

ADVERTISEMENT FOR BIDS FOR

Village of Bellevue, WI – Department of Parks, Recreation and Forestry

Lawn Care Services

The Parks, Recreation and Forestry Department of the Village of Bellevue, Wisconsin will accept sealed bids for LAWN CARE SERVICES (mowing) of Village parks and other public grounds for 2017-2019. Bids will be received by the Village of Bellevue, 2828 Allouez Avenue, Green Bay WI 54311, at the office of the Assistant to the Administrator until 12:00pm on September 30, 2016 at which time they will be opened.

All bids shall be submitted on Village bid forms and be sealed in an envelope which will be plainly marked “**Bid for Village of Bellevue Lawn Care Services – 2017-2019**” and the name of the bidder.

Bid forms and specifications may be obtained at the Village of Bellevue Office (2828 Allouez Avenue Green Bay, WI 54311) or on the Village website at www.villageofbellevue.org.

The Village reserves the right to waive any informality in any bid and reject any or all bids.

Dated this 16th day of September, 2016.

Stephanie Schlag, Director
Bellevue Parks, Recreation and Forestry Department

DETAIL SPECIFICATIONS

Village of Bellevue – Leisure Services Department

Lawn Care Services

A. **Competitive Sealed Bidding**

The Village of Bellevue, Wisconsin (hereinafter referred to as the "Village"), will receive sealed bids from Contractors for lawn care services identified in this solicitation. Bids must be received by the date and time listed on the cover sheet. All bids must be sent to the name and address on the cover sheet.

B. **Objective**

This contract is for the lawn care (mowing, trimming/edging) services within the Village of Bellevue. The specifications contained herein detail how lawn care services shall maintain public turf areas in an appropriate, aesthetic and safe manner.

C. **Qualifications of Contractors**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village in regard to the Contractor's qualifications. The Village shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village reserves the right to reject any bid if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein.

Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor
4. The quality of performance of previous mowing contracts or services

D. Insurance and Workers Compensation

The Contractor shall furnish evidence of all listed Workers Compensation, General Liability, Auto and Umbrella insurance coverages. Certificates of insurance shall be filed with the submitted bid/contract forms with the Village of Bellevue named as an “additional insured”.

Minimum limits of insurance shall be as follows:

1. <u>Workers’ Compensation Insurance</u>	
Each Accident/Employee	State Statutory Limits
Policy Limit	State Statutory Limits
2. <u>General Liability Insurance</u>	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
Fire Damage (Any One Fire)	\$100,000
Medical Expense (Any One Person)	\$5,000
3. <u>Auto Liability Insurance</u>	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
4. <u>Umbrella Liability</u>	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000

To the fullest extent permitted by law, the bidder shall indemnify and hold harmless the Village and its agents, against all injuries, deaths, strikes, losses, damages, claims, suits, liabilities, judgments, costs and expenses which may arise from any negligence of the contractor, its employees or subcontractors.

E. Examination of Work Sites

Before submitting a bid, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract. If the Contractor receives an award as a result of their bid submission, failure to have made such investigations and examinations will in no way relieve the Contractor from their obligations to comply in every detail with all provisions and requirements of the contract documents. Nor will the Village accept a plea of ignorance of such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

F. Quantities

Whenever a bid is sought seeking a request for services, the mow-able acreage quantities shall be construed as estimates for the purpose of obtaining unit prices unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities during the term of the contract.

G. Award of Contract:

The Village reserves the right to reject any or all bids and award multiple contracts as deemed advantageous to the Village.

The Village will review the submitted bids and will rank the Contractor's prices by Contract Activity Forecast. Contract Activity Forecast shall be determined by totaling or extending the unit price per site then multiplying it by the estimated number of mowings. If the submitted unit price and the calculated extension price on the bid sheet are at variance, the unit price shall prevail.

The award shall be made to the responsive and responsible bidder or Contractor with the lowest Contract Activity Forecast for the first year of the contract. The unit contract price for years two and three will be adjusted on the contract anniversary date by the percentage increase, if any, during the preceding 12 month period beginning January 1, in the local Consumer Price Index, published by the Bureau of Labor Statistics.

