

**CITY OF KENOSHA, WISCONSIN
REQUEST FOR PROPOSAL
REGARDING
PROPERTY MAINTENANCE SERVICES AT CITY-OWNED PROPERTIES
PROPOSAL NOTICE # 01-22**

INSTRUCTION TO CONTRACTORS

Issued: February 8, 2022

The City of Kenosha, Wisconsin is seeking proposals from qualified Landscaping Service Contractors for the provision of requisite labor, equipment, tools, material and supplies for comprehensive Property Maintenance Services of vacant parcels that include but is not limited to the following scope of work; cutting weeds and grass; trimming grass and weeds adjacent to inanimate objects. All work performed under this Contract will be 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 Friday, March 11, 2022.**
- 2.0 PRE-SUBMISSION CONFERENCE:** A pre-submission conference will be held at **10:00 A.M., Tuesday, February 22, 2022** 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 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. 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.

6.0 INSURANCE: 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:

6.1 Commercial General Liability Bodily Injury:
\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate

6.2 Automobile Liability (owned, non-owned, leased)
\$1,000,000.00 Combined Single Limit

6.3 Worker's Compensation: Statutory Limits

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

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

6.5 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.

6.6 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.

6.7 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.

7.0 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.

8.0 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.

- 9.0 REFERENCES:** A minimum of three (3) relevant references should be submitted with response.
- 10.0 COMPANY OVERVIEW:** All respondents shall complete and submit the Company Overview form that is included herein.
- 11.0 CONTRACT REQUIRED.** Successful Contractor will be required to enter into a Contract with the City of Kenosha.
- 12.0 INQUIRIES** regarding the required scope of work should be directed to Mr. Tony Geliche, Department of City Development at 262- 653-4030

**CITY OF KENOSHA
REQUEST FOR PROPOSAL
PROPERTY MAINTENANCE SERVICES
VACANT OWNED PARCELS
PROPOSAL NOTICE # 01-22**

SPECIFICATIONS

- 1.0 Anticipated Time Frame and Term of Contract:** The Contract term is January 1, 2022 through December 31, 2022. Work to be completed under the jurisdiction of this contract will commence in May with grass and weed cuttings and work culminating October of each year, unless otherwise directed by the Department of City Development. If mutually agreeable to both parties, the term of this contract maybe extended for an additional two years, awarded in one (1) year increments.
- 2.0 Standards for Services for Identified Parcels:**
- 2.1 Scheduled Maintenance: All vacant parcels delineated in Schedule A, B and C 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 City Development Department. Grass and weeds shall be cut a height of approximately three inches (3'). Cutting should include trimming of grass and weeds around structures, trees, fences and other immovable obstacles.
- 2.2 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 center of the alley to the property line shall be maintained.
- 2.3 Direct Service Costs: Contractor shall provide all necessary labor, equipment, tools, materials and supplies necessary to properly maintain the parcels delineated in Schedule A, B and C. Payments will be made on a monthly basis. C
- 2.4 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. Invoicing should be sent to the Department of City Development 625-52nd Street room 308, Kenosha, WI. 53140
- 2.5 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 inspections 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 withhold payment and/or 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 one hundred forty-two (142) parcels +/- which equates to 42.6 acres +/- of land space.

Proposal A – Kenosha Housing Authority Properties

A	ADDRESS	LOT SIZE (Grass Cutting)	SQUARE FEET (Grass Cutting)	ID #
1	1408 50 th Street	53 x 123	6,519	12-223-31-206-010
2	1633 50 th Street	31 x 149	4,619	12-223-31-277-010
3	1913 52 nd Street	63 x 124	7,812	12-223-31-327-002
4	2007 56 th Street	34 x 140	4,760	12-223-31-354-003
5	2111 57 th Street	80 x 78	6,240	12-223-31-355-007
6	2206 57 th Street	100 x 130	13,000	09-222-36-484-005
7	2222 56 th Street	41 x 119	4,879	09-222-36-476-010
8	4702 10 th Avenue	66 x 105	6,930	12-223-31-133-001
9	4834 13 th Court	75 x 125	9,375	12-223-31-207-022
10	4908 37 th Avenue	60 x 129	7,740	09-222-36-230-009
11	4912 13 th Court	40 x 125	5,000	12-223-31-207-019
12	5036 14 th Avenue	45 x 198	8,910	12-223-31-277-050
13	5047 17 th Avenue	66 x 198	13,068	12-223-31-277-017
14	5510 22 nd Avenue	40 x 127	5,080	09-222-36-476-020
15	6119 13 th Avenue	25 x 70	1,750	05-123-06-130-008
16	6123 13 th Avenue	66 x 80	5,280	05-123-06-130-009
17	6127 13 th Avenue	33 x 80	2,640	05-123-06-130-010
18	6201 13 th Avenue	33 x 80	2,640	05-123-06-130-011
19	6209 13 th Avenue	49 x 80	3,920	05-123-06-130-013
20	6404 11 th Avenue	88 x 88	7,744	05-123-06-153-001
21	6731 14 th Avenue	44 x 132	5,808	05-123-06-314-004
22	0000 14 th Avenue	44 x 132	5,808	05-123-06-314-005
23	6642 17 th Avenue	31 x 105	3,255	05-123-06-278-018
24	0000 15 th Avenue (Southeast Corner 65 th St & 15 th Ave)	50 x 140	7,000	05-123-06-281-050

