

PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE
WAUKESHA, WISCONSIN 53188-2471
TELEPHONE 262/524-3737 FAX 262/524-3713

Ron Grall, Director
rgrall@ci.waukesha.wi.us

March 22, 2019

To: Parks, Recreation & Forestry Board (PRFB)

RE: PRFB Agenda Item – Recommend awarding the 2019 Street/Highway Median Island Mowing and Trimming Services

This request is to recommend to Common Council awarding the 2019 Street/Highway Median Island Mowing and Trimming Services to Kujawa Enterprises Inc. (KEI) in the amount of \$83,025.00. This includes the new Meadowbrook Road medians, Les Paul Parkway medians, Highway 18 medians and miscellaneous islands/medians throughout the City.

Thank you,

Keith Johnson, Supervisor
Grounds Maintenance

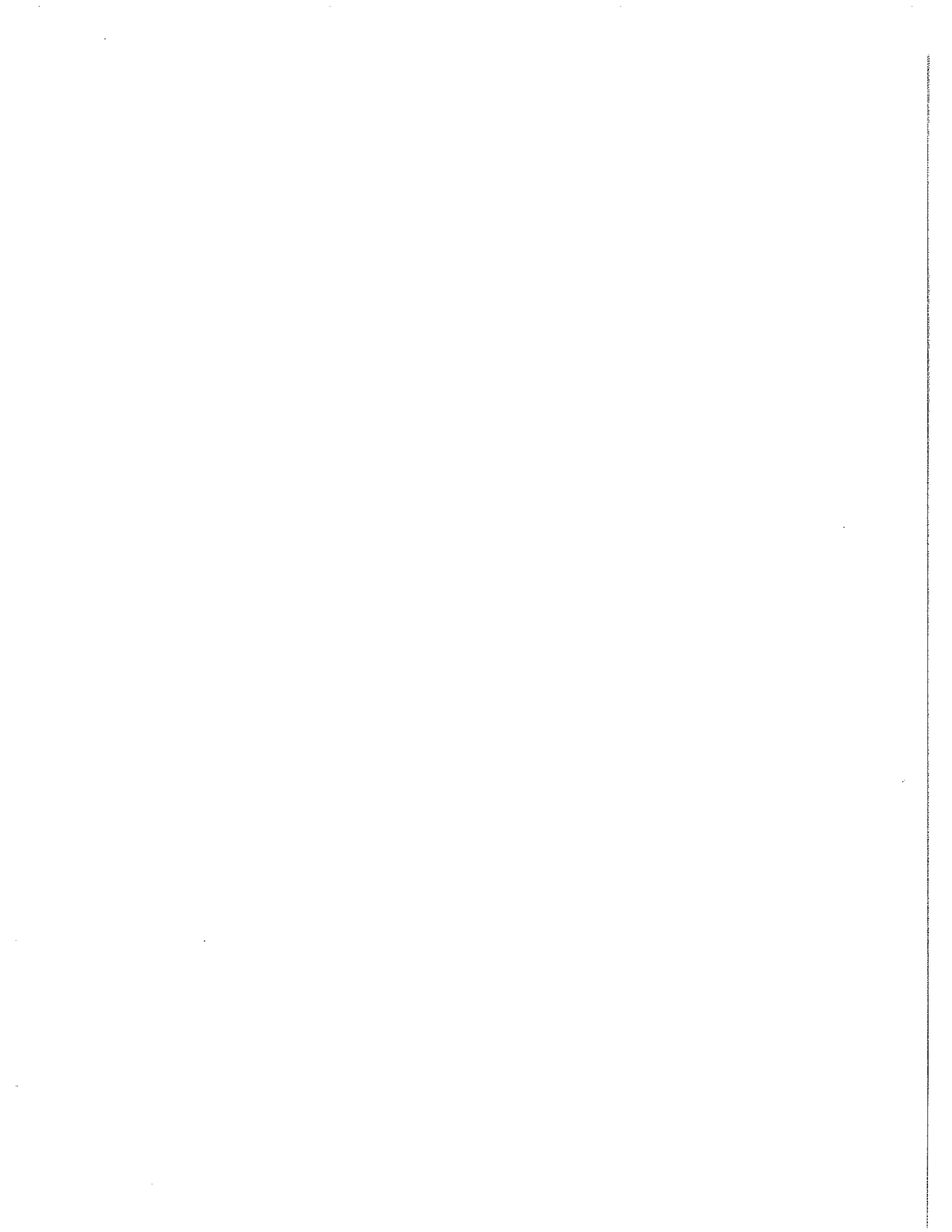
City of Waukesha
Parks, Recreation & Forestry
Department

