

**CITY OF KENOSHA, WISCONSIN
REQUEST FOR PROPOSAL
REGARDING
SNOW REMOVAL SERVICES AT CITY-OWNED PROPERTIES
PROPOSAL NOTICE # 11-24**

INSTRUCTION TO CONTRACTORS

Issued: September 12, 2024

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 parcels, 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 Thursday, October 3, 2024.**

2.0 PRE-SUBMISSION CONFERENCE: A pre-submission conference will be held at **9:00 A.M., Tuesday, September 24, 2024** in Room 204 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 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.

5.1 **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.

5.2 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

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 **INQUIRIES** regarding the required scope of work should be directed to Tayler Jones, Department of City Development at 262-653-4030

10.0 **OFFSET:** City may withhold from any payment due and owing Contractor, an amount sufficient to cover any damages or loss, but may not be limited to property damage or loss.

11.0 **ASSIGNMENT:** Contractor shall not assign this Work to any other person or entity without the consent of the City.

12.0 **LAWS RULES AND REGULATIONS.** Services shall be performed in accordance with applicable Federal, State, and City laws, rules and regulations.

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SPECIFICATIONS

1.0 Anticipated Time Frame and Term: The Contract term shall commence on December 1, 2024 and include all time up to and including March 31, 2025. 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 City 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 may be 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 full-width and full-length of sidewalks shall *always* be kept clear of ice (salt is the preferred method to keep sidewalks 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. With parcels located near school crossings (parcel #70, #72, and #90 listed below), snow and/or ice must be cleared before 7:00 AM if a snow and/or ice event occurred before 7:00 AM. The parcels (#70, #72, and #90 listed below) must also be cleared before 3:00 PM if a snow and/or ice event occurred before 3:00 PM. In the event that subsequent drifting of snow on sidewalks occurs from experiencing 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.

If any portion of a sidewalk within the scope of City and Contractor's agreed upon service area is determined by the City to be in a condition where snow and/or ice continues to be present in a manner unsatisfactory to the City after the Contractor's work is completed, the Director of City Development or their designee may require the Contractor to perform snow and/or ice removal a second or subsequent time so to make the sidewalk completely clear of snow and/or ice. The final determination of satisfactory performance of snow and/or ice removal shall be at the sole discretion of the City. Notice by the City to the Contractor to re-perform snow and/or ice removal may be made by electronic mail, telephone, or text message. Contractor must initiate snow and/or ice removal of the indicated sidewalk(s) within two (2) hours of such notice by the City. Failure to comply may result in the City withholding partial or

full payment.

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 City Development, 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 may be added, as the City acquires them. Conversely, there may be deletions from the service list. The parcels on the maintenance list are also available on an electronic map here: <https://bit.ly/KenoshaSnow24>. 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 linear 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, City Development 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, 2024 to March 31, 2025 Snow Removal Services
Proposal A
Kenosha Housing Authority Property

ALL	A	B	C	ADDRESS	LINEAR FEET Snow Removal	ID #
1	1			1408 50th Street	53	12-223-31-206-010
2	2			1913 52nd Street	63	12-223-31-327-002
3	3			2111 57th Street	80	12-223-31-355-007
4	4			2206 57th Street	100	09-222-36-484-005
5	5			2222 56th Street	41	09-222-36-476-010
6	6			4702 10th Avenue	66	12-223-31-133-001
7	7			4834 13th Court	75	12-223-31-207-022
8	8			4908 37th Avenue	60	09-222-36-230-009
9	9			4912 13th Court	40	12-223-31-207-019
10	10			5510 22nd Avenue	66	09-222-36-476-020
11	11			6119 13th Avenue	25	05-123-06-130-008
12	12			6123 13th Avenue	66	05-123-06-130-009
13	13			6127 13th Avenue	33	05-123-06-130-010
14	14			6201 13th Avenue	33	05-123-06-130-011
15	15			6209 13th Avenue	49	05-123-06-130-013
16	16			6642 17th Avenue	142	05-123-06-278-018
17	17			6731 14th Avenue	194	05-123-06-314-004
18	18			0000 14th Avenue	44	05-123-06-314-005
19	19			0000 15th Avenue (Southeast Corner 65th St & 15th Ave)	206	05-123-06-281-050
TOTAL					1,436	

City of Kenosha
December 1, 2024 to March 31, 2025 Snow Removal Services
Proposal B
Redevelopment Authority of the City of Kenosha Property

