

# School District of Manawa

Special Board of Education / Buildings & Grounds Meeting Agenda  
August 14, 2019



**Enter LWJr./Sr.HS @ Door H20 at the Back of the Building  
Near the Art Room; Follow Signs to the Library Entrance**

1. Call to Order – President Johnson – **6:00 p.m.** – **Little Wolf Jr./Sr. High School Library - 515 E. 4th St.**
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentation on SDM Solar Power Production - Mark Hanson (Hoffman)
  - a. Overview of the Need for Solar
  - b. Current Status of the Market
  - c. Options for Acquisition
  - d. Critical Timeline Milestones (ex. Grant Cycles)
6. Consent Agenda
  - a. Consider Approval of Volleyball Coaches as Presented
  - b. Consider Approval of the Volunteer Football Coach as Presented
  - c. Consider Approval of 5.5 Hour a Day Food Service Staff Member as Presented
7. Unfinished Business:
  - a. Consider Approval of the Site Restoration Proposal as Presented
  - b. Informational: DPI Waiver from Commencement of School Term for SY1920
8. New Business:
  - a. Consider Approval of the Technology Quote Change Memo
  - b. Overview of Bid Package #1 Progress to Date
  - c. Board Review of Capital Improvement Referendum Budget Summary as Presented
  - d. Consider Approval of Contractor Awards for Bid Package #2 as Presented
  - e. Review and Endorse SDM Lawn Care Request For Proposal as Presented
9. Next Meeting Dates:
  - a. Aug. 19, 2019 – New Staff Reception - 6:30 p.m. – Regular BOE Mtg 7:00 p.m. – MES Board Rm
  - b. Aug. 20, 2019 MES Site Project Grand Opening & Ribbon Cutting – 6:00-6:30 p.m.
  - c. Sept. 4, 2019 – Finance Committee Mtg – 5:30 p.m. – MES Board Rm
  - d. Sept. 5, 2019 – Policy & Human Resources Committee Meeting – 5:30 p.m. – MES Board Rm
  - e. Sept. 11, 2019 Spec BOE / Hoffman Update Mtg – 5:30 p.m. – MES Board Room
  - f. Sept. 16, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
  - g. Sept. 30, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m.
  - h. Oct. 9, 2019 - Curriculum Committee Mtg – 6:00 p.m. MES Board Room
  - i. Oct. 9, 2019 – Spec BOE / Hoffman Update Mtg – 5:30 p.m. – MES Board Room
  - j. Oct. 21, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
  - k. Oct. 28, 2019 – Annual District Meeting – 7:00 p.m. – MES Board Room
10. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.



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*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

[www.manawaschools.org](http://www.manawaschools.org)

To: Dr. Melanie Oppor  
Fr: Dan Wolfgram  
Date: 8/12/2019  
Re: 2019 Volleyball Coach Recommendations

I am recommending the following three candidates for rounding out the 2019 volleyball coaching staff pending successful completion of Thedacare Physical, TB questionnaire and Drug Screening. All three coaching positions were posted for 6 months. All candidates were interviewed by Principal Wolfgram and Coach Ostrenga. These candidates represent the only interested parties for the postings.

Name	Position	Information
Laura Buschke	Junior Varsity Coach	Mrs. Buschke has been a dedicated volleyball parent who has been working in the SDM as a substitute paraprofessional and secretary.
Stephanie Steiger	Junior Varsity 2 Coach	Ms. Steiger is a graduate of Little Wolf HS and has been active in the volleyball scene since her graduation. Her experience includes two years playing at the college level, coaching club volleyball and experience at New London HS as their Freshman Volleyball Coach.
Nicki Seeger	Assistant Varsity Coach	Mrs. Seeger is an active parent and supporter of Manawa athletics. She has been the photographer of choice by the Manawa Athletic Department to document team photos. Mrs. Seeger helped to support the volleyball program during the 2019 summer school session.

**Dr. Melanie J. Oppor**

District Administrator

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**Daniel J. Wolfgram**

Jr./Sr. High School Principal

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**Michelle Pukita**

Elementary Principal

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**Carmen O'Brien**

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To: Dr. Melanie Oppor  
Fr: Dan Wolfgram  
Date: 8/12/2019  
Re: 2019 Unpaid Volunteer Varsity Football Coach

I am recommending Tyler Pierce for an unpaid volunteer assistant varsity football coach for 2019. This recommendation is pending the successful completion of a physical / TB Questionnaire.

