

**REQUEST FOR PROPOSALS  
LANDSCAPING MAINTENANCE**

The Linn Town Board will accept proposals for landscaping services until 10:00 a.m. on Friday, September 29, 2023. Proposals are to be submitted via email to Town Administrator Jim Hurley at [admin@townoflinn.wi.gov](mailto:admin@townoflinn.wi.gov).

A proposal packet is available at [www.townoflinn.wi.gov](http://www.townoflinn.wi.gov) and the Town Clerk's Office at W3728 Franklin Walsh St. Zenda, WI 53195.

The Town retains the right to assess whether the person, firm, or corporation has the sufficient ability and experience to complete the work, and complete the work successfully within the time named. The Town's decision or judgment on these matters will be final, conclusive, and binding.

Jim Hurley  
Administrator-Treasurer

## **Landscaping Maintenance Specifications**

Questions on this document may be directed to Administrator Jim Hurley at 262-275-6300 ext. 12 during normal business hours.

The Town of Linn will be accepting proposals for landscape maintenance services at various locations for 2024 and 2025 through September 29th at 10:00 a.m. Proposals must be emailed to Town Administrator Jim Hurley at [admin@townoflinn.wi.gov](mailto:admin@townoflinn.wi.gov). The Town retains the right to assess whether the person, firm, or corporation has the sufficient ability and experience to complete the work, and complete the work successfully within the time named. The Town's decision or judgment on these matters will be final, conclusive, and binding.

Work although detailed later shall generally include spring clean-up, weekly mowing and trimming, application of fertilizer and weed control, planter and bed maintenance, hedge and bush trimming, trimming of small branches (3" dia. and smaller) fall cleanup of Town properties and mowing of properties in violation of Town ordinance(s).

Your contact during the term of this agreement shall be the Town Administrator or his/her designee. Any work outside of the terms of this agreement shall be in writing and approved by the Town Administrator or his/he designee.

Term: April 1<sup>st</sup> 2024 through November 30<sup>th</sup> 2025. The contractor shall limit work hours 7a.m. to 7p.m. Monday thru Friday and Saturday 8a.m. to 12p.m. excluding Holidays unless approved by the Town. Work is expected to begin annually in early April and conclude in late November.

Payment: The contractor shall invoice the Town on or before the fifth of each month for the prior months work.

Insurance Requirements: The Contractor will be required to meet the Town of Linn insurance requirements. Unless otherwise specified the Contractor shall, before commencing work, the Contractor shall procure and maintain for the duration of the contract term insurance against claims for injuries to persons or damages to property which may arise from or in connection with the work and activities of the Contractor and the Contractor's agents, employees, representatives, and sub-contractors. The insurance provider must be licensed in the State of Wisconsin to provide the coverage. Coverage shall list the Town of Linn as an additionally named insured in the following minimum amounts with specific coverage:

Property Damage: \$1,000,000 (each occurrence)

Bodily Injury: \$500,000 (each person) \$1,000,000 (each occurrence)

### Workers Compensation Insurance

Employer's Liability Insurance: \$100,000

Contractual Liability Insurance: \$100,000

The Town shall be able to verify Insurance compliance at any time, upon request.

If the Contractor will be utilizing sub-contractors, contractor shall identify on a separate sheet the name(s) of and work in which named sub-contractor(s) shall be engaged. Contractor may be required to provide applicable insurance information for said sub-contractor to the Town upon

request. Use of sub-contractors shall be subject to approval by the Town during the term of the agreement, and prior to sub-contractor commencing work.

General Indemnity: The Contractor agrees to indemnify, hold harmless, and defend the Town of Linn, Town officers, agents and employees, from and against all liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Town of Linn or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the Town of Linn or Town officials from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against The Town or Town officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this agreement, liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

**Description of Services:**

Spring Clean Up: Remove winter debris and garbage from flower, shrub beds and grass areas. Blow off pavement and trim any dead or broken branches under 3” diameter.

Weekly Mow and trimming unless otherwise specified: Turf will be cut between 3.0" and 4.25" depending on site conditions. Trimming will occur in conjunction with mowing to provide a uniform appearance. Mowing patterns will be alternated weekly as permitted. Grass next to trees, walkways, any permanent objects etc., shall be mechanically trimmed to the same height as specified above at the time of each mowing. Care shall be taken as to minimize damage to trees and fence posts. All grass clippings and debris, shall be removed from the sidewalks, parking lots, and streets etc. at the time cutting takes place. Turf clippings will be mulched into turf, no clumps of clippings will visibly remain on the turf after. All work shall be completed in a continuous manner, whereby the mowing, edging, trimming, etc., be completed before leaving the job site.