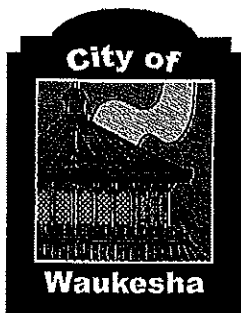


CITY OF WAUKESHA
PARKS, RECREATION AND FORESTRY DEPARTMENT
Street Median Island Mowing and Trimming Services

RFQ RECEIVED:
3/20/19

	BID
KEI 824 E Rawson Ave Oak Creek, WI 53154	\$ 83,025.00
Happy Mower inc W191S7166 Luehring dr Muskego, WI 53150	\$ 88,500.00
All Seasons Facility Maintenance inc P.O. Box 6 North Prairie WI 53153	\$ 160,753.47





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IMPORTANT NOTICE TO PROSPECTIVE CONTRATORS

Enclosed for your consideration, please find a Request for Quotations (RFQ) for the provision of contracted mowing and trimming services of selected Street Median Islands starting in spring 2019.

Carefully read and review all information provided. Enclosed you will find pertinent maintenance specifications, median location maps and required price quote submittal forms. Please note that the maps are provided for your reference only. It is **strongly recommended** that you personally measure and review the indicated areas prior to submittal.

Submittals may be mailed, emailed or delivered in person in a sealed envelope marked "**Street Median Island Mowing and Trimming Services**" to:

**City of Waukesha
Parks Recreation & Forestry Department
1900 Aviation Drive, Waukesha, WI 53188
ATTEN: Keith Johnson
Deadline for submittal: 12:00 pm Thursday March 22nd, 2019**

The City of Waukesha reserves the right to accept or reject all or part of any submitted quote and select the contracted service deemed most advantageous to the City of Waukesha.

If you have any questions regarding the completion/submittal of the RFQ, please contact:

**Keith Johnson, Supervisor
Grounds Maintenance Division
City of Waukesha
Parks, Recreation & Forestry Department**

kjohnson@waukesha-wi.gov
Phone: (262) 524-3722
Cell: (262) 993-2083
Fax: (262) 524-3713

REQUEST FOR QUOTATIONS (RFQ)
Street Median Island Mowing & Trimming Services
City of Waukesha

REQUIRED TERMS & MAINTENANCE SPECIFICATIONS

1. Schedule

The Contractor will provide to Owner (City of Waukesha) a yearly mowing schedule that allocates adequate personnel and equipment to complete the entire weekly mowing. The Contractor must maintain this schedule with the ability to use Saturdays to catch up on time lost due to unsuitable weather and/or turf conditions. The Contractor will notify the Owner of any changes to the schedule. The Owner agrees to provide notice of cancellation by noon of the day proceeding scheduled work to be canceled.

2. Litter, Debris and Cleanup

The Contractor will be responsible for the proper removal of trash, downed tree limbs less than 4" diameter and debris from the islands. Anything larger contact the City Grounds Maintenance Supervisor.

3. Mowing – Trash and Debris

The entire site will be picked up of trash and debris disposed of before mowing begins, this includes cigarette butts. Mowing over or placing litter or debris in the trees, landscape beds or street curb area is not acceptable. Grass will not be blown into the streets or allowed to accumulate in the curb line or sewers. All efforts will be made to keep grass on the island.

4. Height of Cut

Mowers will be rotary type and the height of cut will be set at between 2½ - 3 inches. City Grounds Maintenance Supervisor shall have the right to check equipment for compliance. The Contractor shall adjust lawn mowing heights at the written request of the Owner.