Name	Position	Information
Tyler Pierce	Unpaid volunteer assistant football coach.	<p>Tyler Pierce will be serving as a program advisor as well as an unpaid volunteer assistant coach. Coach Pierce is a 2008 graduate of Ashwaubenon High School where he played football and baseball.</p> <p>He graduated from Ripon College in 2012 after a stellar career starting 3-years at fullback for the Red Hawks. Pierce then went on to coach offensive line at Bloomington Jefferson HS, in Bloomington, MN. In 2013 he coached tight ends for UW-Whitewater and the following season, 2014, he coached the offensive line for the Warhawks. In both of those seasons, the Warhawks won the National Championship. In 2015 he coached linebackers at the University at Buffalo.</p> <p>In his career, he has coached 12 players who are in the NFL or had training camp tryouts, including the Green Bay Packers Jake Kumerow for two seasons. This will be his first year in the position.</p>

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**Students choosing to excel; realizing their strengths.**

**To:** Dr. Melanie Oppor

**From:** Carmen O'Brien

**cc:** Board of Education

**Date:** August 6, 2019

**Re:** Food Service 5.5 hr./day position

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I am recommending Melissa Amador to fill the 5.5 hour per day food service position at Little Wolf Jr./Sr. High School. Ms. Amador currently works as an instructional paraprofessional with the At-Risk program. She has created connections with the students that I believe will carry over into the cafeteria. I believe she will make a positive addition to the food service team.



**Students choosing to excel; realizing their strengths.**

To: SDM Board of Education  
From: Matt McGregor  
Date: August 8, 2019  
Re: Former Vacant Building Site Restoration Proposal – Revised

Faulks

- Excavate and prep. new parking area with base course \$26,315
- Provide green space throughout the rest of site \$36,435
- Additional storm sewer catch basin in parking lot \$3,520

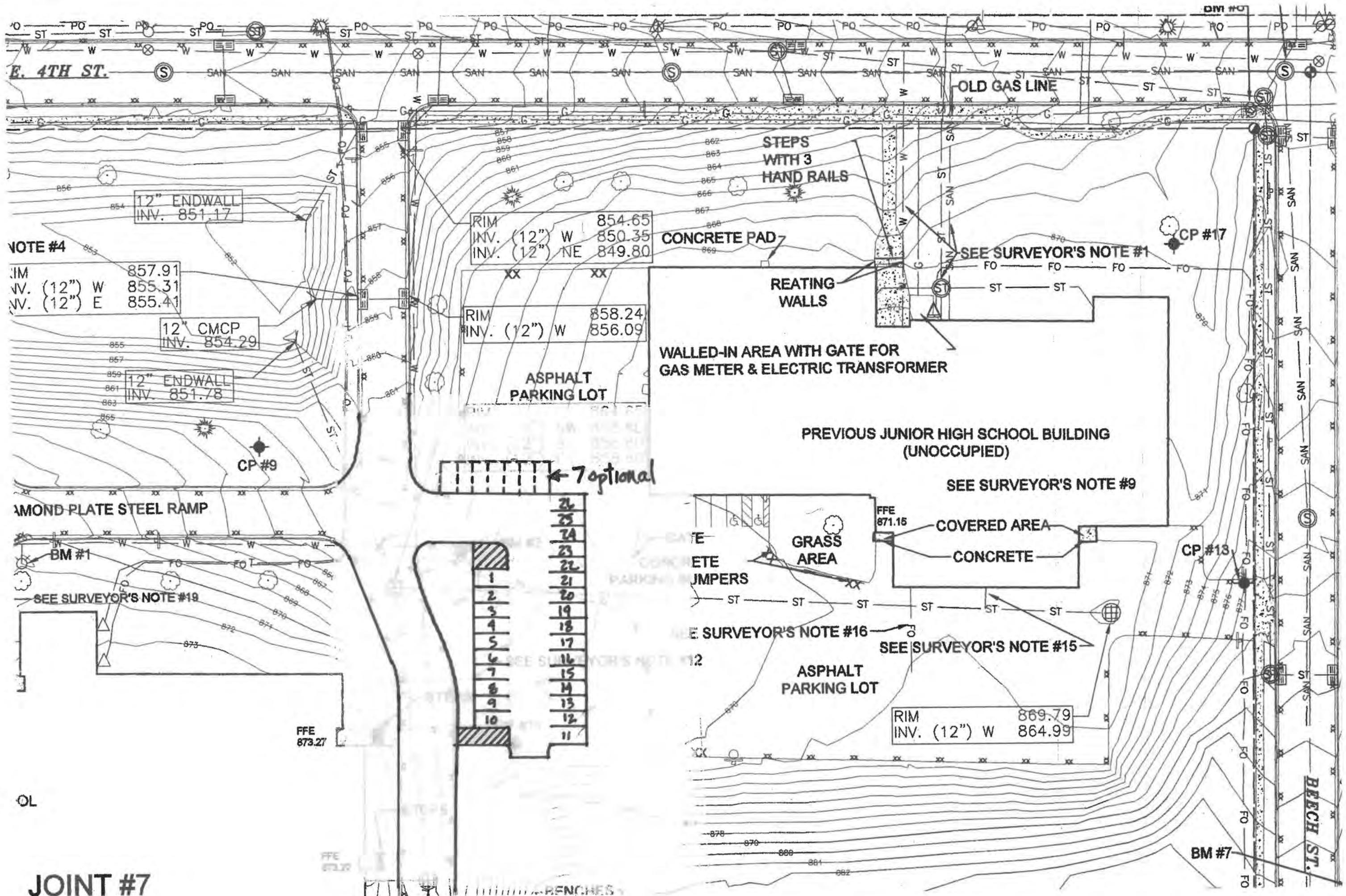
American Asphalt

- Provide 3.5” of asphalt and parking lot striping \$25,000

***Total Proposed Site Restoration Cost*** ***\$91,270***

**One-Year Operational Referendum Budget Summary**

One-Year Operational Referendum	\$365,000
Cost of Complete Demolition	-\$236,494
Cost of Proposed Site Restoration (as above)	-\$91,270
Balance from One-Year Operational Referendum Budget	\$37,236



