



May 30, 2018

Ladies and Gentlemen:

You are invited to submit a quotation for the ground maintenance at the SC Johnson Community Aquatic Center at 2800 Ohio Street Racine, WI 53406. All Quotations shall be submitted on the quotation form furnished and are due on or before 2:00 pm Thursday, June 14, 2018 at the Racine County Purchasing Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403

GENERAL INFORMATION

It shall be the successful bidder's responsibility that work conforms to all applicable provisions of the following specifications detailed in this request for quotation. The specifications are not intended to be a completed list and shall not be held to exclude other maintenance tasks not mentioned that are of a similar kind.

Racine County Public Works, through its duly authorized agents, reserves the right to reject any or all quotations, to waive all technicalities, and to accept the quotation deemed most advantageous to the Racine County Public Works Department. All bidders, by submission of their respective quotations, agree to abide by the rules, regulations, and procedures of Racine County.

Racine County shall not be liable for any cost incurred in replying to any Request for Quotation (RFQ).

All quotes are tax exempt as Racine County is not subject to Federal and State Tax.

Quotations may be mailed, emailed, faxed or delivered to:

Racine County Purchasing
730 Wisconsin Avenue
Racine, Wisconsin 53403
Facsimile: 262-636-3763
duane.mckinney@racinecounty.com

General questions may be directed to Duane McKinney, Purchasing Coordinator, at (262) 636-3700 during regular business hours. Technical questions may be directed to David Prott, Highways & Parks Superintendent of Racine County Public Works and Development Services Department, at (262) 886-8441 between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.

Sincerely

David Prott
Highways & Parks Superintendent
david.prott@racinecounty.com

Racine County Public Works
Ground's Maintenance at the SC Johnson Community Aquatic Center
May 2018
Quote # PW-1811

REQUEST FOR QUOTATION
Quote # PW- 1811

GROUND'S MAINTENANCE AT THE SC JOHNSON COMMUNITY AQUATIC CENTER

2800 OHIO STREET
RACINE WI 53406

GENERAL INFORMATION

The purpose of these specifications is to relate Racine County's requirements for purchasing the services of landscape maintenance as described.

The contractor awarded this bid, shall enter a contract with Racine County that may be extended for two (2) additional one-year terms on the same or mutually agreed upon revised terms upon written approval of both parties.

The contractor awarded this bid, shall obtain and maintain public liability insurance and shall name Racine County as an additional named insured.

Any item omitted which is clearly necessary for the satisfactory performance of the proposed service, even though not directly specified, shall be considered a part of the contract.

WORK REQUIRED:

LAWN AREAS

Lawn Maintenance & Line Trimming:

- Mowing shall be done every 5 to 7 days based on conditions
- Grass height shall be maintained at a 3" – 3 ½", longer in the spring and summer and shorter in the fall.
- Alternate cutting patterns shall be performed every other cut
- All debris and garbage shall be picked up prior to cutting
- All clippings shall be **bagged and hauled** offsite
- Clean up - All hard surfaces and flower bed areas shall be blown free of grass clippings
- A line trimmer shall be used to cut grass around all hard objects; light posts, signs, fence posts, utility cabinets, foundation walls, sidewalks and patios, etc. after each mowing.

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Power Edge Curbs and Walks:

- Edge curbs and walkways three (3) times per year
- All debris shall be removed, not blown in the turf area.

Lawn Weed Control & Fertilization:

- Turf & Landscape Chemical Applications 3.0 Certification required **(Proof of License must be submitted with bid)**
- A seven (7) day notice shall be given to Racine County prior to the spraying application of any herbicide and or pesticide material.
- One (1) spring application of pre-emergent herbicide in conjunction with one spring fertilizer application to prevent crabgrass
- One (1) spring and one fall application of broadleaf herbicide for control of dandelions, clover, etc.
- Spring Fertilizer Application
- Summer Fertilizer Application
- Fall Fertilizer Application

Parking Lot:

- Parking lot to be monitored prior to maintenance/mowing picking-up all debris
- Parking lot to be debris free after maintenance/mowing is completed.

TREE, SHRUB AND BED AREAS

Bed areas are those areas covered by mulch, stone aggregate or cultivated topsoil specifically prepared for tree, shrub and other non-turf groundcover growth.

