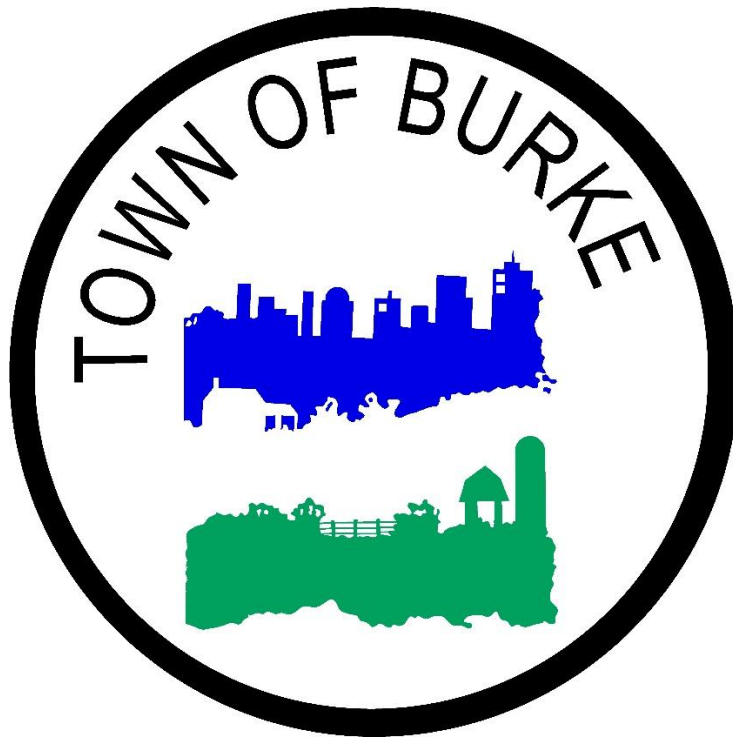


Town of Burke

REQUEST FOR PROPOSALS



Mowing and Lawncare Services

RELEASE DATE: July 17, 2025

SUBMISSION DEADLINE: August 15

NOTICE FOR PROPOSALS

Town of Burke
5365 Reiner Rd
Madison, WI 53718
www.TownofBurke.com

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NOTICE FOR PROPOSALS

A. Introduction

The Town of Burke is seeking proposals for a 1-year contract for mowing and trimming all green spaces within the Town of Burke.

Notice is hereby given that sealed proposals will be received until 4:00 PM CDT on Friday, August 15, 2025, at the Town Office, 25635 Reiner Rd, Madison WI 53718. Companies will be selected for this project based on criteria stated in Section 4. Only companies submitting proposals by the deadline date will be considered.

Administrator PJ Lentz
5365 Reiner Rd
Madison, WI 53718
608.825-8420 (phone) 608.825-8422 (fax)
Clerk@TownofBurke.com

Pre-Proposal: If you wish to take a site tour for the mowing contract, please contact Ron (608-445-3824) or James (608-354-6890) at the Town of Burke Public Works Department.

B. Important Dates

Deliver proposals no later than the due time and date indicated below. The Town will reject late proposals:

Issue Date: July 17, 2025
Due Date: August 15, 2025
Approval: August 20, 2025

C. Proposal Submission and Evaluation

A. Proposal Submission

Proposals should be word processed in clear, concise, 8 1/2" by 11" format. Proposals should not include any unnecessary promotional material. The following information is required from each firm submitting a proposal. **Vendors may only submit 1 proposal for this project.**

- a. Cover letter of transmittal.
- b. Legal name of the business, address, phone, fax and email address, year the business was established.
- c. Name of primary contact person, cell phone number, and email address.
- d. List of resources available to provide services – personnel and equipment.
- e. List of three (3) commercial account references.
- f. Cost to mow, string trim and blow clippings from paved areas for properties as listed below – per time. Separating out the cost
- g. Cost to spray both board leaf and roundup once annually listed each as a separate line item.
- h. Terms of contract should your proposal be accepted.