**NOTE #4**

RIM	857.91
INV. (12") W	855.31
INV. (12") E	855.41

12" ENDWALL  
INV. 851.17

12" CMCP  
INV. 854.29

12" ENDWALL  
INV. 851.78

RIM 854.65  
INV. (12") W 850.35  
INV. (12") NE 849.80

RIM 858.24  
INV. (12") W 856.09

ASPHALT  
PARKING LOT

CONCRETE PAD

STEPS  
WITH 3  
HAND RAILS

REATING  
WALLS

WALLED-IN AREA WITH GATE FOR  
GAS METER & ELECTRIC TRANSFORMER

PREVIOUS JUNIOR HIGH SCHOOL BUILDING  
(UNOCCUPIED)

SEE SURVEYOR'S NOTE #9

GRASS  
AREA

COVERED AREA

CONCRETE

SEE SURVEYOR'S NOTE #16

SEE SURVEYOR'S NOTE #15

ASPHALT  
PARKING LOT

RIM 869.79  
INV. (12") W 864.99

← 7 optional

- 24
- 23
- 22
- 21
- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11

ALMOND PLATE STEEL RAMP

BM #1

SEE SURVEYOR'S NOTE #19

CP #9

CP #13

BM #7

OL

JOINT #7

RENCHES

BEECH ST.

E. 4TH ST.

OLD GAS LINE

August 12, 2019

Melanie Oppor, PhD, District Administrator  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Dear Dr. Oppor:

This is in response to School District of Manawa's request for a waiver from the Commencement of School Term (Wis. Stat. sec. 118.045) in order to begin its school term prior to September 1, 2019. A building referendum approved in November 2018 necessitates a calendar that allows for construction during the summer of 2020. The school board approved a start date of August 26, 2019.

As you are aware, major construction projects that cause the school term to be altered fall into the extraordinary reasons category for which waivers may be granted. The request for waiver is granted for the 2019-20 school year. School start date waivers are only effective for one school year.

Best wishes as you continue to provide educational opportunities for your students.

Sincerely,



Tamara A. Mouw, Director  
Teaching and Learning Team

TAM:ct

c: Michael Thompson, PhD, Deputy State Superintendent



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Date: July 23, 2019

To: SDM School Board, Administrators

From: Bryant Cobarrubias

Subject: Technology Quote Change

The purpose of this memo is to notify board members and administrators to a price change in the technology quote.

The Promethean ActivPanel Nickel 75” displays were initially quoted at \$2,100 per unit. The vendor made a mistake on the quote. They should have been priced at \$3,250. CDW-G was able to work with the manufacturer to provide the display boards at a cost of \$2,300. To put this into perspective, this display board retails for over \$4,000 on other websites.

The administration team proceeded with the order to ensure the needed equipment would be ready for the first day of school.

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	Referendum Estimate	Schematic Design Estimate	Design Development Estimate	Construct. Documents Estimate	CURRENT BUDGET	Comments
Bid Package #1	\$2,516,075	\$2,382,325	\$1,511,195	\$1,517,854	\$1,677,948	MES site work, re-roof at both schools, and masonry restoration at HS, also includes elevator and HS generator in CURRENT
Bid Package #2	\$6,966,671	\$7,108,427	\$7,626,136	\$7,630,657	\$7,521,723	
Design Reimbursables	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Scheerer Construction Fee	\$0	\$217,000	\$80,000	\$80,000	\$80,000	
Cost of Work Consultants	Inc. Above	Inc. Above	\$57,375	\$57,725	\$57,725	Survey, Civil, Geotechnical, Commissioning
GC's and PR's	\$1,403,787	\$1,403,787	\$1,403,787	\$1,373,786	\$1,373,786	
Architectural Fee	\$556,952	\$556,952	\$556,952	\$556,952	\$556,952	
Construction Mgt Fee	\$376,683	\$376,683	\$376,683	\$376,683	\$376,683	
<b>Total Construction Est. w/ fees</b>	<b>\$11,840,168</b>	<b>\$12,065,174</b>	<b>\$11,632,128</b>	<b>\$11,613,657</b>	<b>\$11,664,817</b>	
Furnishings and Equipment	\$200,000	\$300,000	\$250,000	\$250,000	\$200,000	STEAM and FF&E Allowance-Including science tables (SD Added 50k in FF&E and Playground Equipment, DD Removed Playground Equipment)
Other Owner Costs	\$104,000	\$105,350	\$105,350	\$110,776	\$110,776	Moving and Abatement
<b>Total Project Estimate</b>	<b>\$12,144,168</b>	<b>\$12,470,524</b>	<b>\$11,987,478</b>	<b>\$11,974,433</b>	<b>\$11,975,593</b>	



\*Note: Check comments before modifying any values in this sheet.