5. Frequency of Mowing

Mowing will be completed once (1) every 7-12 days starting the third week of **April continuing through October 31st (20-22-time mowing/trimming season)**. Cuttings may be reduced or adjusted based on weather conditions and/or growth rate (must be coordinated with the City Grounds Maintenance Supervisor). A right of way permit (ROW) shall be issued by the City to the Contractor in accordance with State of Wisconsin DOT standards.

6. Trimming and Edging

Contractor shall be responsible at EVERY lawn mowing for trimming around permanent objects such as trees, shrubs, mulch and plant beds, sign posts, fencing, near buildings, in curbs and gutters, and any other part of the lawn area where the lawn mowers may not be able to reach during routine mowing. Areas to be trimmed shall be brought to the same level as the mowing level of the lawn. The contractor is also responsible for control of weeds (chemical or trimming) in the cracks of the concrete curbing surrounding the median and any concrete that is attached to or extends the end of the island including sidewalk crossings, traffic controls, etc. The contractor must take care not to damage objects during mowing and trimming operation. If the contractor chooses to use chemicals to control weeds, the contractor is responsible for obtaining the correct pesticide applicator certification in accordance with Wisconsin department of Agriculture Trade and Consumer Protection (Wis DATCP) and shall provide a copy of certification upon requested.

7. Final Appearance

Picking up or bagging of cut grass and raking of leaves are not normally required. Mowing patterns shall be such that the clippings are evenly distributed, not windrowed into noticeable deposits. At the Owner's discretion, unevenly distributed grass clippings may have to be picked up. Grass clippings will not be allowed to accumulate on the road or curb lines. Mowing patterns will be established, and equipment

operated so that the height of cut is uniform, and no scalping occurs. Mowing pattern will be consistent throughout the lawn area and satisfactory to the Owner. Trees, shrubs and other plants should not be "barked" by running into them with the mowing equipment. Any damage done to existing trees, shrubs and other plants by "barking" will be assessed to the contractor and deducted from monies owed.

8. Personnel

The Contractor's Contract Administrator must be available by phone and email. Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program. The crew foreman must be able to converse in English. Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall act appropriately and professionally at all times. The Owner may require the Contractor not to assign any employee the Owner deems incompetent, careless, insubordinate, or otherwise objectionable to work on City projects.

9. Equipment

Contractor, operators and all vendors shall wear reflective vest while in the right of way, and will provide, upon request, the Owner with a list of owned or leased equipment. Walk behind mowers may be used around obstacles and for steep slopes. Mowing equipment shall be kept in good, safe operating condition with sharp blades so that grass is cut properly and, in such condition, that oil and gasoline are not leaked onto turf areas. Mowers shall be rear discharge or have the grass chutes closed off to eliminate objects and grass from being thrown from mowers into traffic roads and sewers.

10. Fueling and Oiling

Spilled gasoline and oil kills grass. Mowers will not be fueled or oiled in grass they shall be moved to paved areas for this function.

11. Standards

All materials and workmanship must be in accordance with generally accepted methods and standards of the industry and be consistent of the highest quality and the standards of the City of Waukesha. The Contractor shall perform all duties in a timely and workmanlike manner. All regulations pertaining to traffic control for street construction and maintenance operations in the City of Waukesha shall be followed. All work is subject to inspection from the Owner. All regulations pertaining to traffic control for street construction and maintenance operations in the City of Waukesha shall be followed. All work is subject to inspection from the Owner.

- (a) All contractor's supervision and staff must attend an annual safety briefing by the City of Waukesha and Waukesha County Highway Operation personnel.
- (b) All persons mowing within the WisDOT right of way shall wear Class 2 safety vests.
- (c) Mowing shall take place during non-peak travel times and in daylight hours only.
- (d) Litter and other debris shall be removed prior to mowing. Applicants may keep cans and other recyclable items that may be turned in for cash.
- (e) Chemical treatment of the median is prohibited.**
- (f) Mowing shall take place with the chute facing away from traffic.
- (g) Mowing clippings shall not plug drainage structures.
- (h) Applicant shall have a copy of their permit nearby that is easily accessible.
- (i) Persons mowing within the median shall be responsible for any damages caused to WisDOT facilities, permitted utility facilities, etc. resulting from the mowing operation.
- (j) All persons mowing within the right of way shall be at least 15 years of age or older.
- (k) Mower operators shall yield to vehicular traffic at all times during equipment crossing and mowing operations.
- (l) No vehicles or equipment shall be parked or stored on highway right of way.

