



**CITY OF MANITOWOC  
MANITOWOC, WI  
REQUEST FOR BIDS  
GRASS CUTTING & TRIMMING SERVICES  
FOR VARIOUS LOCATIONS**

August 10, 2016

## Overview

The City of Manitowoc is seeking bids for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The Contractor must currently be in the business of providing lawn and landscaping services of this type and must have been doing so for a minimum of at least five (5) consecutive years. Contractor should also provide a financial statement showing they have the resources necessary to complete the contracts. All applicable federal, state, and local laws, ordinances and regulations must be followed.

Contractors submitting a bid should review the requirements listed herein. Specifically, the selected Contractor will be required to:

- Execute a contract with the City of Manitowoc
- Attend a pre-bid meeting where City staff will review regulations and requirements and areas to be cut.
- Complete waivers
- The Contractor shall furnish sufficient liability insurance as required by the City of Manitowoc Standard Specifications which is included by reference and can be found on the City's webpage at [www.manitowoc.org](http://www.manitowoc.org) or can be viewed at the office of the Director of Public Infrastructure. The Contractor will also be required to furnish the City of Manitowoc with 2 additional endorsements, one for listing the City of Manitowoc as an additional insured and the second one for a 30-day notice of policy changes or cancellations.

In general, bids are for contracted mowing services of various properties throughout the City of Manitowoc for a three year period, beginning with the 2017 season. Bids are being sought for up to three contracts:

1. Cutting & Trimming Private Properties in noncompliance with City Weed Ordinance
2. Various City Owned Properties
3. Evergreen Cemetery for the Month of May

It is expected that the contractors keep grass in all areas below 4 inches in height. If this level is not maintained, there will be a penalty assessed of 50% of the hourly rate.

Please Note: For Contract 2, specific acreages have not been quantified. These areas will be discussed at the pre bid meeting. Contractor is encouraged to visit the locations and determine for themselves the time and resources needed for cutting & trimming these areas.

The area for the Evergreen Cemetery related to Contract 3 is 87.4 Acres.

City of Manitowoc Grass Cutting & Trimming Services Request for Bids

Any combination of the above three alternates may or may not be awarded, depending upon what is deemed to be in the best interest of the City.

## **Bid Submittal**

Bid responses shall be submitted on the attached Bid Submission Forms. All costs will be final.

Bid must include a minimum of three professional references. These references shall be attached to the Bid Submission Form and include current contact information including name, address, telephone number, and email address.

Bids must also include a list of equipment the contractor will be using to perform the work.

Bids must be received no later than Friday August 26, 2016, 4:00 pm in order to be considered. Bid shall be identified as *City of Manitowoc Grass Cutting & Trimming, & Landscaping Services for Various Locations Bid*.

Bids shall be prepared on the forms provided with these instructions and submitted as specified. Bids will be received for the contracts listed on the forms. All blank spaces for prices shall be completed in ink or typewritten for the specific contract proposing on. If not proposing on the given contract, write the word "none" in each of the blank spaces for the particular contract. **BIDDERS MUST SIGN THE BID FORM.**

Bids may be rejected for the following reasons, among others: alterations of the forms, additions to the forms, alternates not specified, incomplete bids, erasures, unbalanced prices, and irregularities of any kind.

Bids are due by 4:00 pm Friday August 26, 2016

A signed original and five (5) copies of the Bid shall be sent to:

City of Manitowoc Engineering Office  
900 Quay Street  
Manitowoc, WI 54220

If forwarded by mail, the sealed envelope containing the bid shall be enclosed in another envelope addressed as specified.

All questions shall be submitted via email to [cscheinoha@manitowoc.org](mailto:cscheinoha@manitowoc.org). Answers to all questions will be emailed to all Prospective Bidders. Similar questions may be consolidated for response purposes. An attempt will be made to issue an official consolidated response to questions within 5 business days.

## **Selection of Contractor**

The City of Manitowoc (City) will review all bids submitted and if determined to be in the best interest of the City, a Contractor will be chosen. The City may accept any combination of contracts, or none at all, depending upon what is deemed to be in the best interest of the City. The City also reserves the right to waive any or all bids not deemed to be in the best interest of the City.

## **Bid Requirements & Examination of Work to be Performed**

The contractor is required to thoroughly examine the request for bid requirements and the work contemplated. It will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a bid shall be considered evidence that the contractor has made such examination.

Before submitting the bid, the contractor shall examine the scope of work and visit the sites of the work to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to this project. By submitting a bid, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

**There will be a mandatory pre-bid meeting on August 17, 2016 at 10:00 am** at the Public Works Facility, 2655 S 35<sup>th</sup> Street, Manitowoc, WI 54220 to discuss the Request for Bid, including existing conditions, examination of scope of work, and to answer questions. ***Areas to be cut under Contract 2 will be reviewed in detail at this meeting.*** Bids received from Contractors who do not attend this meeting will not be considered.

## **General Information**

Contractor may withdraw their bid at any time prior to the time specified as the closing time for the receipt of bids. However, no prospective bid shall be withdrawn or cancelled for a period of sixty (60) calendar days after the advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn or cancelled after having been notified that the bid has been accepted by the City.

Award of contract for mowing services to the successful contractor(s) must be approved by the City of Manitowoc Common Council, and no rights or obligations shall commence under that award until such approval is secured and a contract has been duly executed by all parties.

Contractor shall, if awarded a contract, deliver an executed contract within 10 days of the date of the Notice of Award, including required Certificates of Insurance as specified.