DESCRIPTION	COMPANY	BASE BID	P&P BOND	SUGGESTED	REMARKS
<b>SELECT DEMOLITION</b>					
DEMOLITION	BDR Services LLC	\$224,564.20	\$5,614.11	\$230,178.31	
DEMOLITION	Boutz Demolition Company	\$282,781.00	\$250.00		
<b>CONCRETE</b>					
CAST-IN-PLACE CONCRETE	Delrar	\$240,250.00	\$7,207.50	\$247,457.50	
CAST-IN-PLACE CONCRETE	De Arteaga, Inc.	\$339,800.00	\$4,247.50		
CAST-IN-PLACE CONCRETE	Boldt	\$371,747.00	\$7,966.00		
CAST-IN-PLACE CONCRETE	Altmann Construction Company, Inc.	\$425,000.00	1%		Bid Bond was sent
<b>POLISHED CONCRETE</b>					
CONCRETE FLOOR FINISHING	L & A Crystal	\$100,300.00	\$1,854.00		
CONCRETE FLOOR FINISHING	J.C. Santy Construction, LLC	\$104,496.14	\$2,612.40		
CONCRETE FLOOR FINISHING	HJ Martin & Son, Inc.	\$107,840.00	\$2,156.80	\$109,996.80	Looking at combined bid savings
<b>MASONRY</b>					
<b>\$25,000 WINTER CONDITIONS</b>					
UNIT MASONRY	Hatch Building Supply	\$16,917.09	N/A		Rebar Supply ONLY
UNIT MASONRY	Boldt	\$364,261.00	\$7,966.00		Contract Modifications
UNIT MASONRY	Wm. A Hein Construction Co., Inc.	\$369,800.00	\$4,800.00	\$374,600.00	
UNIT MASONRY	Pahlow Masonry LLC	\$437,395.00			
UNIT MASONRY	City Wide Masonry	\$455,000.00	2%		
<b>STRUCTURAL STEEL - SUPPLY</b>					
METAL FABRICATIONS	Hatch Building Supply	\$16,917.09	N/A		Rebar Supply ONLY
METAL FABRICATIONS	Marvin Metal Fabricating	\$269,832.00	N/A	\$269,832.00	
METAL FABRICATIONS	Nick's Welding & Fabricating	\$270,000.00			
METAL FABRICATIONS	Nimsgern Steel Corp.	\$336,453.00	N/A		
<b>STRUCTURAL STEEL - INSTALL</b>					
<b>\$2,500 ADDITIONAL CRANE MOBILIZATION</b>					
STRUCTURAL STEEL FRAMING	Londerville Steel Enterprises	\$26,823.55	N/A		Rebar Supply ONLY
STRUCTURAL STEEL FRAMING	SPE - Steel Erecting Services	\$120,100.00	\$1,801.50	\$121,901.50	
STRUCTURAL STEEL FRAMING	Beson & Houle LLC	\$136,000.00	\$3,400.00		
STRUCTURAL STEEL FRAMING	Lakeland Construction	\$195,000.00	N/A		
STRUCTURAL STEEL FRAMING	Red Cedar Steel Erectors, Inc.	\$215,750.00	1%		
STRUCTURAL STEEL FRAMING	Boldt	\$486,276.00	\$7,966.00		
<b>CARPENTRY</b>					
ROUGH CARPENTRY	Lakeland Construction	\$121,800.00	N/A	\$121,800.00	
<b>CASEWORK - SUPPLY</b>					
ARCHITECTURAL WOOD CASEWORK	Innovative Laboratory Systems	\$21,083.00	N/A		Epoxy Countertops ONLY
ARCHITECTURAL WOOD CASEWORK	CTB Inc.	\$83,165.00	N/A		Excludes Epoxy Countertops
ARCHITECTURAL WOOD CASEWORK	Wynn Jones & Associates	\$104,477.00	\$2,042.00	\$104,477.00	
ARCHITECTURAL WOOD CASEWORK	Hillcraft of Wisconsin, LLC	\$104,785.00			
ARCHITECTURAL WOOD CASEWORK	Discher Millwork	\$108,000.00	Included		
ARCHITECTURAL WOOD CASEWORK	JA Eisch LLC	\$137,321.50	\$4,400.00		
ARCHITECTURAL WOOD CASEWORK	Starved Rock Casework	\$143,263.16			
ARCHITECTURAL WOOD CASEWORK	Central Wisconsin Woodworking Corporation	\$150,018.00			
<b>CASEWORK - INSTALL</b>					
ARCHITECTURAL WOOD CASEWORK INSTALL	Innovative Laboratory Systems	\$10,500.00	N/A		Install of Epoxy Tops ONLY
ARCHITECTURAL WOOD CASEWORK INSTALL	JA Eisch LLC	\$11,941.00	\$4,400.00		Will Install JA Eisch Casework ONLY
ARCHITECTURAL WOOD CASEWORK INSTALL	Lakeland Construction	\$29,500.00	N/A		
ARCHITECTURAL WOOD CASEWORK INSTALL	Wynn Jones & Associates	\$31,599.00	\$2,042.00	\$31,599.00	
ARCHITECTURAL WOOD CASEWORK INSTALL	F.C. Dadson	\$49,623.00	N/A		
<b>ROOFING</b>					
<b>\$10,000 ROOF PATCHING ALLOWANCE</b>					
ELASTOMERIC MEMBRANE ROOFING	HySafe Fall Protection	\$24,552.00	N/A		Roof Tie-off Posts ONLY
ELASTOMERIC MEMBRANE ROOFING	Weinert Roofing	\$130,785.00	N/A		
ELASTOMERIC MEMBRANE ROOFING	Crafts Inc.	\$138,455.00	\$1,385.00	\$139,840.00	
ELASTOMERIC MEMBRANE ROOFING	Jamar Roofing Service	\$162,800.00	\$550.00		
ELASTOMERIC MEMBRANE ROOFING	W&L Insulation & Roofing Inc.	\$233,304.00	\$5,100.00		
<b>FIRESTOPPING</b>					
FIRESTOPPING	Complete Fire Solutions	\$5,500.00	N/A		Incomplete Bid
FIRESTOPPING	Performance Firestop	\$32,600.00	N/A	\$32,600.00	
<b>WATERPROOFING</b>					
FLUID APPLIED WATERPROOFING	D7 Solutions LLC	\$24,310.00	\$375.00	\$24,310.00	
<b>INSULATION</b>					
FOAMED-IN-PLACE INSULATION	Pro-Foamers, Inc.	\$27,730.00	N/A	\$27,730.00	
FOAMED-IN-PLACE INSULATION	Corcoran Glass & Paint	\$33,500.00	N/A		
<b>METAL WALL PANELS</b>					
METAL WALL PANEL	Muza Sheet Metal Co., LLC	\$235,658.00	\$1,768.00	\$237,426.00	
METAL WALL PANEL	Corcoran Glass & Paint	\$348,240.00	N/A		
<b>DOORS &amp; FRAMES - SUPPLY</b>					
HOLLOW METAL DOORS AND FRAMES	Tri City Glass & Door	\$114,733.00	\$2,500.00	\$114,733.00	