ALL	A	B	C	ADDRESS	LINEAR FEET Snow Removal	ID #
20		1		1006 52nd Street	52	12-223-31-157-020
21		2		1010 52nd Street	43	12-223-31-157-019
22		3		1022 50th Street	42	12-223-31-154-007
23		4		1102-1200 52nd Street	240	12-223-31-157-016
24		5		1104 50th Street	226	12-223-31-154-006
25		6		1320 52nd Street (Zizzo)	78	12-223-31-276-020
26		7		1323 50th Street (Zizzo)	90	12-223-31-276-001
27		8		1334 50th Street	41	12-223-31-207-016
28		9		1420 60th Street	50	12-223-31-384-027
29		10		2014 62nd Street	50	05-123-06-229-020
30		11		2104 61st Street	40	05-123-06-228-041
31		12		2108 62nd Street	33	05-123-06-229-014
32		13		2109 62nd Street	50	05-123-06-230-008
32		14		2110 61st Street	40	05-123-06-228-016
34		15		3004 60th Street	160	09-222-36-383-014
35		16		3620 50th Street	187	09-222-36-231-009
36		17		4603 37th Avenue	61	09-222-36-227-002
37		18		4609 36th Avenue	60	09-222-36-226-009
38		19		4615 36th Avenue	60	09-222-36-226-010
39		20		4627 37th Avenue	61	09-222-36-227-006
40		21		4702 36th Avenue	73	09-222-36-227-028
41		22		4804 37th Avenue	202	09-222-36-230-015
42		23		4810 37th Avenue	60	09-222-36-230-014
43		24		4811 37th Avenue	60	09-222-36-231-002
44		25		4816 37th Avenue	61	09-222-36-230-013
45		26		4817 37th Avenue	69	09-222-36-231-003
46		27		4822 37th Avenue	60	09-222-36-230-012
47		28		4823 37th Avenue	69	09-222-36-231-004
48		29		4828 37th Avenue	60	09-222-36-230-011
49		30		4901 37th Avenue	69	09-222-36-231-005
50		31		4902 37th Avenue	60	09-222-36-230-010
51		32		4907 37th Avenue	69	09-222-36-231-006
52		33		4913 13th Avenue	40	12-223-31-154-005
53		34		4915 37th Avenue	69	09-222-36-231-007
54		35		4921 37th Avenue	69	09-222-36-231-008
55		36		4921 38th Avenue	69	09-222-36-230-123

City of Kenosha
December 1, 2024 to March 31, 2025 Snow Removal Services
Proposal B Continued
Redevelopment Authority of the City of Kenosha Property

ALL	A	B	C	ADDRESS	LINEAR FEET Snow Removal	ID #
				5006 Sheridan Road		12-223-31-156-001
				913 50th Street		12-223-31-156-002
				5016 Sheridan Road		12-223-31-156-003
56		37		0000 Sheridan Road (50th Street & Sheridan Rd)	603	12-223-31-501-010
57		38		5103 13th Avenue	66	12-223-31-157-002
58		39		5109 13th Avenue	39	12-223-31-157-003
59		40		5113 13th Avenue	31	12-223-31-157-004
60		41		5115 13th Avenue	35	12-223-31-157-005
61		42		5127 13th Avenue	44	12-223-31-157-009
62		43		5131 13th Avenue	37	12-223-31-157-010
63		44		5135 13th Avenue	36	12-223-31-157-011
64		45		5139 13th Avenue	42	12-223-31-157-012
65		46		5143 13th Avenue	44	12-223-31-157-013
				TOTAL	3,929	

City of Kenosha
December 1, 2024 to March 31, 2025 Snow Removal Services
Proposal C
City of Kenosha Property