If funds to complete the entire season are unavailable, the Village may reduce the number of sites in all or part removing sites in order to meet budgetary goals.

H. Mowing & Trimming Standards

- a) Grass height for general areas shall be maintained between 2.5 and 3 inches. No site shall be mowed more than one time per week without prior approval of the Village. During dry periods and periods of slow growth the sites shall be mowed only to maintain the 3 inch height. The bid shall include a maximum of 25 mowings per site, per year. Additional and/or special mowings shall be mutually agreed upon between the Contractor and the Village.
- b) Grass height for baseball/softball facilities shall be maintained between 2.0 and 2.5 inches. Sites may be mowed two times per week pending growth between early May through mid August. During dry periods and periods of non athletic events the sites shall be maintained at a 3 inch height. The bid shall include a maximum of 36 mowings per site, per year. Additional and/or special mowings shall be mutually agreed upon between the Contractor and the Village. Mowing patterns will be alternated regularly on all athletic facilities.
- c) Grass height for soccer/football facilities shall be maintained between 2.5 and 3.0 inches. No site shall be mowed more than one time per week without prior approval of the Village. During dry periods and periods of slow growth the sites shall be mowed only to maintain the 3 inch height. The bid shall include a maximum of 25 mowings per site, per year. Additional and/or special mowings shall be mutually agreed upon between the Contractor and the Village. Mowing patterns will be alternated regularly on all athletic facilities.
- d) The mulching and bagging services will only be provided per request of the Village.
- e) The Contractor shall pick up all trash, litter, and limbs, prior to mowing the site.
- f) The Contractor shall perform string trimming after each mowing in order to minimally maintain the mowed height around buildings, structures, fences, trees, landscape beds,

storm-water ponds, rain gardens, along the backside of curbing, sidewalks, other hard-surface areas, etc.

- g) The Contractor will cooperate with the Village's weed control & fertilizer service provider regarding the timing of mowing. This generally occurs one week in late in fall for all park areas. Athletic facilities will have three applications of fertilizer in May, September, and October.
- h) The Contractor will not provide any fertilizer or herbicide applications.
- i) The Contractor shall remove grass clippings and debris from all sidewalks and hard surface areas immediately after mowing.
- j) The Contractor shall take precautions to protect park patrons at all times. This may even require delaying the scheduled mow should the park usage warrant.
- k) The Contractor shall work with the Village in coordinating mowing for special events and park facility reservations. The Village will provide contractor with a listing of the special events and facility reservations on a monthly basis.
- l) The Contractor shall protect all trees and shrubs while mowing and/or trimming.
- m) The Contractor shall mow areas only at times that do not disturb residents in close proximity of the sites (7:00am – 7:00pm only).

I. Damage to Public or Private Property

Should any damage to private or public property occur as a result of the service performed or work done by the Contractor, the Contractor shall immediately notify the Village or other Village representative of such damage. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

J. Contractor Personnel and Equipment

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period.

K. Work Crew Supervision

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Village. Contractor shall insure all crew are utilizing OSHA safety practices for work performed the Village and right-of-ways.

L. Contract Life

The term of the contract is for three (3) mowing seasons (2017, 2018, 2019). Each mowing season beginning approximately April 15th and ending October 31st of each year.

Any additional work added to the original contract amount shall be completed at the original contract unit prices and documented through a change order.

M. Working Hours

The Contractor shall schedule work between the hours of 7:00am and 7:00pm, Monday through Friday, unless authorized by the Village.

N. Report Submission

The Contractor will submit a weekly list of sites which were mowed.

O. Inspection of Work

All work shall be completed to the satisfaction of the Village, and same shall resolve any questions as to proper procedures or quality of workmanship.

P. Unsatisfactory Work

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, welfare of the community or does not meet the specification herein, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

Q. Costs and Basis of Payment

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, supervision, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered separately and collectively.

The Contractor shall be paid for the work described herein on a per month basis. Discrepancies between actual mowing and those invoiced and/or paid to and by the Village should be made in writing. Partial payment shall be made to the Contractor as work progresses but, in no case, shall payment be made on work not completed to the satisfaction of the Village and in accordance with these specifications. The contract unit prices shall remain firm for the contract term, or until all service work is complete.