HOLLOW METAL DOORS AND FRAMES	LaForce	\$121,435.00	\$1,986.00		
HOLLOW METAL DOORS AND FRAMES	HJ Martin	\$145,302.00	N/A		
HOLLOW METAL DOORS AND FRAMES					
<b>DOORS &amp; FRAMES - INSTALL</b>					
.90 OWNER - HOLLOW METAL DOORS AND FRAMES	Lakeland Construction	\$30,000.00	N/A		
.90 OWNER - HOLLOW METAL DOORS AND FRAMES	Tri City Glass & Door	\$37,500.00	\$2,500.00	\$37,500.00	
.90 OWNER - HOLLOW METAL DOORS AND FRAMES	LaForce	\$49,575.00	N/A		
.90 OWNER - HOLLOW METAL DOORS AND FRAMES	HJ Martin	\$30,300.00	N/A		
<b>ALUMINUM ENTRANCES</b>					
ALUMINUM-FRAMED STOREFRONTS	Tri City Glass & Door	\$266,130.00	\$4,000.00	\$270,130.00	Includes 5k reduction for combined bid
ALUMINUM-FRAMED STOREFRONTS	Omni Glass & Paint	\$269,069.00	\$3,200.00		
ALUMINUM-FRAMED STOREFRONTS	Corcoran Glass & Paint	\$290,430.00	\$5,790.00		
<b>OVERHEAD DOORS</b>					
OVERHEAD COILING DOORS	EZ Glide	\$4,900.00	NA	\$4,900.00	
OVERHEAD COILING DOORS	Overhead Door Company of Appleton	\$5,319.00	NA		
<b>GYPSUM ASSEMBLIES</b>					
<b>\$15,000 FRAME INSTALL ALLOWANCE</b>					
GYPSUM BOARD ASSEMBLIES	Kohel Drywall LLC	\$209,834.00	\$5,245.85	\$215,079.85	
GYPSUM BOARD ASSEMBLIES	VerHalen Inc	\$336,072.00	N/A		See inclusions/exclusions at bottom
GYPSUM BOARD ASSEMBLIES	Lakeland Construction	\$348,000.00	N/A		
<b>TILE</b>					
TILING	HJ Martin	\$16,515.00	N/A	\$16,515.00	Excludes demo/mitigation
<b>ACOUSTICAL CEILING</b>					
ACOUSTICAL CEILING	Appleton Lathing Corporation	\$126,745.00	\$1,060.00	\$127,805.00	
ACOUSTICAL CEILING	Acoustic Professionals LLC	\$127,780.00	\$3,930.00		
ACOUSTICAL CEILING	VerHalen Inc.	\$153,736.00	1%		
<b>RESILIENT FLOORING</b>					
RESILIENT FLOORING	HJ Martin	\$226,965.00	\$4,539.30	\$231,504.30	Excludes demo/mitigation
<b>ATHLETIC FLOORING</b>					
SPECIALTY FLOORING	HJ Martin	\$25,685.00	N/A	\$25,685.00	To be contracted w/scope above
SPECIALTY FLOORING	Haldman Homme	\$32,798.00	NA		
SPECIALTY FLOORING	Schmidt Custom Floors	\$39,920.00	\$256.00		
<b>TERRAZZO FLOORING</b>					
TERRAZZO TILE	John Cimarosti Terrazzo & Tile Co. Inc.	\$33,830.00		\$33,830.00	
<b>FLUID APPLIED FLOORING</b>					
FLUID-APPLIED FLOORING	Parker Coatings, Inc.	\$30,058.00	NA	\$30,058.00	
FLUID-APPLIED FLOORING	Prostar Surfaces Inc.	\$32,775.00	N/A		
