

REQUEST FOR PROPOSAL

Community Development Department

Lawn Maintenance Operative

201 Delafield Street

City of Waukesha

1. Summary and Background

The City of Waukesha Community Development department is currently accepting proposals by individuals or businesses to assume lawn cutting contracting duties to cut down tallgrass and/or noxious weeds on properties which have violated the Noxious Weed and/or Tall Grass municipal code for the City of Waukesha.

The Noxious Weed code states in Chapter 12.03 Public Nuisances Affecting Health, “The following acts, omissions, places, conditions and things are declared to be public health nuisances, but shall not be construed to exclude other health nuisances coming within the definition of §12.02: (6) (Am. #36-85) All noxious weeds which include Canada thistle, leafy spurge, field bindweed (creeping jenny), ragweed, bull thistle, harmful barberry, sow thistle and nodding thistle. Conservancy and Public Zones as defined in Chapter 22 of this Municipal Code may be excluded from this section upon a resolution to that effect by the Common Council”

The Tall Grass Code states in Chapter 17.04(4) Lawns shall not be allowed to deteriorate to such a condition as to be a serious blighting influence on surrounding areas or adjoining premises. Lawns shall be kept free of unsightly debris, the accumulation of which has an adverse effect on the neighborhood or City property values, health, safety or general welfare. Height restriction. Grass or weeds shall not exceed the height of 8” on any lawn area

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates including organizations, businesses, or Individuals, and to conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction of the City and compliance to all state and municipal codes.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm CST, Friday, April 14, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City of Waukesha City

Attorney's office and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Purpose and Description

The purpose of this project is as follows:

To contract with an individual, organization, or business with strong experience in lawn care, a stellar record of customer service and professionalism. In compliance with State and Municipal Ordinances, the Lawn Maintenance Operative, under the direction of the City of Waukesha Weed Commissioner, will enforce the tall grass and noxious weed codes. Duties include lawn cutting contracting duties to cut down grass and/or noxious weeds on properties which have violated the Noxious Weed and/or Tall Grass municipal code for the City of Waukesha at the direction of the Weed Commissioner.

The Weed Commissioner, or any of her appointed agents will clearly provide location, address, owner name and/or any other information needed to perform those contractual duties stated above. Properties will include single family, multi-family and commercial.

4. Request for Proposal Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4 pm CST. Friday, April 14, 2017. Evaluation of proposals will be conducted from April 17, 2017 until April 19, 2017. If additional information or discussions are needed with any bidders during this three day window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than April 20, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by April 28, 2017. Notifications to bidders who were not selected will be completed by April 24, 2017.

6. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Pricing should be listed for each of the following items in accordance with the format below:

Rate of Pay will be as follows:

- The minimum charge for the first hour and each subsequent quarter hour increment.
- Fee if you should arrive at a location and the cutting has already been accomplished by the owner.
- Any additional fees, charges, and/or costs.

NOTE: All costs and fees must be clearly described in each proposal.

7. Bidder Skills and Qualifications

The Bidder should possess the following skills.

- Wide scheduling availability
- High skills in working independently
- Strong Customer Service and communication skills
- Ability to complete each request for lawn and weed cutting within 5 calendar days.
- Outstanding knowledge of commercial lawn care equipment operations and safety.
- Lawn care maintenance methodology
- Must be able to function well independently.

Bidders must provide the following items as part of their proposal for consideration:

- Description of experience in lawn care and professional grade lawn care equipment.
- Description of experience working for a government or commercial entity.
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more commercial lawn projects you have been contracted for.
- At least 3 references from past clients.

Upon hire the bidders must provide:

- Certificate of Insurance, naming the City of Waukesha listed as additional insured.

8. Proposal Evaluation Criteria

The City of Waukesha Weed Commissioner will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to commercial lawn care maintenance as well as client references
- Value and cost: Bidders will be evaluated on the cost of their service(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions of staff technical expertise and experience

Each bidder must submit 2 copies of their proposal to the address below by **Friday, April 14, 2017 at 4 pm CST:**

Community Development Department
Attn: Weed Commissioner
201 Delafield Street, Rm 200
Waukesha, WI 53188

Questions can be referred to Jennifer Andrews 262-524-3573 or jandrews@waukesha-wi.gov

The City reserves the right to not choose any of the proposals submitted.