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Landscape Bed Maintenance and Weed Control:

- Turf & Landscape Chemical Applications 3.0 Certification required (**Proof of License must be submitted with bid**)
- A seven (7) day notice shall be given to Racine County prior to the spraying application of any herbicide and or pesticide material.
- Pre-emergent herbicide (Snapshot) shall be applied to the beds in the spring.
- Shall hand pull weeds in landscape areas when necessary.
- Round-up may be applied in cracks of sidewalks and parking areas.
- All beds shall be weed free and cultivated when necessary.
- The contractor shall be on site two (2) times per month maintaining the flower beds and picking up any litter on the grounds.

Shrub/Hedge Trimming & Pruning:

- Hedge trimming and pruning to be done two (2) times per year at a minimum and or as necessary
- As ordered all shrubs, evergreens, and hedges will be trimmed to their natural form and symmetry.
- All debris from trimming will be vacuumed up and hauled away.

Perennial Care:

- Deadheading plants as necessary
- Shall cut back and remove what plants necessary in spring and fall
- Monitoring for insect and disease problems and determine the best possible means of treating the problem.

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Watering Program:

- Turf, trees and flower beds to be monitored and watered as needed
- Contractor shall be able to supply at minimum a 2000-gallon watering tank/truck for watering during dry conditions to sustain tree/plant life

Clean-ups:

Spring:

- Spring Clean-up (One (1) time per year)
- Picking up debris obtained from winter months
- Repair bare areas and ruts with topsoil and seed not repaired by snow removal contractors

Fall:

- Fall Clean-up (two (2) times per year)
- All leaves will be vacuumed and fall debris will be cleaned up and hauled out

Other Services

Quality Assurance:

- The landscape maintenance contractor shall have at least 15 years' experience in the monitoring and professional maintenance of property commercial or other
- Three letters of reference or contact information (name & number) of property currently maintained by the contractor shall be supplied. **References must be submitted with bid**
- On-site inspections will be conducted weekly from April through November
- A weekly inspection report shall be filed at the end of every week and submitted to Racine County. Further, a year end inspection report and analysis of the existing condition of lawn area, trees, shrubs and planting beds shall be submitted to Racine County with any recommendations.

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Integrated Pest Management:

- The contractor shall monitor and accurately identify insects and diseases that may be harmful to trees, shrubs and turf and will determine the best possible means of treating the pest or diseases.
- A seven (7) day notice shall be given to Racine County prior to the spraying application of any herbicide and or pesticide material.
- Prior to any application of any chemical used, an IPM report will be submitted to Racine County containing the product name, amount of chemical used, date and time of application and the targeted pest. Treated areas shall be posted with a placard that may be removed 24 hours after the application.

CONTRACTOR'S RESPONSIBILITY:

To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the County of Racine, their agents, officials and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor or his employees, or of any Subcontractors, or any of their Material Suppliers, or employees. The Contractor shall at his own expense, appear, defend and pay all charges of attorneys and any other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against the County of Racine in any such action, the Contractor shall, at his own expense, satisfy and discharge the same.

The Contractor shall indemnify and hold harmless Racine County against any liens filed for nonpayment of his bills in connection with the project.

STANDARDS:

All work shall be done in a thorough, professional manner by skilled labor experienced in performing landscape maintenance as describe above in the specifications.

INSPECTION:

All materials used and all completed work by the Contractor shall be subject always to the observation, test, and approval of Racine County representatives.

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QUOTATION FORM
PW – 1811

GROUND'S MAINTENANCE AT THE SC JOHNSON COMMUNITY AQUATIC CENTER

2800 OHIO STREET
RACINE WI 53406

After carefully examining the requirements and conditions, I, (we) _____

_____ propose to furnish, per Racine

County Park requirements, services for landscape maintenance at an **hourly rate** of:

\$ _____ **per/hour "plus" material costs.**

Upon approval of Racine County, work can commence on or before:

Date: _____ Signature: _____

NOTE:

Attachments shall be included with quotation form to be complete. Required missing attachments will make the quotation incomplete and invalid.

Please include the following attachments with this quotation form:

- Proof of Chemical Application License must be submitted with bid form.
- Three (3) letters of reference (preferred) or three (3) contacts (name & number) of property currently maintained by the contractor must be submitted with bid form.

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CERTIFICATION OF BIDDER

I fully understand the requirements of the County and certify on behalf of my corporation that we can meet the requirements stated above.

Company Name: _____

Typed/Printed Co. Representative's Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

E-Mail: _____

Signature: _____ **Date** _____