FLUID-APPLIED FLOORING	L & A Crystal	\$100,300.00	\$1,854.00		
<b>PAINTING</b>					
<b>\$15,000 WALL PATCHING ALLOWANCE</b>					
PAINTING AND COATING	Davis Painting & Decorating, Inc.	\$67,737.00	\$1,253.13	\$67,737.00	
PAINTING AND COATING	SDS Painting Co. Inc.	\$69,500.00	N/A		
PAINTING AND COATING	Omni Glass & Paint	\$80,305.00	\$225.00		
PAINTING AND COATING	Van Eperen Painting	\$122,890.00	\$3,670.00		
PAINTING AND COATING	Corcoran Glass & Paint, Inc.	\$128,750.00	3%		
<b>SIGNAGE</b>					
SIGNAGE	Sign Elements	\$8,395.00	N/A	\$8,395.00	
SIGNAGE	United Sign Corp	\$10,914.00			
<b>SPECIALTIES</b>					
VISUAL DISPLAY BOARDS	Par-Loc, Inc.	\$8,800.00	NA		Toilet & Bath Accessories ONLY
VISUAL DISPLAY BOARDS	Block Iron & Supply Company	\$12,701.00			Excludes Shelving, and Projection Screen
VISUAL DISPLAY BOARDS	LaForce	\$16,893.00	\$1,986.00	\$16,893.00	
VISUAL DISPLAY BOARDS	JWC Building Specialists, Inc.	\$37,211.00	\$278.00	\$37,211.00	Accordion folding partition only (inc. Install)
VISUAL DISPLAY BOARDS	Construction Supply, Inc.	\$60,181.00	NA		Partitions Only
<b>LOCKERS</b>					
LOCKERS	Marshfield Book & Stationary	\$69,590.00	N/A	\$69,590.00	
<b>FLAG POLES</b>					
<b>\$7,500 FLAG POLE RELOCATION ALLOWANCE</b>					
FLAGPOLES	Pole-Tech Co., Inc.	\$1,465.00	NA	\$1,465.00	
<b>EQUIPMENT - KITCHEN EQUIPMENT</b>					
FOOD SERVICE EQUIPMENT	Van Vreede's	\$418.95			Standard Residential Range Hood
FOOD SERVICE EQUIPMENT	Streich Equipment Co. Inc.	\$7,800.00	N/A	\$7,800.00	Denlar Hood with Fire Suppression
<b>EQUIPMENT - THEATRE EQUIPMENT</b>					
<b>\$10,000 FRAMING/RIGGING ALLOWANCE</b>					
MUSICAL RISERS	MainStage Theatrical Supply, Inc.	\$55,958.25		\$55,958.25	
<b>PLUMBING</b>					
PLUMBING	Hurckman Mechanical Industries, Inc.	\$358,048.00	\$3,580.48	\$361,628.48	
PLUMBING	Wisconsin Mechanical Solutions	\$389,767.00	\$5,611.00		
PLUMBING	J.F. Ahern Co.	\$397,100.00	\$2,594.00		
PLUMBING	Johnson & Jonet Mechanical Contractors Inc.	\$425,900.00	\$21,540.00		
PLUMBING	Jim's Plumbing	\$429,495.00	\$12,900.00		
PLUMBING	August Winter & Sons, Inc.	\$544,225.00	\$0.01		
<b>HVAC</b>					
<b>\$25,000 OVERTIME ALLOWANCE</b>					
HVAC	B & P Mechanical, Inc.	\$1,025,000.00	\$10,250.00	\$1,035,250.00	
HVAC	Baumgart Mechanical Inc.	\$1,036,750.00	\$20,735.00		