**Turf Care:**

Spring: Turf Weed Herbicide, Turf Fertilizer and Turf Weed Pre-Emergent will be applied.

Summer: Turf Weed Herbicide and Turf Fertilizer will be applied

Fall: Fall fertilizer will be applied.

Note: All the above shall be applied by licensed personnel conforming to all applicable laws and regulations.

Flower, plant beds and bushes: All beds will be fertilized one time in the spring. All beds will be treated with a pre-emergent weed control. Beds will be maintained throughout the season in a weed free manner. Weed herbicide will be used on stone beds and where necessary.

Edge Beds and Tree Rings: Edge all beds and tree rings where necessary one time in the spring and one time during the summer.

Prune Beds and Spot Prune small trees: All beds will be pruned three complete times throughout the course of the season. Beds will be pruned with shears and clippers where appropriate. All debris will be removed from the site at time of pruning.

Maintain sidewalk: edges: All sidewalk edges will be maintained where appropriate.

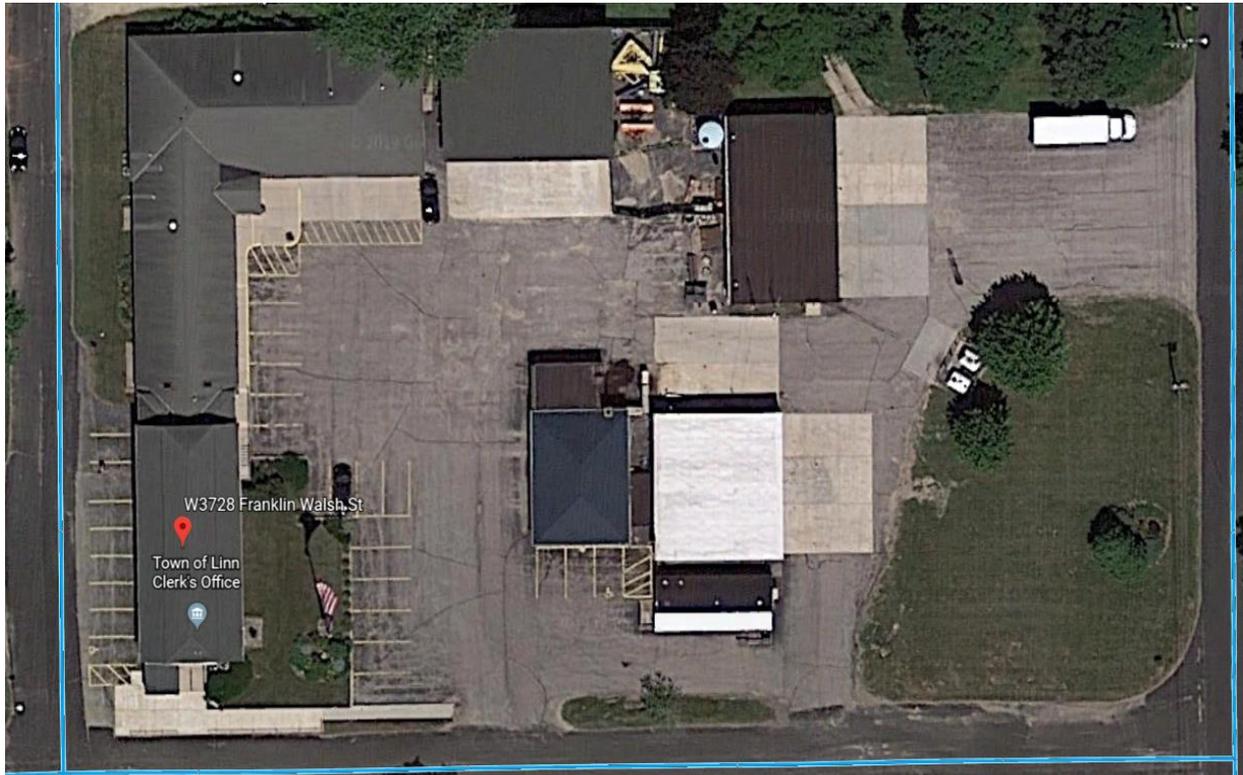
Fall Clean Up: Remove leaves from all beds and turf. Mulch leaves and remove where necessary.

