



Capital Project Request Form

City of Manitowoc

Select Request Type: Unbudgeted Request

Department or Activity: <u>Parks/Engineering</u>		Date of Submission: <u>6/17/14</u>	
Contact Person: <u>Denise Larson</u>		Phone#: <u>686-3061</u>	
Project Title: <u>Lincoln Park Zoo - Tree Removal</u>		Estimated Useful Life: <u>50.0</u>	
Department Priority (select one) <u>Desirable</u>		Purpose of Project Request (check one)	
Will Request be part of another departments project? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Department/Project		<input type="checkbox"/> New Item <input type="checkbox"/> Replace Existing Item: List Age _____ <input checked="" type="checkbox"/> Modify Existing Item	
Purpose of Expenditure (select one) <u>New Operation</u>			
Description: <u>Removal and disposal of all wood and debris of the double oak tree in the birds of prey pen at Lincoln Park Zoo</u>			
Cost & Recommended Sources of Funding: (Sources can be from sales of existing assets to offset cost of replacement)			
<u>Basis of Cost:</u> Quote <input checked="" type="radio"/> Other Project <input type="radio"/> Bid <input type="radio"/> Estimate <input type="radio"/>		Total Cost \$ <u>4,455.00</u>	
		Total Revenue \$ <u>0.00</u> enter as - (neg)	
		Net Cost \$ <u>4,455.00</u>	
Will there be additional costs in future years to complete this project? No <input checked="" type="radio"/> Yes <input type="radio"/> Amount \$ _____			
<u>Net Effect on Operating Costs (+/-) of 'New' Asset for the first year after purchase.</u>		<u>Net Effect on Operating Costs (+/-) of 'Retaining' Existing Asset for another year.</u>	
<u>Direct Costs</u>		<u>Direct Costs</u>	
Personnel	\$	Personnel	\$
Purchase of Service	\$	Purchase of Service	\$
Material/Supplies/Equip	\$	Material/Supplies/Equip	\$
Utilities	\$	Utilities	\$
Other	\$	Other	\$
<u>Indirect Costs</u>		<u>Indirect Costs</u>	
Other	\$	Other	\$
Total	\$ <u>0.00</u>	Total	\$ <u>0.00</u>
Finance Department Use:			
Account Assigned to Project: _____			
Approval sent to Contact Person: Initials _____ Date _____/_____/_____			

Recovered funding Project from

~~Donation Tube funding~~

ELK funding

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NAY

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7/14/14

**Serenity Farm Landscaping, Inc.**

Andrew Kissel, President
2803 Old Park Road
Sheboygan, WI 53081

Phone 920-457-0314 Fax 920-457-4095

NAME: Chad Scheinoha - Parks Operations Mgr.	PHONE: Chad - Cell 374-0402 Kathy 374-0111	DATE: May 29, 2014
ADDRESS: 2655 South 35th Street	JOB: Double Oak Tree/Birds of Prey Pen	
CITY, STATE, ZIP: Manitowoc, WI 54220-5965	JOB LOCATION: Manitowoc Zoo	

Removal of and disposal of all wood and debris of the Double Oak Tree in the Birds of Prey Pen, per the walk through with Kathy.

Includes Bucket truck, crane truck, chopper and truck, skid-steer, top-kick dump truck clean-up and labor:

\$4,455.00

Thank you for giving us the opportunity to bid on this project. If you have questions, please call.

THANK YOU FOR GIVING US THE OPPORTUNITY TO BID ON THIS PROJECT. IF YOU HAVE QUESTIONS, PLEASE CALL.

PAYMENT TO BE MADE AS FOLLOWS: Net 30 days, 1½%/month

RESPECTFULLY SUBMITTED BY: Andy Kissel

NOTE: This proposal may be withdrawn if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above.

Signature _____

Signature _____

Date of Acceptance _____

NOTICE

Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has the right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of its sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid.

Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, and original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount of not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.