HVAC	Best Mechanical Services, LLC	\$1,072,846.00	\$10,728.46	
HVAC	Wisconsin Mechanical Solutions	\$1,095,000.00	\$12,500.00	
HVAC	Hurckman Mechanical Industries, Inc.	\$1,101,906.00	\$11,019.06	
HVAC	Rohde Brothers, Inc.	\$1,121,531.00	0.9%	
HVAC	J.F. Ahern Co.	\$1,136,000.00	\$6,745.00	
HVAC	Ama Inc.	\$1,136,892.00	\$10,936.00	
HVAC	Johnson & Jonet Mechanical Contractors Inc.	\$1,149,800.00	\$21,540.00	
HVAC	August Winter & Sons, Inc.	\$1,542,283.00	1%	
<b>ELECTRICAL</b>				<b>\$45,000 MES GENERATOR ALLOWANCE</b>
ELECTRICAL	CableCom LLC	\$104,974.68		Communication Cabling ONLY
ELECTRICAL	Northland Electrical Services	\$1,227,806.00	\$12,278.06	\$1,240,084.06 Fire Alarm Options
ELECTRICAL	Total Electric Service, Inc.	\$1,305,000.00	\$13,050.00	
ELECTRICAL	Van Ert Electric Company Inc.	\$1,467,322.00	0.94%	
ELECTRICAL	KW Electric, Inc.	\$1,515,900.00	1%	
ELECTRICAL	Elmstar Electric Corporation	\$1,724,974.00	\$13,475.00	
<b>EXCAVATION</b>				<b>\$50,000 SHORING ALLOWANCE</b>
EXCAVATION	Midwest Drilled Foundations & Engineering	\$44,700.00	N/A	Sheet Piling ONLY
EXCAVATION	Faulks Brothers Construction	\$205,080.00	\$2,810.00	\$207,890.00 NEED SAVINGS ON SPOILS ON SITE DEMO OF CANOPY
<b>HELICAL PILES</b>				
HELICAL SCREW FOUNDATIONS	Raise Rite Foundation Pier System, Inc.	\$7,200.00	N/A	Doesn't meet insurance requirements
HELICAL SCREW FOUNDATIONS	Midwest Drilled Foundations & Engineering	\$15,000.00	N/A	\$15,000.00
HELICAL SCREW FOUNDATIONS	McMullen & Pitz Construction Co.	\$18,000.00	N/A	
<b>ASPHALT PAVING</b>				<b>\$125,000 DRIVEWAY PAVING ALLOWANCE</b>
ASPHALT PAVING	American Asphalt of Wisconsin	\$14,368.00	N/A	\$14,368.00
ASPHALT PAVING	Northeast Asphalt Inc.	\$18,250.00	N/A	
<b>SITE CONCRETE</b>				
CONCRETE PAVING	Delrar	\$45,120.00	N/A	\$45,120.00
CONCRETE PAVING	De Arteaga, Inc.	\$76,300.00	\$953.75	
<b>FENCING</b>				
CHAIN LINK FENCES AND GATES	Fortress Fence	\$3,155.00	N/A	\$3,155.00
<b>LANDSCAPING</b>				<b>\$2,500 LANDSCAPING ALLOWANCE</b>
SEEDING	Faulks Brothers Construction	\$3,800.00		\$3,800.00
<b>SITE UTILITIES</b>				
SITE SANITARY UTILITY SEWERAGE PIPING	Faulks Brothers Construction	\$63,890.00	\$2,810.00	\$63,890.00
SITE SANITARY UTILITY SEWERAGE PIPING	Scott DeNoble & Sons Construction Inc.	\$71,490.00	N/A	
				\$6,771,723.05 SUBTOTAL
				\$750,000.00 CONTINGENCY
				\$7,521,723.05 BID PACKAGE #2 TOTAL