Contractor Inspection of Site: The Contractor shall visit the site of proposed work, before bidding to be thoroughly familiar with all existing conditions under which the work is to be done and to be acquainted with any conditions that may affect the work.

Failure to take this precaution shall not relieve the contractor from any obligations to comply strictly and fully with the terms of the contract and no allowance shall be made for the failure of the contractor to correctly estimate for time, material and proposal price.

Locations: Below, on the enclosed spreadsheet, and aerial photos attached are the names of and locations which services will occur. Any special notes or requests for these properties to be included on the proposal specifications are noted with an \*. Mowing is to the property line on the northside of the property.

1. Town Hall  
W3728 Franklin Walsh St.  
Zenda, WI. 53195



## 2. Shadow Lane Park

North end of Shadow Lane right-of-way near the lake just West of South Shore Club.



## 3. Town of Linn Park

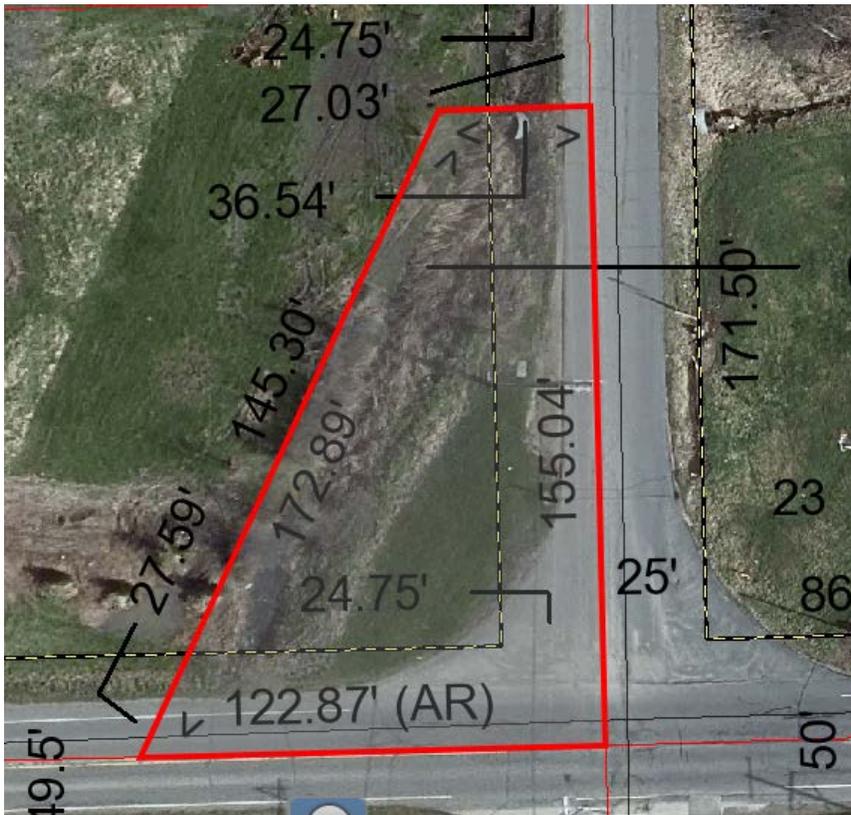
Located on the South East corner of Maple Ridge and South Lakeshore Dr.

\*NOTE: In addition to open grass area also provide cost to mow walking trails to an approximate width of eight feet both weekly and bi-weekly. Mow five feet width around gate entrance and trim around gate.



