

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

**REQUEST FOR PROPOSAL
FOR
LAWN MAINTENANCE SERVICES
2019**

Green Bay, Wisconsin

September 2018

A. INTRODUCTION

The Green Bay Metropolitan Sewerage District (GBMSD), owns and operates two wastewater treatment plants, one in Green Bay, and the other in De Pere. GBMSD treats an average of 32 million gallons of wastewater per day at its Green Bay Facility (GBF) and treats an average of 8 million gallons of wastewater per day at its De Pere Facility (DPF).

GBF	DPF	East River Lift Station
GBMSD	GBMSD	GBMSD
2231 North Quincy Street	315 Leonard Street	321 East River Drive
Green Bay, WI 54302	De Pere, WI 54115	De Pere, WI 54115

GBMSD is seeking a professional service provider with strong experience in lawn maintenance services. This service provider will provide lawn maintenance services at its GBF, DPF, and East River Lift Station from April 1, 2019 through November 30, 2021.

Proposals will not be opened and read publicly.

B. BACKGROUND

The primary goal of this service-oriented lawn maintenance contract is to:

- 1) Maintain the campus grounds in such a state that they contribute to a positive work environment, and experience for employees and visitors, while enhancing the neighborhood and promoting a positive facility image to the general public.

C. SCOPE OF SERVICES

The scope of services to be provided by the contractor under this proposal are as follows:

Scheduling of Work:

- 1) The contractor will be allowed to schedule work hours between the hours of 8:00 a.m. to 8:00 p.m. Monday through Sunday, and holidays as necessary.

Service Specifications:

The work includes mowing and trimming of all established grasses (excluding shrubs, trees, and landscaping).

- 1) Grass height shall be maintained between 2.5 – 4.0 inches throughout the growing season.
- 2) Mow and trim grasses in and around structures, walks, trees, and fence-lines to achieve a pleasing visual aesthetic appearance. The grasses to be maintained under this contract include everything within the property. This will include maintenance on both sides of the facility security fencing.
- 3) Discharge all mowing/trimming debris back onto the lawn and not onto any hard surfaces, such as roadways and parking lots. Mower clippings shall not be left in visible clumps on the lawn.

- 4) Remove any mowing/trimming debris from hard-surface walks and roadways.
- 5) Remove/Clear individual pieces of garbage. Identify possible hazards including large debris, and miscellaneous junk that may be present in/on the grass and report to GBMSD.

Notes:

- 1) Any property which is not mowed/trimmed and/or cleaned satisfactorily, as deemed by GBMSD, shall be re-done upon GBMSD's request and at the contractor's expense.
- 2) GBMSD anticipates having the three properties mowed a minimum of twenty-six (26) times per growing season. However, GBMSD does not guarantee any minimum amount of mowing. The amount of mowing will be based upon the season's weather and growing conditions.

Work Not Included:

- 1) Contractor shall not be required to maintain landscaping for weed control.
- 2) Contractor shall not be required to apply herbicides, for weed control, to the lawns.
- 3) Contractor shall not be required to remove bags of garbage, large debris, and miscellaneous junk, unless it was the result of the contractor's activities.

Supplies and Equipment:

- 1) The contractor is responsible for all lawn maintenance supplies and equipment necessary to properly perform the proposed work.
- 2) Contractor will be allowed to store basic equipment or supplies on-site, provided that said items are contained within a lockable, street legal/ready, enclosed trailer provided by the contractor and approved by GBMSD. No indoor space will be made available for contractor to store basic equipment or supplies on-site.

Contractor's Employees:

- 1) The contractor shall provide professional, knowledgeable, and involved service personnel that are directly employed by the contractor and are, at a minimum, 18 years of age. Subcontractors shall not be allowed unless pre-approved by GBMSD.
- 2) All lawn maintenance staff are directed to follow all GBMSD safety and security requirements, including wearing mandatory personal protective equipment that includes safety shoes and eye protection while working on company property. Additionally, all lawn maintenance staff are directed to wear hi-visibility safety vests and hard hats while at the GBF, during construction projects or any future projects, as directed by GBMSD. GBMSD will notify the contractor in a timely manner of any personal protective equipment requirements.
- 3) Workers must refrain from the use of any GBMSD breakrooms, restrooms, vending areas, telephones, photocopy machines, computers or other property.

Supervision of Work:

- 1) Contractor shall conduct regular systematic inspection of its work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this contract. Contractor shall notify the Maintenance Mechanic Leader by phone or e-mail of any special comments on lawn care needs such as overgrown vegetation.
- 2) Contractor shall make available and maintain a listing of employees assigned to the account. GBMSD reserves the right to conduct criminal background checks on any or all of the contractor's employees. GBMSD also reserves the right to disqualify any of the contractor's employees from GBMSD's premises due to concerns related to a criminal background check. Any such disqualification shall not relieve the contractor from its obligation of completing any portion of the scope of services.