Proposal B – Kenosha Redevelopment Authority Properties

B	ADDRESS	LOT SIZE (Grass Cutting)	SQUARE FEET (Grass Cutting)	ID #
1	1006 52 nd Street	41 x 76	3,116	12-223-31-157-020
2	1010 52 nd Street	43 x 132	5,676	12-223-31-157-019
3	1014 48 th Street	86 x 264	22,704	12-223-31-133-003
4	1021 46 th Street	89 x 266	23,674	12-223-31-130-003
5	1022 50 th Street	42 x 132	5,544	12-223-31-154-007
6	1102-1200 52 nd Street	99 x 132	13,068	12-223-31-157-016
7	1104 50 th Street	112 x 104	11,648	12-223-31-154-006
8	1111 51 st Street	33 x 66	2,178	12-223-31-157-001
9	1320 52 nd Street (Zizzo)	78 x 965	75,270	12-223-31-276-020
	1323 50 th Street (Zizzo)	See Above	See Above	12-223-31-276-001
10	1334 50 th Street	41 x 132	5,412	12-223-31-207-016
11	1342 50 th Street	80 x 111	8,880	12-223-31-207-032
12	1420 60 th Street	50 x 128	6,400	12-223-31-384-027
13	2014 62 nd Street	50 x 125	6,250	05-123-06-229-020
14	2102 62 nd Street	33 x 125	4,125	05-123-06-229-016
15	2104 62 nd Street	40 x 198	7,920	05-123-06-228-041
16	2108 62 nd Street	33 x 125	4,125	05-123-06-229-014
17	2109 62 nd Street	50 x 125	6,250	05-123-06-230-008
18	2110 61 st Street	40 x 153	6,120	05-123-06-228-016
19	3004 60 th Street	40 x 120	4,800	09-222-36-383-014
20	3620-50 th Street	70 x 118	8,260	09-222-36-231-009
21	4603 37 th Avenue	61 x 118	7,198	09-222-36-227-002
22	4609 36 th Avenue	60 x 110	6,600	09-222-36-226-009
23	4615 36 th Avenue	60 x 110	6,600	09-222-36-226-010
24	4627 37 th Avenue	61 x 118	7,198	09-222-36-227-006
25	4702 36 th Avenue	73 x 119	8,687	09-222-36-227-028
26	4804 37 th Avenue	62 x 130	8,060	09-222-36-230-015
27	4810 37 th Avenue	60 x 129	7,740	09-222-36-230-014
28	4811 37 th Avenue	60 x 118	7,080	09-222-36-231-002
29	4816 37 th Avenue	61 x 118	7,198	09-222-36-230-013
30	4817 37 th Avenue	69 x 118	8,142	09-222-36-231-003
31	4822 37 th Avenue	60 x 129	7,740	09-222-36-230-012
32	4823 37 th Avenue	69 x 118	8,142	09-222-36-231-004
33	4828 37 th Avenue	60 x 129	7,740	09-222-36-230-011
34	4901 37 th Avenue	69 x 118	8,142	09-222-36-231-005
35	4902 37 th Avenue	60 x 129	7,740	09-222-36-230-010
36	4907-37 th Avenue	69 x 118	8,142	09-222-36-231-006
37	4913 13 th Avenue	40 x 112	4,480	12-223-31-154-005
38	4915 37 th Avenue	69 x 118	8,142	09-222-36-231-007
39	4921 37 th Avenue	69 x 118	8,142	09-222-36-231-008
40	5006 Sheridan Road	175 x 400	70,000	12-223-31-156-001
	913 50 th Street			12-223-31-156-002
	5016 Sheridan Road			12-223-31-156-003
	0000 Sheridan Road (50 th Street & Sheridan Rd)			12-223-31-501-010
41	5103 13 th Avenue	66 x 132	8,712	12-223-31-157-002
42	5109 13 th Avenue	39 x 132	5,148	12-223-31-157-003
43	5115 13 th Avenue	35 x 100	3,500	12-223-31-157-005
44	5127 13 th Avenue	44 x 100	4,400	12-223-31-157-009
45	5131 13 th Avenue	37 x 139	5,143	12-223-31-157-010
46	5139 13 th Avenue	42 x 116	4,872	12-223-31-157-012
47	5143 13 th Avenue	44 x 116	5,104	12-223-31-157-013
48	5818 5 th Avenue	30 x 100	3,000	12-223-31-488-009
49	6039 18 th Avenue	65 x 142	9,230	05-123-06-204-012