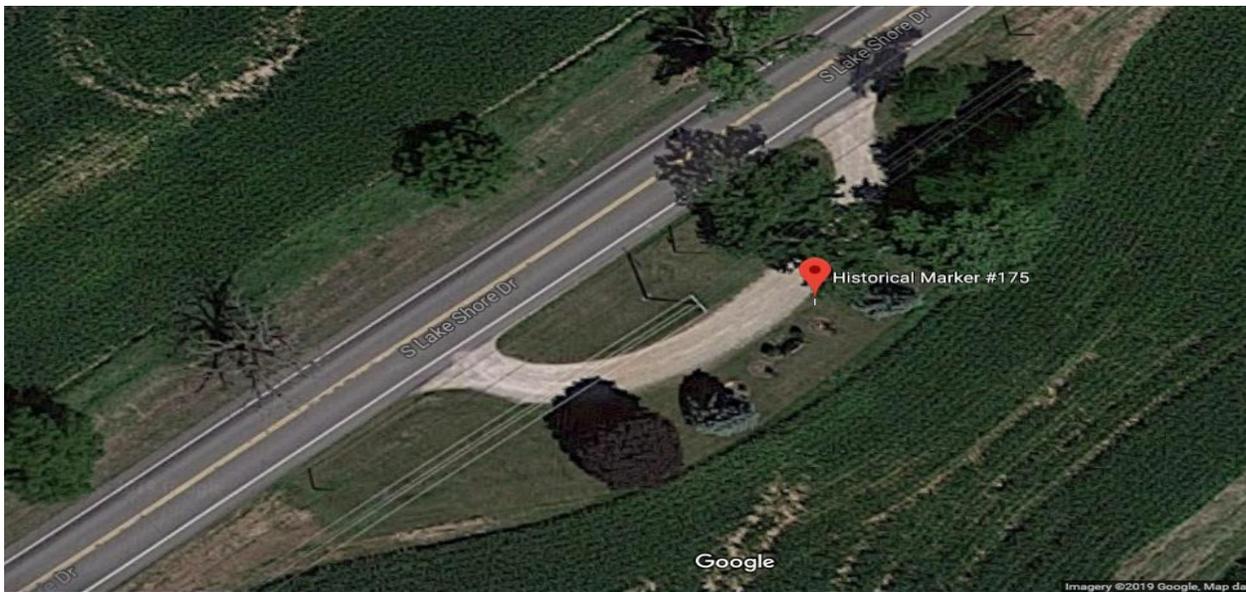
4. Linn Pier Rd. and South Lakeshore Dr.

Small area at North West corner of this intersection



5. 4H Historical Marker

Located on South Lakeshore Dr. East side of road between Hillside Rd. and Willow Rd.



6. Town of Linn Fire station and adjoining ball diamond

N1457 Hillside Rd.

Lake Geneva Wi. 53147



Ordinance Violations: The Town has Ordinances in which we may request the contractor to enter private property to mow tall grass, light trimming etc. The contractor will be notified of this request from the Town and is expected to acknowledge the request in 24 hrs. and act on the request within 5 business days. Contractor shall invoice for this service with the regular monthly invoice with property address attached. The invoice shall include a separate line item for this service.

Submission of prices: Submit your prices for the requested services on the attached spreadsheet. Provide a flat monthly cost for the services on each line and an hourly cost for the Ordinance violation requests item.

Ending of agreement: Either party may end this agreement with 60 days written notice for lack of compliance with the agreement.

Exceptions: On a separate sheet of paper include any exceptions contained in your proposal.

References: Please include contact information for three references in your proposal.

**Town of Linn**  
**PROPOSAL**

Submitted by the undersigned submitter to the TOWN OF LINN, Wisconsin in accordance with the advertisement inviting proposal, which will be received until 10:00 a.m. local time on the 29<sup>th</sup> day of September 29, 2023, to furnish and deliver all materials, and to do and perform all work for Town of Linn landscaping maintenance project in accordance with the Contract Document.

The undersigned submitter submitting this proposal, hereby declares and agrees to be bound, and to perform the work, in accordance with all terms, conditions and requirements of the within and foregoing proposal, the Contract, the applicable specifications, the special provisions, and the advertised Request for Proposals are made a part hereof as fully and completely as if attached hereto.

PROPOSAL, submitted by \_\_\_\_\_

of \_\_\_\_\_  
(Sole Owner, Co-Partnership or Corporation)

By \_\_\_\_\_  
SUBMITTER MUST SIGN ON THIS LINE

**IF A CORPORATION, ANSWER THE FOLLOWING:**

Incorporated under laws of what state \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Monthly price for all regular mowing and trimming**

**MONTHLY PROPOSED PRICE: (\$ \_\_\_\_\_)**

**TOTAL PRICE PER SITE (Monthly)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**HOURLY RATE FOR NUISANCE WEEDS VIOLATIONS: (\$\_\_\_\_\_)**

**Exceptions to the Scope of Work (if necessary):**