D. PAYMENT

Invoices shall be itemized per property (GBF, DPF, and East River Lift Station), and provide sufficient information for approving payment and for auditing purposes (invoices shall reference assigned purchase order number, etc.). Invoices for a particular service period shall be generated no sooner than the last day of service invoiced. Invoices for services provided shall be submitted by the contractor to GBMSD on a monthly basis. GBMSD will make payment to the contractor within 30 days of the invoicing date of a correct and complete invoice.

E. MANDATORY SITE INSPECTION

Interested bidders are required to visit and examine all three properties prior to submitting a bid in order to assure that they fully understand the scope of work. The site inspection dates are from October 1 – October 12, 2018. Schedule your visit with:

Jim Harper
Maintenance Mechanic Leader
E-mail address: jharper@newwater.us
Phone: (920) 438-1160

F. PROPOSAL FORMAT AND REQUIREMENTS

Proposal shall be submitted in conformance with the following format and requirements:

- 1) Summary of scope of services:
 - a. Provide detailed description, including frequency, of the services proposed for execution of this RFP.
- 2) Key personnel proposed for this RFP:
 - a. Provide a summary of key personnel assigned to the contract.
- 3) Pricing:
 - a. A fixed monthly cost for the lawn care services identified in the scope of services to be itemized for the GBF, DPF, and East River Lift Station.
 - b. Price quotes shall be firm for the first year of the contract, and shall include all transportation and travel costs to and from GBMSD. Annual adjustments may be

made based on the change in the Consumer Price Index (CPI-U) for “Other Services”, assuming the service provider can document an actual cost increase at least equal to the increase in the CPI-U.

- c. This service is exempt from State of Wisconsin sales & use taxes in accordance with Wisconsin Administrative Rule Tax 11.11 pursuant to Section 77.54(26) of the Wisconsin Statutes.

4) References:

- a. Provide a list of at least three (3) professional references documenting your experience. Each reference should include individual’s name, title, and a current telephone number. Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Act.
- b. Provide a listing of properties where the contractor is currently providing lawn maintenance services.
- c. Provide information on the experience and/or qualifications of personnel to be assigned to the project.

G. PROPOSAL SUBMISSION

All questions and clarifications regarding this document will be directed via electronic mail to:

Jim Harper
Maintenance Mechanic Leader
E-mail address: jharper@newwater.us

The Maintenance Mechanic Leader will be the main point of contact for questions related to this RFP. All questions will need to be addressed by e-mail with the subject line reading: Lawn Maintenance Services RFP Question. All questions will be responded to, provided they are **received by 3:00 p.m. October 26, 2018.**

- 1) One electronic copy in Portable Document Format (PDF) of the proposal shall be furnished. The proposals, reference checks, and site inspection meetings will serve as the basis for selection of a service provider and subsequently, for negotiation and execution of a formal contract.
- 2) Proposal must be submitted to Jim Harper at GBMSD by 3:00 p.m., November 02, 2018.
- 3) Proposals shall be addressed to:
Jim Harper
Maintenance Mechanic Leader
GBMSD
2231 North Quincy Street
Green Bay, WI 54302

E-mail address: jharper@newwater.us
- 4) Schedule for RFP:
 - a. Issue Request for Proposal No later than September 07, 2018
 - b. Site Inspection October 01 – October 12, 2018
 - c. Request for Proposal Questions October 26, 2018
 - d. Submitted Proposal November 02, 2018

e. Reference Checks	November 12 – November 30, 2018
f. Negotiate Contracts	December 03, 2018 – January 18, 2019
g. Selection	January 25, 2019
h. GBMSD Executive Director approval	February 08, 2019
i. Award Contract	February 15, 2019
j. Start of Service	April 01, 2019

H. INSURANCE

The contractor shall maintain Comprehensive General Liability insurance in the amount of \$1 Million, and Automobile Liability insurance in the amount of \$500,000.

If the contractor employs any person, they shall maintain Workers Compensation at Statutory Limits.

The contractor agrees to maintain said insurance in full force and effect during the term on the contract.

I. CONTRACT

GBMSD reserves the right to negotiate the final scope of work and level of effort with the selected contractor such that a mutually acceptable agreement, level of effort, and cost will be established for a contract. GBMSD intends to enter into a contract for services from April 1, 2019 through November 30, 2021 with possibility for renewal. Contractor must provide proof of insurance prior to signing of contract. GBMSD reserves the right to request any additional information pertaining to the company ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

J. RIGHT TO CHANGE PROCESS

GBMSD reserves the right to change the process, outlined in Section C, so as the best interest of all involved parties is served. If the process is changed or modified, GBMSD shall issue notice indicating the changes and new instructions. The contractor will be encouraged to communicate with GBMSD on ways to improve the process.