ALL	A	B	C	ADDRESS	LINEAR FEET Snow Removal	ID #
66			1	0000 54th Street	270	12-223-31-426-017
67			2	0000 60th Street (Hotel Site West Parcel)	57	12-223-31-358-014
68			3	702 58th Street (Alford Building)	287	12-223-31-478-007
69			4	704 75th Street (Gas Station)	249	05-123-06-479-017
70			5	1000 50th Street	118	12-223-31-154-011
71			6	1403 68th Street	187	05-123-06-307-020
72			7	1406 60th Street	35	12-223-31-384-030
73			8	1407 59th Street	35	12-223-31-384-033
74			9	1501 61st Street	69	05-123-06-206-020
75			10	1502 61st Street	150	05-123-06-203-011
76			11	1505 60th Street	50	05-123-06-203-003
77			12	1508 61st Street	45	05-123-06-203-010
78			13	1515 52nd Street	66	12-223-31-303-005
79			14	1701 62nd Street (Shalom Center Vacant Lot)	50	05-123-06-207-008
80			15	1710 53rd Street	141	12-223-31-326-024
81			16	1711 52nd Street	78	12-223-31-326-023
82			17	1712 50th Street	50	12-223-31-204-028
83			18	1713 62nd Street (Shalom Center)	354	05-123-06-207-009
84			19	1715 52nd Street	50	12-223-31-326-022
85			20	1727-52nd Street (Ebay)	36	12-223-31-326-003
86			21	1800 60th Street (Hotel Site – Main Parcel)	448	12-223-31-358-015
87			22	1801 52nd Street	103	12-223-31-326-021
88			23	1808 53rd Street	46	12-223-31-326-015
89			24	1822 53rd Street	108	12-223-31-326-020
90			25	1826 62nd Street	35	05-123-06-232-016
91			26	1827 62nd Street	50	05-123-06-231-005
92			27	1900 62nd Street	50	05-123-06-232-015
93			28	2019 61st Street	50	05-123-06-229-004
94			29	2107 61st Street	50	05-123-06-229-008
95			30	2211 57th Street	40	09-222-36-483-002
96			31	2217 56th Street	40	09-222-36-487-002
97			32	2212 56th Street	43	09-222-36-476-012
98			33	2218 56th Street	161	09-222-36-476-011
99			34	2224-2226 57th Street	83	09-222-36-484-002
100			35	2304 56th Street	27	09-222-36-477-010
101			36	3705 52nd Street (Gas Station)	205	09-222-36-329-013
102			37	4614 52nd St	114.5	08-222-35-153-002
103			38	4628 37th Avenue	61	09-222-36-228-012
104			39	4814 Sheridan Road (Red Zone)	264	12-223-31-135-013
			40	5215 Sheridan Road		12-223-31-426-008
			41	5319 Sheridan Road	800	12-223-31-426-016
			42	0000 8th Ave (East of 5319 Sheridan Rd)		12-223-31-426-003
105			43	5200 8th Avenue		12-223-31-501-037
106			44	5500 8th Avenue (Ventura Building)	304	12-223-31-439-008
107			45	5615 23rd Avenue	94	09-222-36-487-005
108			46	5700 22nd Avenue	50	09-222-36-483-001
109			47	5715 13th Avenue	93	12-223-31-455-011
110			48	5801 6th Avenue (Garb's)	192	12-223-31-488-003
111			49	6028 15th Avenue	35	05-123-06-203-013
112			50	6037 22nd Avenue	114	05-123-06-228-015
113			51	6344 26th Avenue	40	01-122-01-151-021
114			52	6409 11th Avenue	33	05-123-06-153-003

City of Kenosha
December 1, 2024 to March 31, 2025 Snow Removal Services
Proposal C Continued
City of Kenosha Property

ALL	A	B	C	ADDRESS	LINEAR FEET Snow Removal	ID #
115			53	6523 14th Avenue (Frost)	250	05-123-06-282-001
116			54	6638 14th Avenue (KWU)	33	05-123-06-281-026
117			55	6640 14th Avenue (KWU)	132	05-123-06-281-025
118			56	6720 25th Avenue	48	01-122-01-404-028
119			57	8927 Sheridan Road	109	06-123-18-426-005
120			58	Pedestrian/Bike Trail 30th Ave	374.5	N/A
				TOTAL	7,057	

**CITY OF KENOSHA , WISCONSIN
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PROPOSAL NOTICE # 11-24**

PROPOSAL FORM

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

We hereby propose to provide snow removal in accordance with specifications, special conditions and applicable ordinances:

TOTAL MONTHLY CHARGE

TOTAL CONTRACT PRICE

PROPOSAL A: KENOSHA HOUSING AUTHORITY
(1,436 linear feet)

\$ _____/month x 4 months

\$ _____

PROPOSAL B: REDEVELOPMENT AUTHORITY
(3,800 linear feet)

\$ _____/month x 4 months

\$ _____

PROPOSAL C: CITY OF KENOSHA
(7,057 linear feet)

\$ _____/month x 4 months

\$ _____

TOTAL COST (Proposals A+B+C)

\$ _____

Price for Additions: \$ _____/linear foot per month

Price for Deletions: \$ _____/linear foot per month

Comments: _____

Submitted by: _____

Firm: _____

Signature: _____

Print name: _____

Date: _____

Firm Address: _____

Phone: () _____ Fax:() _____

E-mail: _____

Payment Terms:

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COMPANY OVERVIEW

Contractor/ Firm Name: _____

Number of Employees: _____

Years in Business: _____

Indicate Primary Business Activity:

Will the Firm have other snow removal/plowing contracts for the 2024-25 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 this 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)

(E)
