

# Town of Pittsfield ROW (Right Of Way) Maintenance Request For Proposals (RFP)

The Town of Pittsfield is accepting proposals/bids for professional services (as outlined below) to provide maintenance in the Township right of ways.

Sealed bids will be accepted until **4:00 PM Monday, December 13<sup>th</sup>, 2021** and will be opened publicly at 4:01 PM at the Pittsfield Community Center. Bids for each service will be separate but may be submitted jointly in the same packet. Bids must be hand delivered or mailed in a sealed envelope marked "ROW Maintenance" to: Town of Pittsfield 4862 Kunesh Road Green Bay WI 54313

Bids will be considered at the December 14<sup>th</sup>, 2021 Town Board Meeting.

The Town reserves the right to accept or reject any or all bids, to choose separate contractors for each service or to waive any informality in the bidding process when such action will serve the best interest of the Town. No bidder may withdraw its bid within (30) days after the bid is accepted by the Town. Service contracts are not required to follow public bidding laws, ss. 60.47(1), 61.54 & 62.15, Wis.6 Stats.

## **Scope of Work:**

All work will be performed within the Town's Right of Way along the Town's roughly 73 miles of roads (subject to change). Some of these roads are of rural nature and may require one service and not another. Contractors are expected to research and understand the scope of the work prior to bidding. For example, not all of the 73 miles need to be mowed.

Contractors will work with the Town's appointed personnel to address and designate areas of work yearly.

## **SERVICES**

**Providers are NOT obligated to bid on all services. They may bid on one, two or all at their discretion.**

### **1. Ditch Mowing:**

Contractor will mow the ROW/ditches (not maintained by residents) twice during the summer months. Mowing equipment must meet appropriate safety and lighting requirements as well as be capable of handling the terrain, small trees/brush expected in this application.

- a. Both cuttings will be a single pass on each side of the roadway immediately next to the roadway. Further mowing to remove vision obstructions at intersections (a double pass) will be expected. Provider will outline in their proposal the length of their mowing equipment (6 foot, 7 foot, etc..)
- b. The first mowing must be completed before the end of June.
- c. The second mowing must be completed before the end of August.

### **2. Brush removal:**

Contractor will remove brush and small trees from areas that are around or beyond guard rails, steep slopes, overgrown areas, and other locations as designated by town personnel.

- a. Brush and small trees will be removed from areas designated by the Town.
- b. Area will be sprayed/treated with an appropriate herbicide to prevent the return of the brush after the brush removal to possibly allow for mowing in the future.

**3. Large tree/limb removal:**

Contractor will remove large trees or specific limbs/branches that are impeding on the ROW, to allow for safe vehicle passage on town Roadways. A height minimally 14 feet from the road surface.

- a. Contractor will provide all equipment and personnel needed for said work.
- b. Contractor will work with the Town to designate yearly areas of removal.
- c. Contractor will provide problem area or emergency removal assistance upon request.
- d. Contractor will remove all debris from the ROW.
- e. Contractor will work with the Town to notify the residents adjacent to areas of removal.

**General Information:**

- 1. All work shall be performed by trained, licensed, properly supervised personnel in accordance with accepted legal/horticultural practices.
- 2. Material shall be applied in accordance with manufacturer's directions. Warnings will be posted when appropriate.
- 3. Adequate personnel and equipment shall be provided to permit timely completion of all operations.
- 4. Equipment used in the ROW will provide appropriate and legal lighting/signage for safety of the workers and public.
- 5. Certificates of Insurance must be provided with \$1,000,000.00 general liability with an additional insured in favor of the Town. This insurance must be primary and non-contributory with waiver of subrogation. If contractor has any employees or subcontractors evidence of Worker's Compensation insurance MUST be provided.
- 6. In the event that the Company default on its duties under the ROW Maintenance Agreement, the Town upon five (5) days' notice to Company, may contract with another party to assume Company's duties. In the event of default Company shall be responsible for any increase in costs that the Town suffers in contracting with another party.
- 7. The company performing the ROW maintenance service is responsible for contacting the local utility location for underground line locations.
- 8. Regular reports (verbal or written) shall be provided to the Town Clerk.
- 9. Billing must be submitted to the Town by the 1st of each month for payment.

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**(Details may be submitted on separate sheet/s titled ROW Maintenance  
BUT below sheet must be signed)**

**COMPANY NAME:** \_\_\_\_\_

Owner:

Phone:

Years in Business:

No. of Employees:

Training and experience of Owner/Employees:

References:

**Pittsfield ROW Maintenance RFP**  
**Providers are NOT obligated to bid on all services.**

**Ditch Mowing Service Bid:**

Mowing equipment description/width of cut \_\_\_\_\_

2022 Bid \_\_\_\_\_

2023 Bid \_\_\_\_\_

**Brush Removal Service Bid:**

2022 Bid \_\_\_\_\_

2023 Bid \_\_\_\_\_

**Large tree/limb removal Service Bid:**

2022 Bid \_\_\_\_\_

2023 Bid \_\_\_\_\_

By the below signature, signor, acknowledges and commits self and the company they represent to the above noted proposals/bids. Signor acknowledges and agrees to parameters of the announcement.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_