R. Liquidated Damages

The Village and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal proceeding. Should the Contractor fail to complete the work as specified in this contract, the Contractor shall be liable to the Village for liquidated damages in the following amounts:

- 1) \$100.00 per day for failure to complete the work in the time frames and specifications required by this contract;

S. Questions During the Bid Process

All questions should be directed to:

Stephanie Schlag, Director of Parks, Recreation and Forestry

Phone: (920) 468-5225

Email: sschlag@villageofbellevue.org

T. Failure to Enforce

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

U. Bid Form Submission:

Each bidder shall submit the original and a copy of the bid in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain all the information requested in section II to include:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given work day and a list of equipment
3. Four (4) references who can attest to the Contractor's ability to fulfill this contract. Include names, addresses, phone numbers and email addresses. At least one (1) reference that can attest to the Contractor's previous satisfactory performance of a municipal or other governmental contract is preferred.
5. Applicable insurance information supplied as required in Section D.
6. Signature blocks completed on pages 19 and 20.

BID/CONTRACT FORMS

Pages 8 - 14 of this packet must be completed and returned by **12:00pm on September 30, 2016** to the office of the Assistant to the Administrator in a sealed envelope marked:

“Bid for Village of Bellevue Lawn Care Services – 2017-2019”

The undersigned Contractor offers to provide to the Village of Bellevue Lawn Care Services conforming to the specifications, terms and conditions set forth herein.

A. Unit Prices and Extensions for Lawn Care Services

Company Name _____

Item #	Description & Location	Est. Acreage	Est. Quantity	Unit Price	Total Price
Parks					
P1	DeBroux (General) 2900 Brighton Place	4.66	25		
P1-A	DeBroux (Softball)	1.08	36		
	Bagging				
P1-B	DeBroux (Soccer)	1.26	25		
	Bagging				
P2	Josten North (General) 2280 Town Hall Road	9.50	25		
	Mulching				
P2-A	Josten South (General)	3.76	25		
P2-B	Josten Tiger Ct (General) 2314 Tiger Court	.68	25		
P2-C	Josten (Diamond #1)	1.18	36		
	Bagging				
P2-D	Josten (Diamond #2)	1.08	36		
	Bagging				
P2-E	Josten (Soccer)	1.15	25		
	Bagging				
P3	Bethel 1479 Seville Drive	.60	25		
P4	Bel-Meadow 2701 Woodland Hills Court	.97	25		
P5	Bower Creek 3223 Barkwood Circle	.96	25		
P6	Moonrise 2215 Moonrise Court	.90	25		
P7	Willow Creek (General) 1800 Guns Street	2.83	25		
P7-A	Willow Creek (Soccer #1)	1.70	25		
	Bagging				
P7-B	Willow Creek (Soccer #2)	1.70	25		
	Bagging				
P7-C	Willow Creek (Soccer #3)	2.65	25		
	Bagging				
P8	East River Parkway Westminster Drive to Manderly Way	14.03	25		
P10	Mancheski's 1558 St. Cecelia Court (end of court)	.80	25		
P11	Mossakowski Dog Park 2282 Bellevue Street	5.56	25		
	Rate for additional acreage if added during contract term				

Item #	Description & Location	Est. Acreage	Est. Quantity	Unit Price	Total Price
Water Utility					
W1	Well 2 2284 Allouez Avenue	.27	25		
W2	Well 4 3267 Kewaunee Road	1.67	25		
W3	Continental Tower 2695 Continental Drive	.71	25		
W4	Erie Tower 2673 Erie Road	1.10	25		
	Rate for additional acreage if added during contract term				
Road Right-of-Way					
ST1	Hazen & Verlin (Corner Lot)	1.12	25		
ST2	Allouez Avenue (Side-path)	1.65	25		
ST3	Eaton Road (Side-path & ROW)	3.19	25		
ST4	Huron Road (Side-path, Eaton-Willow (Median & Terrace)	2.54	25		
ST5	Ontario Road (Median)	.02	25		
ST6	Allouez Ave/Main St. Roundabout	.45	25		
ST7	Verlin Road & Main St. Roundabout	1.44	25		
ST8	Costco Way	.1	25		
ST9	Landmark Blvd & Roundabout	1.37	25		
ST10	GV-172 to Ledgeview (Median & Terrace)	2.32	25		
ST11	GV-172 to Allouez Ave (Median & Terrace)	2.1	25		
ST12	Central Allouez Ave & Woodgate Terrace	1.27	25		
ST13	Lime Kiln Road Path Monroe Road –Daly Street	1.15			
	Guardrails	11,970 FEET	25		
	Rate for additional acreage if added during contract term				
Sanitary Sewer Utility					
SS1	Lift Station (Hoffman & Bellevue)	.15	25		
SS2	Lift Station (HWY GV & Hoffman)	.15	25		
SS3	Lift Station (Lime Kiln & Klondike)	.36	25		
	Rate for additional acreage if added during contract term				