C	ADDRESS	LOT SIZE (Grass Cutting)	SQUARE FEET (Grass Cutting)	ID #
1	0000 52 nd Street (Pershing South Parcel)	74 x 98	7,252	08-222-35-427-026
2	0000 54 th Street	126 x 148	18,648	12-223-31-426-017
3	0000 60 th Street (Hotel Site West Parcel)	57 x 235	13,395	12-223-31-358-014
4	702 58 th Street (Alford Building)	124 x 163	20,212	12-223-31-478-007
5	704-75 th Street (Gas station)	139 x 110	15,290	05-123-06-479-017
6	1000 50 th Street	Irregular 1.16 acres	Irregular 1.16 acres	12-223-31-154-011
7	1310-68th Street	32 x 132	4,224	05-123-06-314-010
8	1338 50 th Street	45 x 111	4,995	12-223-31-207-015
9	1403-68th Street	62 x 125	7,750	05-123-06-307-020
10	1406 60 th Street	35 x 128	4,480	12-223-31-384-030
11	1407 59 th Street	35 x 78	2,730	12-223-31-384-033
12	1501 61 st Street	71 x 131	9,301	05-123-06-206-020
13	1502 61 st Street	66 x 84	5,544	05-123-06-203-011
14	1505 60 th Street	50 x 320	16,000	05-123-06-203-003
15	1508 61 st Street	45 x 88	3,960	05-123-06-203-010
16	1510 62 nd Street	50 x 125	6,250	05-123-06-205-020
17	1515 52 nd Street	66 x 122	8,052	12-223-31-303-005
18	1516 62 nd Street	50 x 125	6,250	05-123-06-205-019
19	1523 61 st Street	50 x 125	6,250	05-123-06-205-003
20	1701 62nd Street (Shalom Center Vacant Lot)	50 x 124	6,200	05-123-06-207-008
21	1710 53 rd Street	141 x 124	17,484	12-223-31-326-024
22	1712 50 th Street	50 x 125	6,250	12-223-31-204-028
23	1713 62 nd Street (Shalom Center)	222 x 132	29,304	05-123-06-207-009
24	1715 52nd Street	50 x 124	6,200	12-223-31-326-022
25	1727-52nd Street (Ebay)	36 x 124	4,464	12-223-31-326-003
26	1800 60 th Street (Hotel Site – Main Parcel)	311 x 259	80,549	12-223-31-358-015
27	1801 52 nd Street	103 x 124	12,772	12-223-31-326-021
28	1808 53 rd Street	46 x 124	5,704	12-223-31-326-015
29	1822 53 rd Street	108 x 124	13,392	12-223-31-326-020
30	1826 62 Street	35 x 125	4,375	05-123-06-232-016
31	1827 62 nd Street	50 x 125	6,250	05-123-06-231-005
32	1900 62 nd Street	50 x 125	6,250	05-123-06-232-015
33	2003 63 rd Street	120 x 450	54,000	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
34	2019 61 st Street	50 x 125	6,250	05-123-06-229-004
35	2107 61 st Street	50 x 125	6,250	05-123-06-229-008
36	2211 57 th Street	40 x 50	2,000	09-222-36-483-002
37	2212 56 th Street	43 x 119	5,117	09-222-36-476-012
38	2218 56 th Street	42 x 119	4,998	09-222-36-476-011
39	2224-2226 57 th Street	Irregular	2,322	09-222-36-484-002
40	2304 56 th Street	27 x 114	3,078	09-222-36-477-010
41	3604 67 th Street	78 x 115	8,970	01-122-01-256-005
42	3705-52nd Street (Gas Station)	125 x 80	10,000	09-222-36-329-013
43	3712 50 th Street (Former B&G Site)	259 x 202	52,318	09-222-36-230-008
44	4421 52 nd Street (Pershing North Parcel)	98 x 150	14,700	08-222-35-427-020
45	4628 37 th Avenue	61 x 121	7,381	09-222-36-228-012
46	4814 Sheridan Road (Red Zone)	132 x 132	17,424	12-223-31-135-013
47	5215 Sheridan Road	290 x 500	145,000	12-223-31-426-008
	5319 Sheridan Road			12-223-31-426-016
	0000 8 th Ave (East of 5319 Sheridan Rd)			12-223-31-426-003
	5200 8 th Avenue			12-223-31-501-037
48	5500 8 th Avenue (Ventura Building)	118 x 186	21,948	12-223-31-439-008
49	5700 22 nd Avenue	50 x 90	4,500	09-222-36-483-001
50	5715 13 th Avenue	93 x 79	7,347	12-223-31-455-011
51	5801 6 th Avenue (Garb's)	100 x 92	9,200	12-223-31-488-003
52	5915 Sheridan Road	44 x 109	4,796	12-223-31-462-002
53	6028 15 th Avenue	35 x 111	3,885	05-123-06-203-013
54	6035 25 th Avenue	50 x 124	6,200	01-122-01-103-012
55	6037 22 nd Avenue	63 x 68.5	4,316	05-123-06-228-015
56	6106 23 rd Avenue	50 x 124	6,200	01-122-01-107-021
57	6344 26 th Avenue	40 x 192	7,680	01-122-01-151-021
58	6350 28 th Avenue	50 x 132	6,600	01-122-01-153-019
59	6409-11th Avenue	33 x 132	4,356	05-123-06-153-003
60	6523 14 th Avenue (Frost)	234 x 796	186,264	05-123-06-282-001
61	6638 14th Avenue (KWU)	33 x 100	3,300	05-123-06-281-026
62	6640 14 th Avenue (KWU)	32 x 100	3,200	05-123-06-281-025
63	6702 39 th Avenue	221 x 130	28,730	02-122-02-410-001
64	6720 25 th Avenue	48 x 124	5,952	01-122-01-404-028
65	7525 40 th Avenue	63 x 120	7,560	03-122-11-101-004
66	8927 Sheridan Road	109 x 200	21,800	06-123-18-426-005
67	11325 38 th Street	100 x 402	40,200	08-222-30-301-011
68	11401 38 th Street	100 x 402	40,200	08-222-30-301-012
69	11721 38 th Street	106 x 405	42,930	08-222-30-301-019