- (m) Where the median is a curb section, temporary ramping with a plank or two shall be allowed for a riding lawn mower. Any planking of the curb shall be only to gain access to and from the median being mowed and be removed once mowing is completed.
- (n) The applicant may use weed whips around light poles, sign posts, etc.

12. General Reporting of Damages and Communication

Any vandalism, storm damage or Contractor damage to the subject areas needs to be reported as soon as possible by the Contractor to the Owner. The Contractor will respond to calls from the Owner with a response time not exceeding four (4) hours.

Regarding Property Damage:

- a. Wherever any existing material, equipment or facility is damaged by the Contractor, the cost of repair or replacement shall be charged to the Contractor. Items covered by this provision include, but are not limited to curbs, sidewalks, lawns (to include scalped areas ruts or depressions), plantings, limbing or gouging of trees or shrubs, signs, light poles, vehicles etc.
 - b. Injuries to any person, damage to any mowing site, the property of any employee at that site, customer or any property not belonging to the Contractor shall be reported immediately to the Owner. Any costs for this damage or injury will be responsibility and reimbursed to the injured party by the Contractor.
 - c. Repair work due to damages caused by the Contractor shall be coordinated through, and subject to the approval of the Owner. Repairs shall be made with like materials in a manner acceptable to the Owner and repaired to its original state at the Contractors expense.
 - d. Contractor shall acquaint themselves with the location of utilities, which may be encountered or be affected by their work, and shall be responsible for damage caused by neglect to provide proper precautions or protection.
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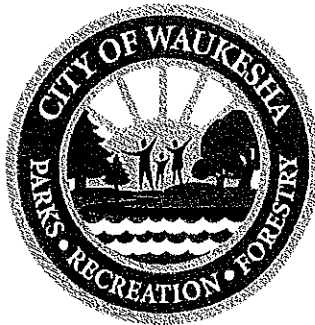
QUOTATION SUBMITTAL FORM
(Print/Type Information)

1. NAME OF CONTRACTOR: _____
2. BUSINESS ADDRESS: _____
3. City: _____ State: _____ Zip Code: _____
4. CONTACT PERSON: _____
5. PHONE NUMBER(S): _____ / _____
6. EMAIL: _____
7. AUTHORIZED SIGNATURE: _____ DATE: _____
8. TITLE: _____

TOTAL PRICE OF SECTION "A": \$ _____

TOTAL PRICE OF SECTION "B": \$ _____

TOTAL PRICE OF SECTION "A + B": \$ _____



NATIONAL
Gold Medal Winner

Received: _____ (Office)

By: _____ (Office)

ITEMIZED (PER AREA) QUOTATIONS

SUBMIT WITH COMPLETED "QUOTATION SUBMITTAL FORM" Reject quotes that do not have itemized per area quotations?

STREET MEDIAN MOWING & TRIMMING LOCATIONS

SECTION "A"- City Medians

1. Arcadian: Six Islands west from the 59/164 Bypass to just pass Tesch Ct.
\$ _____
2. Big Island: Between E. North Ave & E. St. Paul (HWY 18) From Moreland Blvd. to Albert Street
\$ _____
3. Les Paul Parkway at Blackhawk Trail: Les Paul terrace from Blackhawk Trail. south to sidewalk
\$ _____
4. Main & Perkins: Corner property on Lincoln & Perkins intersection & E. Main and Cleveland island. (2 maps)
\$ _____
5. Main Street: Islands from Manhattan Drive east to Moreland Blvd. (2 maps)
\$ _____
6. Manchester: One island at Manchester and Madison Street
\$ _____
7. Oakridge Court: Cul-de-sac island on Oakridge Court
\$ _____
8. Silvernail: Islands from Grandview west to University Dr. (include terrace) (1 map)
\$ _____
9. South East Ave.: Islands from Rivera Ave. south to Les Paul parkway.
\$ _____
10. Grand: Islands from Rivera Dr. north to Estberg Ave. (2 maps)
\$ _____
11. Springdale: Islands from Bluemound Rd (Hwy. JJ) to Moreland Blvd
\$ _____

