

CITY OF KENOSHA, WISCONSIN

REQUEST FOR PROPOSAL

REGARDING

SNOW REMOVAL SERVICES AT CITY-OWNED PROPERTIES

PROPOSAL NOTICE # 21-17

INSTRUCTION TO CONTRACTORS

Issued: October 6, 2017

The City of Kenosha, Wisconsin is seeking proposals for the provision of labor, equipment, tools, consumables, materials and other supplies for snow removal services at City-Owned Properties, in strict accordance with City of Kenosha specifications, terms, conditions and ordinances.

1.0 **DEADLINE:** Fully completed Proposals shall be sealed and will be accepted by the City of Kenosha, Wisconsin, in the Department of Finance, Municipal Office Building, Room 208, 625-52nd Street, Kenosha, Wisconsin, until **2:30 p.m. on Tuesday October 24, 2017.**

2.0 **PRE-SUBMISSION CONFERENCE:** A mandatory pre-submission conference will be held at 10:00 A.M., Thursday October 19, 2017 in Room 202 of the Municipal Office Building, 625-52nd Street, Kenosha, WI. 53140. The intent of this conference is to have City staff available to answer questions and to provide supplementary information on the City-owned properties to be maintained under this Contract.

3.0 **FORM:** Proposals and ancillary information must be submitted on required form(s) and returned in a sealed envelope marked with the project name. Responses received after the deadline will not be considered.

Signatures and dates will be necessary wherever required. Any faxed proposals or other electronically-communicated submission will not be accepted or considered.

4.0 **STANDARDS FOR ACCEPTANCE/REJECTION:** The City of Kenosha reserves the right to award the Contract to the most qualified, responsive contractor, who will, in the City's determination, provide the highest level of professional service and responses to storm events. The City also reserves the right to reject any or all responses, or to accept any portion or portions of any response(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 proposer 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 inefficient manner.

4.1 The City of Kenosha will evaluate proposals based upon the following factors:

- 4.1.1 Qualifications and capabilities;
- 4.1.2 Current and anticipated workload(s);
- 4.1.3 Equipment and Implement Inventories;
- 4.1.4 Evidences of requisite Insurance Coverage (Section 5.0);
- 4.1.5 References in similar contracts and;
- 4.1.6 Cost.

5.0 **CONTRACT REQUIRED.** Contractor selected to perform said work will be required to execute a Contract and related documents on City forms as a condition of performing said work.

5.1 Insurance 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 with the following limits:

a. **Commercial General Liability**

i. Bodily Injury:

\$1,000,000.00 Each Occurrence

\$2,000,000.00 Aggregate

1

b. **Automobile Liability (owned, non-owned, leased)**

Combined Single Limit of \$1,000,000.00

c. **Worker's Compensation: Statutory Limits**

i. Employer's Liability

\$100,000.00 Each Accident

\$100,000.00 Disease, Each Employee

\$500,000.00 Disease, Policy Limit

d. **Umbrella Liability**

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

e. **Certificate of Insurance**

The insurance coverages listed above shall be verified by a Certificate of Insurance issued to City of Kenosha as Certificate Holder and shall provide that should 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.

f. **Additional Insured**

City of Kenosha shall be named as an additional insured with respect to coverage required by 5(a), 5(b), 5(c), and 5(d) listed above and City of Kenosha shall be provided with the endorsement certifying that City of Kenosha is an additional insured with respect to said policies.

g. **Insurance Compliance**

Each of the insurance limits listed above must be met. The City reserves the right to reject any Proposal which does not meet each of the insurance limits listed above.

- h. **Hold Harmless:** Proposers shall hold the City of Kenosha harmless from any injury to themselves, their employees, pedestrians, damages to property and damages to equipment.

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 Contractor.

7.0 **REFERENCES:** A minimum of three (3) relevant references should be submitted with response.

8.0 **COMPANY OVERVIEW:** All respondents shall complete and submit the Company Overview form that is included herein.

9.0 **CONTRACT REQUIRED.** Successful Contractor will be required to enter into a Contract with the City of Kenosha.