NOTICE FOR PROPOSALS

D. Contact Information

The Town of Burke is the procuring agency:

Drop Off or Mailed To : Attn: PJ Lentz, Administrator

Town of Burke

5365 Reiner Rd

Madison, WI 53718

Phone: (608) 825-8420

Fax: (608) 825-8422

Clerk@TownofBurke.com

E. Scope of Work

This RFP is to solicit proposals from qualified Contractors who have the ability, labor, materials, and equipment to provide mowing and related lawn care services for the Town of Burke.

F. Execution of Work

Mowing and spraying activities shall be provided during the typical season from April through late October each year of the Contract. Mowing shall not commence before 7 a.m. and shall be completed the same day by 7 p.m. If mowing activities are not completed by 7 p.m., mowing shall commence the next business day after 7 a.m. All mowing shall take place on week-days Monday – Friday and be consistent with each location (example: Town Hall mowed every Thursday).

All mowing equipment shall have protective shields in place to prevent foreign objects from being thrown from the cutting unit. All cutting blades shall be maintained in good cutting condition and be sharp enough to cleanly cut the grass blades without ripping or tearing. All machine mowers shall be set to a height of 4 inches. All mowers shall be operated to prevent scalping, rutting or other damage to fences, signs, delineators, shrubs, trees, and any Town property. The Contractor shall repair all damage caused by the mowing operations. Inadequate equipment or lack of proper equipment shall not be an excuse for failure to mow areas per the contract and required timeframe.

Finish Mowing shall be done to a 4-inch height. Any excessive windrows shall be either bagged and/or mowed over again to disperse. All areas shall be string trimmed to give a finished appearance. All structures, trees, poles, tables, signs, fences, guard rails, sidewalks, trees, and shrub beds are to be trimmed closely. Trimming shall be accomplished concurrently with mowing. All mowing and trimming will be with contractor owned equipment.

Broad leaf spraying shall be applied to all locations typically in June depending on conditions.

Roundup type herbicide shall be applied to parks only. Typically done in July depending on conditions.

NOTICE FOR PROPOSALS

Contractor shall pick up and dispose of any trash on turf. If the contractor fails to pick up trash and debris is shredded and scattered by mowing or trimming activities the Town will assess a fee based on the hourly cost for Town Staff to clean up the debris which will be deducted from the next invoice processed.

All bills submitted shall be reviewed and checked against past mowing practices to establish an efficiency rating. All discrepancies will be subject to further review and possible adjustment of fees to be paid.

Contractor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, equipment and furnishings shall be protected by the proposer from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Contractor. The Contractor shall erect, install, and maintain all temporary public walks, warning signs, barricades, and other protective means as may be necessary for the protection of the public from injury. Contractor will ensure that its employees always wear high visibility safety vests.

Invoices for payment shall be submitted by the 10th of each month for the previous month's work.

G. Evaluation Process

Award of contract shall be made to the most responsible and responsive proposal from a Company whose proposal offers the greatest value to the Town with regard to the criteria detailed and the specifications set forth herein. The Town reserves the right to reject any or all Proposals. In general, proposals will be evaluated based on, but not limited to, the evaluation criteria stated below and the completeness, clarity, and content of the proposal.

Qualifications and Experience

- I. Years of experience of key personnel.
- II. Resources and equipment available to perform services.
- III. Feedback from references and quality of work.
- IV. Cost proposals for services provided to the Town.
- V. Company responsiveness to RFP
- VI. Total scope of services offered.

The Town reserves the right to use both primary and secondary suppliers or to otherwise use multiple sources to protect the Town's overall interests.