12. E. Sunset & Guthrie: Island form Blackhawk Trail to Howlett Lane along Sunset and Guthrie Rd.

\$ _____

13. Sunset: Islands from Les Paul Parkway (164 bypass). west to Genesee Rd. (W. St. Paul Ave). Include Chapman island & terrace between the river and bank driveway (see map) (3 maps)

\$ _____

14. Tenny: Islands from south of E. Sunset Dr. north to Roberta Ave. Including the Islands north of Roberta (2 maps)

\$ _____

Total Section "A" \$ _____

SECTION "B"- State/County Medians

1. HWY. 18 Manhattan-Wolf: (Moreland Blvd. 1) Islands from Manhattan east to Wolf Rd. (1 map)

\$ _____

2. Les Paul parkway Intersection of Moreland and Wolf Road, South to Genesee rd. (11 maps)

\$ _____

3. Hwy 59 by pass: (Les Paul parkway) intersection of Moreland and Wolf Road, South to Genesee rd. (5 maps)

\$ _____

4. St Paul Ave: St Paul Ave From Harris -Highland to HWY 59 (3 maps)

\$ _____

5. Meadowbrook: From Summit north to I94 (5 maps)

\$ _____

Total Section "B" \$ _____

Total Sections "A" + "B" \$ _____



STREET MEDIAN MOWING & TRIMMING LOCATIONS

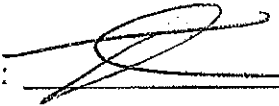
SECTION "A" – City Medians

1. Arcadian: Six Islands west from the 59/164 Bypass to just past Tesch Ct.
2. Big Island: Between E. North St. & E. St. Paul (HWY 18) From Moreland Blvd. to Albert Street
3. Les Paul Parkway at Blackhawk Trail: Les Paul terrace from Blackhawk Trail. south to sidewalk
4. Main & Perkins: Corner property on Lincoln & Perkins intersection & E. Main and Cleveland Island. (2 maps)
5. Main Street: Islands from Manhattan Drive east to Moreland Blvd. (2 maps)
6. Manchester: One island at Manchester and Madison Street
7. Oakridge Court: Cul-de-sac island on Oakridge Court
8. Silvernail: Islands from Grandview west to University Dr. (include terrace) (1 map)
9. South East Ave.: Islands from Rivera Ave. south to Les Paul parkway.
10. Grand: Islands from Rivera Dr. north to Estberg Ave. (2 maps)
11. Springdale: Islands from Bluemound Rd (Hwy. JJ) to Moreland Blvd
12. E. Sunset & Guthrie: Island form Blackhawk Trail to Howlett Lane along Sunset and Guthrie Rd.
13. Sunset: Islands from Les Paul Parkway (164 bypass). west to Genesee Rd. (W. St. Paul Ave). Include Chapman island & terrace between the river and bank driveway (see map) (3 maps)
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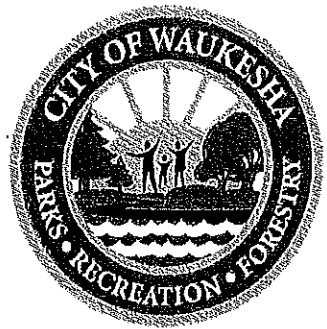
SECTION "B" – State/County Medians

1. HWY.18 Manhattan-Wolf: Islands from Manhattan east to Wolf Rd. (1 map)
 2. Wolf to I 94: Islands from Wolf east to I94 (1 map)
 3. Les Paul parkway Intersection of Moreland and Wolf Road, South to Genesee rd. (11 maps)
 4. St Paul Ave: St Paul Ave From Harris Highland to HWY 59 (3 maps)
 5. Meadowbrook: From Summit north to I94 (5 maps)
-

QUOTATION SUBMITTAL FORM
(Print/Type Information)