10.0 **INQUIRIES** regarding the required scope of work should be directed to Mr. Anthony Geliche of the Community Development and Inspections Department at 262- 653-4030. or Mark Willing, Purchasing Manager at 262-653-4180.

CITY OF KENOSHA, WISCONSIN

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SPECIFICATIONS

1.0 Anticipated Time Frame and Term: The Contract term shall commence on December 1, 2017 and include all time up to and including November 30, 2018. The scope of work called for in the Request for Proposal (RFP) typically begins December 1st of each year and continues through March 31st. Should the Community Development and Inspections Department require snow and ice removal work to commence prior to December 1st or later than March 31st, due to inclement conditions, compensation rates for the service prior will be charged on a pro-rata basis, calculated by dividing the monthly total proposed by four (4) to calculate the weekly rate.

If mutually agreeable to both parties, this contract maybe extended for an additional two years, awarded in one (1) year increments.

2.0 Standards for Service: Sidewalks must be cleared of snow full-width and length upon receiving two-inches (2") of snowfall. Furthermore, the sidewalks shall always be kept clear of ice. The sidewalks that are to be cleared are the public City sidewalks, adjacent handicapped ramps and the service walks leading to a private residence(s), when applicable. In addition, if there is a fire hydrant adjacent to the property a three (3) foot by three (3) foot clearance around the hydrant must be maintained. The removal of the snow and ice shall be performed within a time frame of twenty-four (24) hours after the snow and / or ice event ends. In the event that subsequent drifting of snow on sidewalks occurs from experienced sustained winds, the removal of any windrow due to blowing snow shall be performed within the same time frame of the twenty-four (24) hour requirement for storm response. In this case, when sustained winds have ceased. These time-frame requirements are consistent with the City's general ordinances. Snow removal equipment with plows and cutting edges greater than five (5.0) feet and/or operating weights exceeding six-thousand (6,000) pounds are not permitted to be used in snow and ice responses. In determination of what equipment is acceptable for use, any implement commensurate to City-utilized machinery is acceptable. The determination of equipment and/or implements not acceptable under this Contract shall be made by the Department of Public Works.

Any and all damages to property including turf damage that is sustained in the course of service provision as determined by the Department of Community Development and Inspections, shall be repaired and restored by the Contractor at the end of the snow and ice season.

3.0 **Direct Service Costs:** Proposers shall provide all necessary labor, equipment, tools, materials, consumables and supplies in order to properly remove snow from concrete surfaces and to keep them free of dangerous ice accumulations.

4.0 **Additions/Deletions to Maintenance List:** The majority of the parcels being maintained are vacant. Throughout the contract, new parcels maybe added, as the City acquires them. Conversely, there may be deletions from the service list. Any necessary price adjustments from additions or deletions to the parcel list over the course of the contract shall be handled on an actual per lineal foot per month basis that is designated as part of this document. The number of snowfalls or accumulations received are irrelevant to these adjustments.

5.0 **Performance:** All snow removal service(s) and responses shall be subject to inspection by the City. Upon such inspection, should it be observed that the Contractor has not satisfactorily met the requirements of the service over a period of time or after repeated notice, the City shall reserve the right to cancel such services immediately and to reject any request for payment for the snow event(s) that are called into question.

6.0 **Invoicing:** Invoicing should be sent to the City of Kenosha, Community Development and Inspections Department, 625-52nd Street, Room 308, Kenosha, Wisconsin 53140-3480. The successful Contractor will be required to invoice the City monthly and a service frequency chart (example included herein) for the month shall be submitted with each month's invoice.

City of Kenosha
December 1, 2017 to November 30, 2018 Snow Removal Services
Kenosha Housing Authority Property

