payment to be processed. Payments are made upon approval by the City Manager and may take 30 days to pay from the date the invoice is submitted.

8. Selection Process:

The City of Whitewater reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. Proposals will be awarded to the best overall proposal as determined by the best interests of the City of Whitewater. In comparing the responses to the RFP and making awards, the City of Whitewater may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor.

Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. The City of Whitewater reserves the right to award the contract to a contractor who is **not** the lowest cost; however, cost is an important factor in the selection of a contractor.

9. General Requirements:

Two copies of a written response to this request for proposal must be submitted to the City of Whitewater, Neighborhood Services Department on or before 11:00 a.m., August 21, 2014. Proposals submitted after the above deadline shall be considered late, and will not be opened or considered. **Faxed proposals will not be accepted.** Proposals may be mailed, emailed or hand delivered in an envelope clearly marked with the following information:

RFP– Code Compliance Mowing/Snow/Ice Removal
Neighborhood Services Department
City of Whitewater
312 W Whitewater St.
PO Box 178
Whitewater, WI 53190

Emailed proposals should be directed to Jane Wegner, Administrative Assistant as follows:

Subject: RFP – Code Compliance Mowing/Snow/Ice Removal
To: jwegner@whitewater-wi.gov

10. Additional information:

All questions regarding this Request for Proposal shall be directed to:
Brody Fiedler, Neighborhood Service Officer
City of Whitewater
312 W Whitewater St.
PO Box 178
Whitewater, WI 53190
262-473-0145