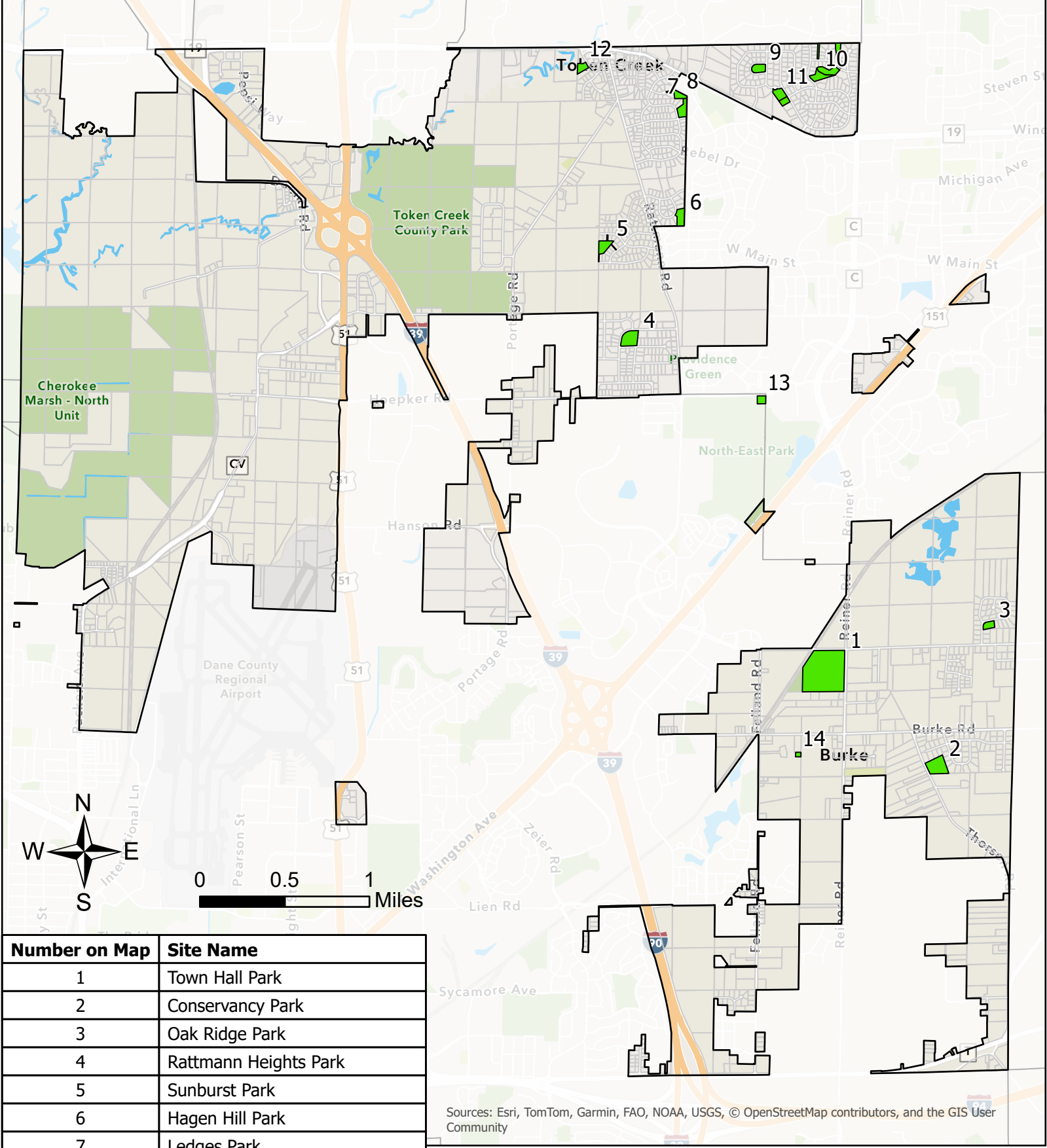
The Town of Burke reserves the right to reject any and all proposals received as a result of this RFP. The Town of Burke is under no obligation to award a contract as a result of this RFP.

Staff will recommend the award of the contract to the Town Board at the September 17, 2025 monthly Board meeting. Final selection is subject to approval of the Town Board.