1. NAME OF CONTRACTOR: KEI
2. BUSINESS ADDRESS: 824 E RAWSON AVE
3. City: OAK CREEK State: WI Zip Code: 53154
4. CONTACT PERSON: Tom JURASINSKI
5. PHONE NUMBER(S): 414-349-7417, 414-766-1900
6. EMAIL: TOM.JURASINSKI@KEIORANGE.COM
7. AUTHORIZED SIGNATURE:  DATE: 3-21-19
8. TITLE: DIRECTOR OF OPERATION

TOTAL PRICE OF SECTION "A": \$ 37425.00
TOTAL PRICE OF SECTION "B": \$ 45600.00
TOTAL PRICE OF SECTION "A + B": \$ 83025.00



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Received: _____ (Office)
By: _____ (Office)

ITEMIZED (PER AREA) QUOTATIONS

SUBMIT WITH COMPLETED "QUOTATION SUBMITTAL FORM" Reject quotes that do not have itemized per area quotations?

STREET MEDIAN MOWING & TRIMMING LOCATIONS

SECTION "A"- City Medians

- | | | |
|---|--|-----------------------------|
| 1. Arcadian: | Six Islands west from the 59/164 Bypass to just pass Tesch Ct. | \$ <u>2250⁰⁰</u> |
| 2. Big Island: | Between E. North Ave & E. St. Paul (HWY 18) From Moreland Blvd. to Albert Street | \$ <u>7500⁰⁰</u> |
| 3. Les Paul Parkway at Blackhawk Trail: | Les Paul terrace from Blackhawk Trail. south to sidewalk | \$ <u>900⁰⁰</u> |
| 4. Main & Perkins: | Corner property on Lincoln & Perkins intersection & E. Main and Cleveland island. (2 maps) | \$ <u>900⁰⁰</u> |
| 5. Main Street: | Islands from Manhattan Drive east to Moreland Blvd. (2 maps) | \$ <u>3150⁰⁰</u> |
| 6. Manchester: | One island at Manchester and Madison Street | \$ <u>1125⁰⁰</u> |
| 7. Oakridge Court: | Cul-de-sac island on Oakridge Court | \$ <u>450⁰⁰</u> |
| 8. Silvernail: | Islands from Grandview west to University Dr. (include terrace) (1 map) | \$ <u>2250⁰⁰</u> |
| 9. South East Ave.: | Islands from Rivera Ave. south to Les Paul parkway. | \$ <u>1350⁰⁰</u> |
| 10. Grand: | Islands from Rivera Dr. north to Estberg Ave.(2 maps) | \$ <u>5400⁰⁰</u> |
| 11. Springdale: | Islands from Bluemound Rd (Hwy. JJ) to Moreland Blvd | \$ <u>2250⁰⁰</u> |

12. E. Sunset & Guthrie: Island form Blackhawk Trail to Howlett Lane along Sunset and Guthrie Rd.

\$ 900⁰⁰

13. Sunset: Islands from Les Paul Parkway (164 bypass). west to Genesee Rd. (W. St. Paul Ave). Include Chapman island & terrace between the river and bank driveway (see map) (3 maps)

\$ 5400⁰⁰

14. Tenny: Islands from south of E. Sunset Dr. north to Roberta Ave. Including the Islands north of Roberta (2 maps)

\$ 3600⁰⁰

Total Section "A" \$ 37,425⁰⁰

SECTION "B"- State/County Medians

1. HWY.18 Manhattan-Wolf: (Moreland Blvd. 1) Islands from Manhattan east to Wolf Rd. (1 map)

\$ 1800⁰⁰

2. Wolf Rd to I 94: (Moreland Blvd #2) Islands from Wolf east to I94 (1 map)

\$ 7200⁰⁰

3. Hwy 59 by pass: (Les Paul parkway) intersection of Moreland and Wolf Road, South to Genesee rd. (5 maps)

\$ 19800⁰⁰

4. St Paul Ave: St Paul Ave From Harris -Highland to HWY 59 (3 maps)

\$ 9600⁰⁰

5. Meadowbrook: From Summit north to I94 (5 maps)

\$ 7200⁰⁰

Total Section "B" \$ 45,600⁰⁰

Total Sections "A" + "B" \$ 83,025⁰⁰