	<i>ADDRESS</i>	<i>LINEAL FOOTAGE</i>	<i>PARCEL ID</i>
1	1408 50 th Street	53	12-223-31-206-010
2	1633 50 th Street	199	12-223-31-277-010
3	1913 52 nd Street	63	12-223-31-327-002
4	2007 56 th Street	34	12-223-31-354-003
5	2111 57 th Street	80	12-223-31-355-007
6	2206 57 th Street	100	09-222-36-484-005
7	2212 56 th Street	45	09-222-36-476-012
8	2217 55 th Street	34	09-222-36-476-001
9	2218 56 th Street	42	09-222-36-476-011
10	2222 56 th Street	41	09-222-36-476-010
11	2304 56 th Street	27	09-222-36-477-010
12	4702 10 th Avenue	66	12-223-31-133-001
13	4834 13 th Court	75	12-223-31-207-022
14	4912 13 th Court	40	12-223-31-207-019
15	5036 14 th Avenue	45	12-223-31-277-050
16	5047 17 th Avenue	66	12-223-31-277-017
17	5417 23 rd Avenue	36	09-222-36-410-006
18	5504 22 nd Avenue	185	09-222-36-476-024
19	5510 22 nd Avenue	40	09-222-36-476-020
20	6119 13 th Avenue	25	05-123-06-130-008
21	6123 13 th Avenue	66	05-123-06-130-009
22	6127 13 th Avenue	33	05-123-06-130-010
23	6201 13 th Avenue	33	05-123-06-130-011
24	6209 13 th Avenue	49	05-123-06-130-013
25	6404 11 th Avenue	192	05-123-06-153-001
26	6731 14 th Avenue	194	05-123-06-314-004
27	0000 14 th Avenue	44	05-123-06-314-005
28	6640 14 th Avenue	147	05-123-06-281-025
29	6642 17 th Avenue	142	05-123-06-278-018
30	SEC 65 th Street & 15 th Ave	206	05-123-06-281-050

City of Kenosha
December 1, 2017 to November 30, 2018 Snow Removal Services
Kenosha Redevelopment Authority Property

	ADDRESS	LINEAL FOOTAGE	PARCEL ID
1	1000 50 th Street	118	12-223-31-154-011
2	1006 52 nd Street	52	12-223-31-157-020
3	1010 52 nd Street	43	12-223-31-157-019
4	1022 50 th Street	42	12-223-31-154-007
5	1104 50 th Street	226	12-223-31-154-006
6	1102-1200 52 nd Street	240	12-223-31-157-016
7	1334 50 th Street	41	12-223-31-207-016
8	1342 50 th Street	209	12-223-31-207-032
9	3004 60 th Street	40	09-222-36-383-014
10	3620-50 th Street	187	09-222-36-231-009
11	4603 37 th Avenue	61	09-222-36-227-002
12	4609 36 th Avenue	60	09-222-36-226-009
13	4615 36 th Avenue	60	09-222-36-226-010
14	4627 37 th Avenue	61	09-222-36-227-006
15	4628 37 th Avenue	61	09-222-36-228-012
16	4702 36 th Avenue	73	09-222-36-227-028
17	4717 36 th Avenue	60	09-222-36-226-015
18	4720 35 th Avenue	191	09-222-36-226-017
19	4723 36 th Avenue	180	09-222-36-226-016
20	4804 37 th Avenue	202	09-222-36-230-015
21	4810 37 th Avenue	60	09-222-36-230-014
22	4811 37 th Avenue	60	09222-36-231-002
23	4816 37 th Avenue	61	09-222-36-230-013
24	4817 37 th Avenue	69	09-222-36-231-003
25	4822 37 th Avenue	60	09-222-36-230-012
26	4823 37 th Avenue	69	09-222-36-231-004
27	4828 37 th Avenue	60	09-222-36-230-011
28	4901 37 th Avenue	69	09-222-36-231-005
29	4902 37 th Avenue	60	09-222-36-230-010
30	4907-37 th Avenue	69	09-222-36-231-006
31	4908 37 th Avenue	60	09-222-36-230-009
32	4913 13 th Avenue	40	12-223-31-154-005
33	4915 37 th Avenue	69	09-222-36-231-007
34	4921 37 th Avenue	69	09-222-36-231-008
35	5006 Sheridan Road	603	12-223-31-156-001
	913 50 th Street		12-223-31-156-002
	5016 Sheridan Road		12-223-31-156-003
	50th Street & Sheridan Road		12-223-31-501-010
36	5103 13 th Avenue	66	12-223-31-157-002
37	5109 13 th Avenue	39	12-223-31-157-003
38	5115 13 th Avenue	35	12-223-31-157-005
39	5127 13 th Avenue	44	12-223-31-157-009
40	5131 13 th Avenue	37	12-223-31-157-010
41	5139 13 th Avenue	42	12-223-31-157-012
42	5143 13 th Avenue	44	12-223-31-157-013
43	5215 Sheridan Road	800	12-223-31-426-008
	5319 Sheridan Road		12-223-31-426-016
	8 th Ave (east of 5319 Sheridan Rd)		12-223-31-426-003
44	5200 8 th Avenue		12-223-31-501-037
45	5818 5 th Avenue	30	12-223-31-488-009