NOTICE FOR PROPOSALS

H. Mowing Location Summary

Number on Map	Site Name	Day to be mowed
1	Town Hall Park	
2	Conservancy Park	
3	Oak Ridge Park	
4	Rattmann Heights Park	
5	Sunburst Park	
6	Hagen Hill Park	
7	Ledges Park	
8	Huntington Meadows Park	
9	Gehrke's Knoll	
10	Foxmoor Hills Park & Greenways	
11	Charlotte's Walk	
12	Terrace Parklands	
13	Hoepker Cemetery	
14	Burke Cemetery	



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Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



TOWN OF BURKE

Mowing Map 2025

Appendix A

Insurance Requirements

Indemnification: The Contractor(s) shall indemnify and hold the Town, its officers, agents, and employees, harmless from any and all claims for income or revenue, costs and expenses, including reasonable attorneys' fees, arising out of any acts or omissions of the Contractor(s), its employees, agents and sub-contractors(s) during the performance of the Contract(s).

Safety Rules and Regulations: The Contractor(s) shall initiate, maintain, and supervise all safety programs connected with the performance of this Contract(s). The Contractor(s) shall also take reasonable safety precautions to prevent damage to property and injury to persons on or adjacent to the work site. The Contractor(s) shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction over the work site and the persons at the site. The Contractor(s) shall pay all claims for property damage or personal injury caused by the Contractor(s), its employees, agents, or sub-contractors(s).

Insurance: The Contractor(s) shall, at its expense, procure the following insurance policies from insurance companies licensed to do business in the State of Wisconsin, with Best's ratings of no less than "A" in amounts and coverage's not less than set forth. All insurance companies and required endorsements shall be approved by the Town prior to execution of the Contract(s). The Contractor(s) shall also require all sub-contractors(s) to procure identical insurance coverages to those required of the Contractor(s) herein.

Commercial General Public Liability Insurance: The Contractor(s) shall procure a Commercial General Liability policy with the following standard limits:

General Aggregate Limit (other than Products/Completed Operation)	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit/Any One Fire	(NA)

NOTICE FOR PROPOSALS

Professional Liability per Claim and Aggregate \$5,000,000

The Commercial General Liability policy will include protection for:

1. Bodily Injury and Property Damage Liability arising from premises, operations, products and completed operations.
2. Contract(s) Liability coverage to the Contract(s) and related Contract(s), including sub-contract(s).
3. Coverage for bodily injury or personal injury inflicted by one Contractor(s) employee upon another.

Worker's Compensation and Employers' Liability Policy: The Contractor(s) shall provide a Worker's Compensation policy with Employers' Liability coverage from a carrier licensed in Wisconsin providing standard limits.

Commercial Automobile Liability Insurance: The Contractor(s) shall provide Commercial Automobile Liability insurance covering all vehicles and equipment used by the Contractor(s) in the performance of the Contract(s) and all operators thereof in the amount of \$1,000,000. The policy should cover:

1. All owned, non-owned or hired vehicles.
2. Uninsured/Underinsured Motorist Liability coverage at full policy limits.
3. Cross-suits.
4. Bodily injury and property damage for the transportation of mobile equipment by a vehicle used by the Contractor(s) in the performance of the Contract(s).
5. Coverage for injuries caused by fellow employees.
6. Contractual liability coverage for the Contract(s) and related Contract(s), including sub-contract(s).

Certificate of Insurance: The Contractor(s) shall provide the Town with a certificate of insurance coverage required by the Contract(s). The certificate shall name the Town as an additional insured and shall provide that the policies of insurance shall not be canceled or altered without thirty (30) days prior written notice to the Town. Said duty to notify the Town of cancellation or alteration must be provided without any qualification or limitation. Such certificates shall be kept current for the duration of the Contract(s) or during any further period of time wherein the Contractor(s) is under any duty of performance hereunder. The Town shall be named as an additional insured on the general liability and automobile policies specified above and shall have the right to receive copies of all the policies and endorsements thereto provided for herein upon reasonable demand therefore during the Contract(s) Period and for one year after its expiration.