**Request for Proposals
Property Maintenance Services
Proposal Number #01-22
Proposal Page**

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; the trimming grass and weeds in accordance with specification requirements and City ordinances at the following prices:

I. Vacant Lots

Proposal	Monthly Charge		Extended Cost
A. Housing Authority	\$ _____	X6	\$ _____
B. Redevelopment Authority	\$ _____	X6	\$ _____
C. Misc. City-Owned	\$ _____	X6	\$ _____
Total Cost			\$ _____

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

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

- II. **Company Overview completed/included?** Yes No
- III. **Evidence of Insurance Coverage Provided?** Yes No
- IV. **Are you a minority owned business?** Yes No

Comments:

Submitted by:

Firm: _____

Signature: _____

Print name: _____

Date: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Payment Terms: _____ % _____ days Net _____ days

**Request for Proposals
Property Maintenance Services
Proposal Number #01-22
Company Overview**

Contractor/Firm Name: _____

Indicate the Number of Employees: _____

Years Firm has been in Business: _____

Indicate Primary Business Activity: _____

Will the Firm have other grass cutting/landscaping contracts in 2022? Yes No

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

_____ Properties

Please itemize the Equipment Owned by the Firm (or include inventory):

Use additional pages (if necessary)

**Request for Proposals
Property Maintenance Services
Proposal Number #01-22
References**

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

A) _____

B) _____

C) _____

D) _____