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December 1, 2017 to November 30, 2018 Snow Removal Services
City of Kenosha Property

	<i>ADDRESS</i>	<i>LINEAL FOOTAGE</i>	<i>PARCEL ID</i>
1	409 59 th Street	247	12-223-31-485-005
2	622 58 th Street (Barden's)	212	12-223-31-497-005
3	702 58 th Street (Alford Building)	287	12-223-31-478-007
4	711-715 56 th Street	53	12-223-31-477-002
5	726 57 th Street	94	12-223-31-477-004
6	1406 60 th Street	35	12-223-31-384-030
7	1407 59 th Street	35	12-223-31-384-033
8	1505 60 th Street	50	05-123-06-203-003
9	1515 52 nd Street	66	12-223-31-303-005
10	1710 53 rd Street	141	12-223-31-326-024
11	1713 62 nd Street (Shalom Center)	354	05-123-06-207-009
12	East of 1713 62 nd Street	50	05-123-06-207-008
13	1715 52 nd Street-a	50	12-223-31-326-022
14	1727-52nd Street	36	12-223-31-326-003
15	1800 60 th Street	580	12-223-31-358-015
16	1801 52 nd Street	103	12-223-31-326-021
17	1808 53 rd Street	46	12-223-31-326-015
18	1822 53 rd Street	108	12-223-31-326-020
19	2003 63 rd Street	1010	05-123-06-252-003
	2011 63 rd Street		05-123-06-252-009
	2023 63 rd Street		05-123-06-252-008
	2105 Roosevelt Road		05-123-06-252-007
20	3712 50 th Street	683	09-222-36-230-008
21	4421 52 nd Street	231	08-222-35-427-020
22	5512 19 th Avenue - Kenosha Iron & Metal	121	12-223-31-334-021
23	SE Corner 56 th Street and 8 th Avenue	228	12-223-31-477-003
24	5801 6 th Avenue (Garb's)	192	12-223-31-488-003
25	5902-5th Avenue (Garden Court)	221	12-223-31-485-001
26	5907 5 th Avenue	100	12-223-31-486-002
27	5911-5915 5 th Avenue	100	12-223-31-486-003
28	5915 60 th Street	250	03-122-03-104-005
29	5915 Sheridan Road	44	12-223-31-462-002
30	5917 5 th Avenue	100	12-223-31-486-004
31	6523 14 th Avenue – Frost Site	250	05-123-06-282-001
32	6630 14 th Avenue	33	05-123-06-281-026
33	8927 Sheridan Road	109	06-123-18-426-005

Comments:

Submitted by:

Firm: _____

Signature:

Print name:

Date:

Firm Address:

Phone: () _____

Fax: () _____

E-mail: _____

Payment Terms: _____ % _____ days Net _____ days

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COMPANY OVERVIEW

Contractor / Firm Name: _____

Number of Employees: _____

Years Firm has been in Business: _____

Indicate Primary Business Activity:

Will the Firm have other snow removal/plowing contracts for the 2017-18 winter season?
_____ Yes _____ No

If yes, please indicate how many contracts and how many properties? _____ Contracts
_____ Properties

I (We) have the resources and capabilities of handling up to twenty (20) additionally-assigned parcels over the approximate four (4) month period of the snow & ice season:
_____ Yes _____ No

Please itemize the Equipment Owned by the Firm (use additional sheets, if necessary):

Is the firm a Minority-Owned Business? _____ Yes _____ No

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REFERENCES

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

(A) _____

(B) _____

(C) _____

(D) _____