K. CONTRACT CANCELLATION

GBMSD may terminate the contract with 30-day written notice if the Maintenance Manager determines that the level of service is inadequate or if the contractor fails to comply with the requirements of the agreement. GBMSD shall be the sole judge of compliance. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to the contractor.

Should the contractor fail or be unable to perform any required services in a timely manner, GBMSD reserves the right to have such services performed by another firm, with the cost being deducted from any monies due to the contractor.

L. INCURRING COSTS

GBMSD is not liable for any cost incurred by a bidder for responding to this RFP.

M. ATTACHMENTS

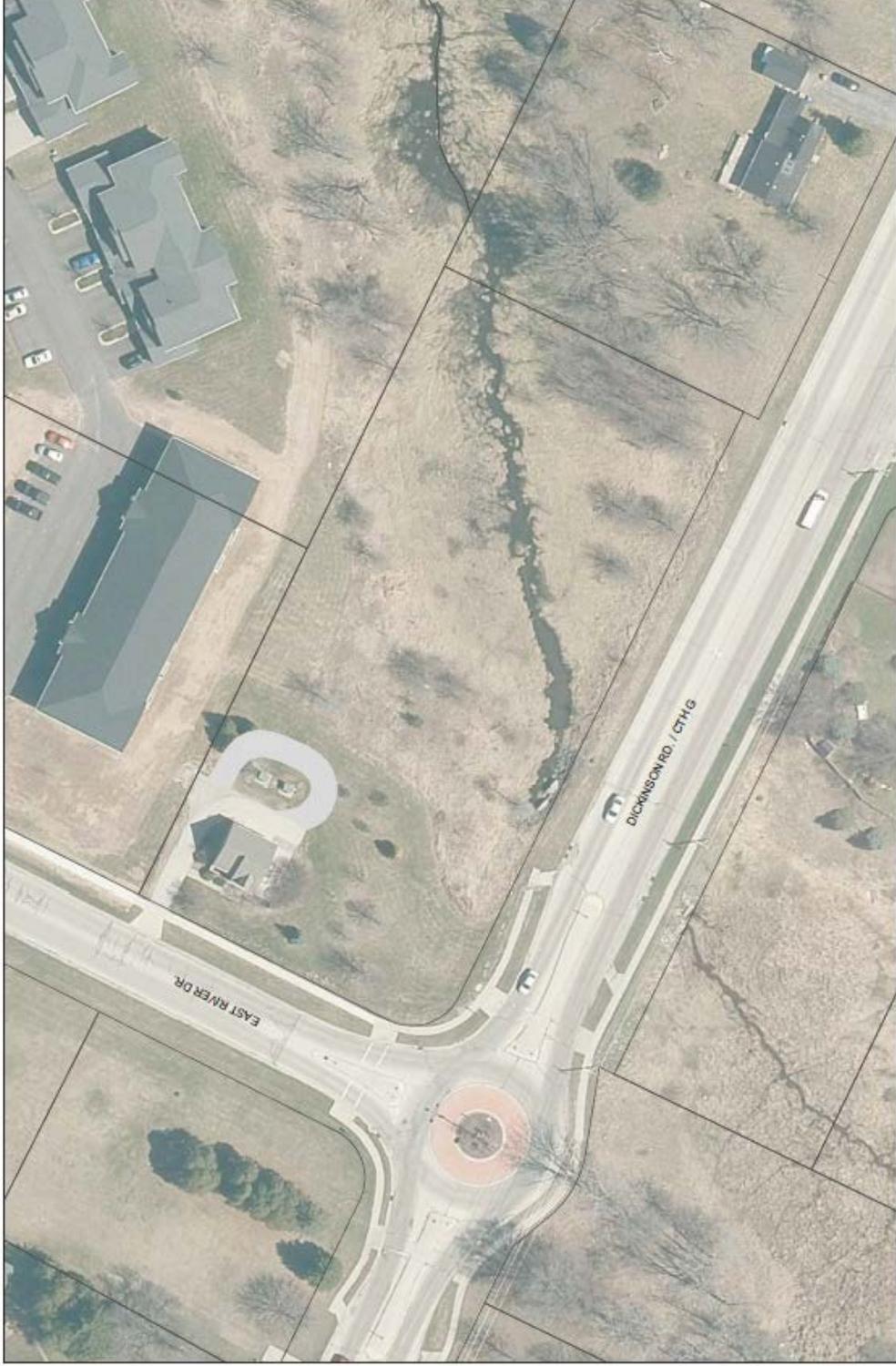
Site Maps for GBMSD's GBF, DPF, and East River Lift Station.



Green Bay Facility



De Pere Facility



East River Lift Station