Item #	Description & Location	Est. Acreage	Est. Quantity	Unit Price	Total Price
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Building Grounds					
BG1	Village Office 2828 Allouez Avenue	1.65	25		
BG2	Community Center 1811 Allouez Avenue	.81	25		
BG3	Public Safety Building 3100 Eaton Road	3.36	25		
	Rate for additional acreage if added during contract term				
Storm Water Management					
SW1	Retention Pond Warm Springs Drive	1.1	25		
	Rate for additional acreage if added during contract term				

B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is _____

List of specific equipment to be used:

C. References

1. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

2. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

3. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

4. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

***THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF BELLEVUE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

BIDDER:	
_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	_____
_____	Federal Employer ID #
Signature of Corporation Secretary	

VILLAGE OF BELLEVUE:

_____	ATTEST:
Authorized Agent Signature	_____
_____	Signature of Village Administrator
Title	_____
_____	Date
Date	

In compliance with the specifications, the undersigned offers and agrees, if this Bid is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

(VILLAGE OF BELLEVUE COPY)

***THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF BELLEVUE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

BIDDER:	
_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	_____
_____	Federal Employer ID #
Signature of Corporation Secretary	

VILLAGE OF BELLEVUE:

_____	ATTEST:
Authorized Agent Signature	_____
_____	Signature of Village Administrator
Title	_____
_____	Date
Date	

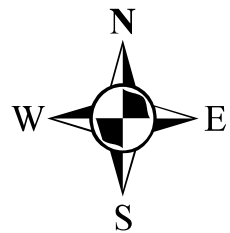
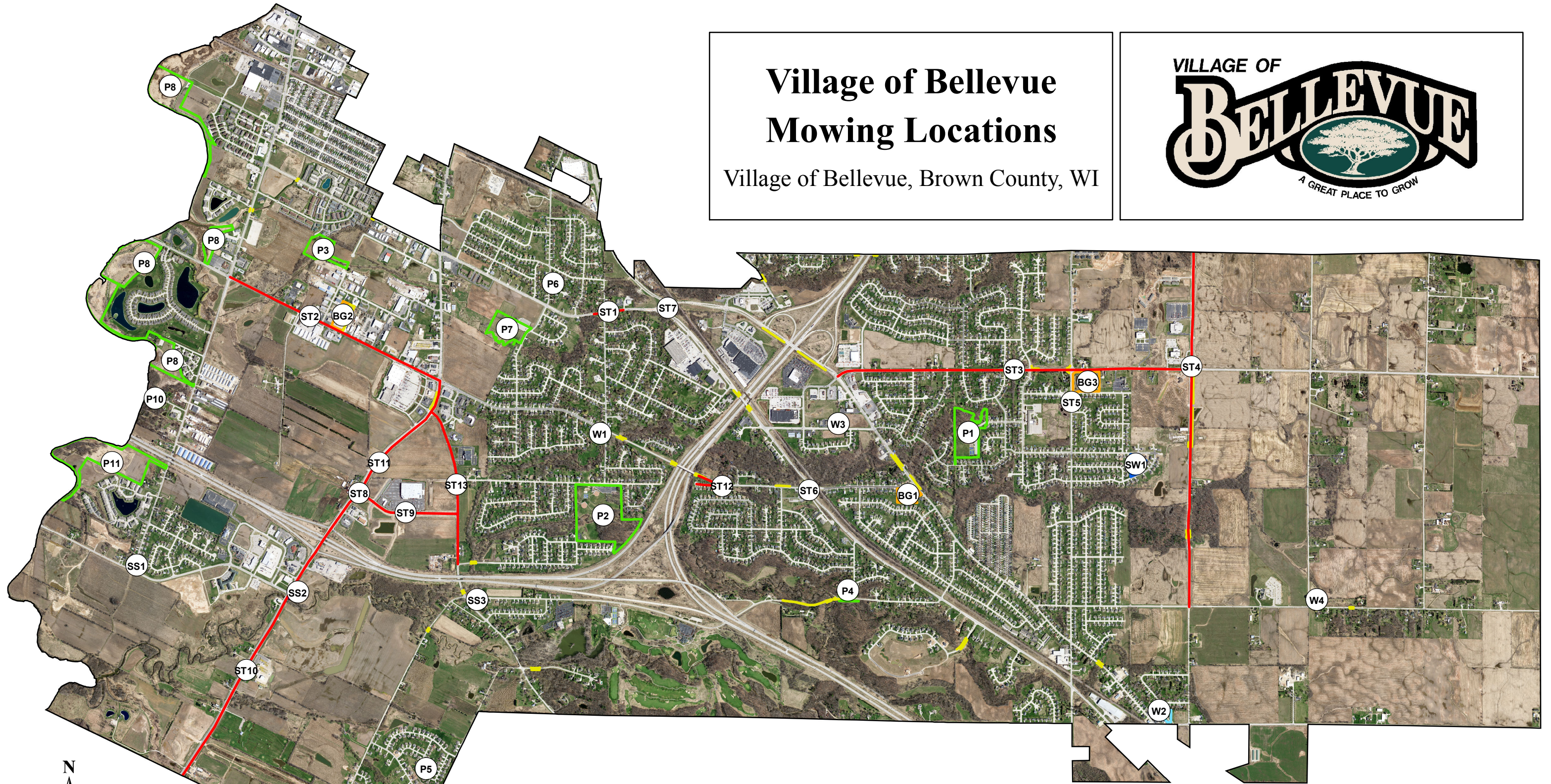
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(CONTRACTOR COPY)

Maps of Various Park and Building Locations

Village of Bellevue Mowing Locations

Village of Bellevue, Brown County, WI



<p>Guard Rail</p> <p>Storm Water Pond</p> <p>SW1 Warm Springs Dr</p>	<p>Sanitary Utility</p> <p>SS1 Hoffman & Bellevue SS2 HWY GV & Hoffman SS3 Lime Kiln & Klondike</p>	<p>Parks</p> <p>P1 Debroux Park P2 Josten Park P3 Bethel Park P4 Bel-Meadow Park P5 Bower Creek Park P6 Moonrise Park P7 Willow Creek Park P8 East River Parkway P10 Mancheski's P11 Mossakowski Dog Park</p>	<p>Water Utility</p> <p>W1 Well 2 2284 Allouez Ave W2 Well 4 3267 Kewaunee Rd W3 Continental Tower 2695 Continental Dr W4 Erie Tower 2673 Erie Rd</p>	<p>Road Right of Way</p> <p>ST1 Hazen & Verlin (Corner Lot) ST2 Allouez Ave (Side-path) ST3 Eaton Rd (Side-path & ROW) ST4 Huron Rd ST5 Ontario Rd (Median)</p>	<p>Road Right of Way</p> <p>ST6 Allouez Ave/Main St Roundabout ST7 Verlin Rd/Main St Roundabout ST8 Costco Way ST9 Landmark Blvd & Roundabout ST10 GV-172 to Ledgeview (Median & Terrace)</p>	<p>Road Right of Way</p> <p>ST11 GV-172 to Allouez Ave (Median & Terrace) ST12 Allouez Ave & Woodgate Ter ST13 Lime Kiln Rd Path (Monroe Rd to Daly St)</p>	<p>Building Grounds</p> <p>BG1 Village Office 2828 Allouez Ave BG2 Community Center 1811 Allouez Ave BG3 Public Safety Building 3100 Eaton Rd</p>
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