Contracts may be separately awarded based on alternates chosen, if that is deemed to be in the best interests of the City. The City reserves the right to reject any or all bids and to waive irregularities in any bid.

## **Bid Form**

**Project:** Contract Mowing Services  
City of Manitowoc, WI

**Deadline:** August 26, 2016  
4:00 pm Local Time

The undersigned acknowledges receipt of the Contract Documents, Invitation to Bid, Instructions to Bidder, and Bid Forms as prepared by the City of Manitowoc.

The Bidder hereby declares that that only the person or persons interested in the Bid as principal or principals is, or are named herein, and that no other person herein mentioned has any interest in the Bid or in the contract to be entered into; that this Bid is made without connection to any other person, company or parties submitting a Bid for this project; and is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that they have examined the sites of the work and informed themselves fully in regard to all conditions pertaining to the places where the work is to be performed; and that they have examined the specifications for the work.

The Bidder proposes and agrees if any of these bids are accepted, to contract with the City of Manitowoc, to furnish all equipment, labor, and supervision necessary for the performance and completion of work for the total costs indicated.

Contractor will provide adequate equipment to cut and bag grass and weed whip.

**Contract 1**  
**Cutting & Trimming Private Properties in Noncompliance**  
**with City Weed Ordinance**

Contractor: Ecology Technology Inc.

Year	Hourly Rate (Time & Materials)
2017	
2018	
2019	

\* See Attached Hourly Rate Sheet.

City of Manitowoc Grass Cutting & Trimming Services Request for Bids

The undersigned hereby certifies that the Contractor is organized as indicated below and that all statements made herein are made on behalf of said Contractor.

Business Name: Ecology Technology Inc.  
Business Address: 2717 S. 10<sup>th</sup> St.  
Manitowoc, WI 54220  
Telephone Number: 920-652-1037  
Fax Number: same as phone number call to let us know a fax is  
Email Address: ecology-technology-inc@hotmail.com being sent

**Complete Applicable Paragraph:**

Corporation or LLC: Bidder is a corporation organized under the laws of the State of Wisconsin. Its corporate president is Lee R. Meyer and its corporate secretary is Joan M. Meyer. Joan M. Meyer is authorized to submit bids and sign contracts for the bidder by action of the board of directors.

Partnership: Bidder is a partnership consisting of the following partners: \_\_\_\_\_  
\_\_\_\_\_ is authorized to submit bids and sign contracts for the partnership.

Sole Proprietorship: Contractor is an individual doing business as \_\_\_\_\_  
\_\_\_\_\_

**Sworn Statement**

I, being duly sworn, hereby certify that I have examined and carefully prepared this bid from the Bid Documents and have checked the same in detail before submitting this bid; that I have full authority to make such statements and submit this bid on behalf of the above bidder, and that said statements are true and correct.

Signature: Lee R Meyer  
Name & Title: Lee R. Meyer Owner



# ECOLOGY TECHNOLOGY INC.

*Landscape Materials  
Lawn Care  
Light Excavating*



*Snow & Ice Control  
Fertilization  
Grounds Maintenance*

**2717 South 10th Street, Manitowoc, WI 54220 (920)652-1037**

Online: [www.ecologytechnologyinc.com](http://www.ecologytechnologyinc.com) E-Mail: [ecology-technology-inc@hotmail.com](mailto:ecology-technology-inc@hotmail.com)

We at Ecology Technology Inc. are prepared to offer the following equipment with operators to maintain the City of Manitowoc - controlled properties.

- 1) A two man cut crew with 2/ 60"-72" zero turn mowers, and 2 string trimmers with pull truck and trailer @ \$95/ Hr. (Bagging of grass if necessary)
- 2) A one man cut crew with 1/ 72" zero turn mower and 1 string trimmer with pull truck and trailer @ \$50/Hr.
- 3) A one man cut crew with a 8' finish mower on a bobcat/toolcat @ \$75/Hr.
- 4) A one man crew with a 11' finish mower Jacobson batwing @ \$80/Hr.
- 5) A one man cut crew with a 72" brush mower on a bobcat track machine @ \$95/Hr.
- 6) Additional manpower for trimming @ \$35/Hr.

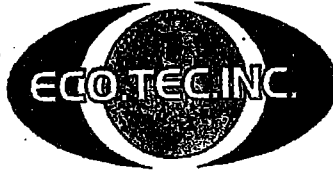
Ecology Technology Inc. would begin services in April and end services in October. The work would be scheduled Monday through Friday from 8:00-12:00 / 12:30-4:30. These hourly prices are based on a five day week/8 hours per day. Saturday would be used as a make- up day for inclement weather.

In house Irrigation and applicator services are also available. We currently have four licensed and insured applicators on staff, along with two trained irrigation technicians.

One recommendation would be to assign specific locations for the season. This would help to create familiarity with each of the job sites serviced.

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2717 South 10th Street, Manitowoc, WI 54220 (920)652-1037

Online: [www.ecologytechnologyinc.com](http://www.ecologytechnologyinc.com) E-Mail: [ecology-technology-inc@hotmail.com](mailto:ecology-technology-inc@hotmail.com)

## References

MPU

Philip Platteter 1303 S. 8th St Mtwe.

pplatteter@mpu.org 920/686-4352

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Bank First National 402 N 8th St Mtwe.

Neil Koch n.koch@bankfirstnational.com

920/652-3275

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Forefront Management LLC 801 York St.

Pat Reilly

920/683-5278