**Students choosing to excel; realizing their strengths.**

The School District of Manawa  
2019  
LAWN CARE RFP

## **SECTION I – INTRODUCTION and INTENT of RFP:**

### **Notice to Vendors**

**Sealed proposals (postal mail or electronic) will** be received by the District Office for the School District of Manawa (SDM), Manawa, Wisconsin from experienced, qualified vendors who specialize in commercial Lawn Care and Maintenance Services.

Proposals will be accepted until **Friday, September 27, 2019 at 12:00 P.M. in the District Office.** Complete specifications and instructions are attached herewith.

The SDM plans to contract for Lawn Care and Maintenance Services at up to five (5) different sites within the district. This Request for Proposal is for Lawn Care and Maintenance Services ONLY. We expect the selected Contractor to begin work in mid-April 2020, weather permitting.

Proposals shall be submitted in a sealed envelope or electronically identifying the Contractor's name, the RFP title, and the RFP due date.

Submission of a proposal signifies the Contractor's agreement that the proposal and the content thereof are valid and all pricing submitted with the proposal shall remain in effect for the contract period.

The School District of Manawa would like to enter into a three (3)-year agreement but does retain the right to adjust the length of the agreement with the Contractor pending district satisfaction.

## **SECTION II – SCHEDULE:**

### **The School District of Manawa Lawn Care Services Request for Proposal Schedule**

<b>Monday, August 26, 2019</b>	RFP available and placed on district website.
<b>Friday, September 20, 2019 by 1:00 P.M.</b>	Last day for questions. Questions must be signed and submitted in writing by 1:00 P.M. Questions may be delivered either by mail, e-mail, or in person.
<b>Friday, September 27, 2019 by 12:00 P.M.</b>	Proposal receipt deadline. All proposals are due at the District Office by 12:00 PM. No late proposals will be accepted.
<b>Wednesday, October 2, 2019 at 6:00 P.M.</b>	Proposals will be opened by the Board of Education Buildings and Grounds Committee along with district administration in the Board Room located at 800 Beech Street in Manawa, Wisconsin.
<b>September 17, 2019 (or thereafter)</b>	Vendor is notified of Award decision.
<b>Mid-April 2020 (weather permitting)</b>	Begin Services

## **SECTION III -- BACKGROUND:**

The School District of Manawa is soliciting proposals for Lawn Care and Maintenance Services for the locations listed below.

### **FACILITY LOCATIONS CHART**

<b>LOCATION</b>	<b>ADDRESS</b>	<b>SITE #</b>
<b>MANAWA ELEMENTARY SCHOOL</b>	<b>800 BEECH STREET</b>	<b>1</b>
<b>LITTLE WOLF HIGH SCHOOL/MANAWA MIDDLE SCHOOL</b>	<b>515 EAST 4<sup>TH</sup> STREET</b>	<b>2</b>
<b>MANAWA ATHLETIC COMPLEX</b>	<b>515 EAST 4<sup>TH</sup> STREET</b>	<b>3</b>
<b>PRACTICE FIELDS</b>	<b>585 EAST 4<sup>TH</sup> STREET</b>	<b>4</b>
<b>VACANT DISTRICT LOT</b>	<b>585 EAST 4<sup>TH</sup> STREET</b>	<b>5</b>

## **SECTION IV -- GENERAL CONDITIONS and FINANCIAL PROVISIONS:**

**CONTRACTOR QUALIFICATIONS:** The successful Contractor shall have been in the Lawn Care and Maintenance business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

**PRICING:** The Contractor warrants that the pricing stated herein shall remain firm for a period of one (3) SEASONS from Mid-April, 2020 to late October, 2022. Pricing shall include all charges that may be imposed in fulfilling the work.

**SIGNED PROPOSAL CONSIDERED AN OFFER:** Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions, and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by the School District of Manawa. In the event of a default on the part of the Contractor after acceptance, the district may take such action as it deems appropriate including legal action for damages or specific performance.

**PAYMENT TERMS:** Payment terms are 45 days following receipt of correct invoice. Voucher invoices must be submitted to:

School District of Manawa  
Attn: Carmen O'Brien – Business Manager  
800 Beech Street  
Manawa, WI 54949 - 8664

**SUBCONTRACTING:** The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

**CHANGES:** The School District of Manawa shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

**NON-DISCRIMINATION:** The Contractor, as an arm of the School District of Manawa, shall not discriminate against individuals on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

**COST FOR PROPOSAL PREPARATION:** Any costs incurred by Contractors in preparing or submitting proposals are the Contractors' sole responsibility. The School District of Manawa will not reimburse any Contractor for any costs incurred prior to award of this contract.

**TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted



within a period of 60 days following the submittal date, September 27, 2019. Although the contract is expected to be awarded prior to that time, the 60-day period is requested to allow for unforeseen delays or problems.

**RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of the School District of Manawa when received.

**COLLUSIVE BIDDING:** The vendor's signature on the School District of Manawa "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude the district from obtaining the lowest possible competitive price.

**LABOR STANDARDS:** The contractor must comply with all local, state and federal rules, including but not limited to the Occupational Safety and Health Act of 1970, the Contract Hours and Safety Standards Act, and the Wisconsin State Labor Law with respect to hours of work, posting of notices, deductions and wages.

The Contractor shall indemnify and save harmless the district from any claim alleging a violation of the Labor Laws of the State of Wisconsin, including but not limited to, the Contractor's obligation to pay prevailing wage.

The Contractor shall make provisions for disability benefits, workers compensation, unemployment insurance, social security, as required by law.

**GENERAL INDEMNITY:** The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the School District of Manawa, assume entire responsibility and 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 School District of Manawa 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 School District of Manawa, as well as the School District of Manawa employees, from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the School District of Manawa 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 contract, contractual 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.

**CONFLICT OF INTEREST:** All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee/Board of Education Member of or related to an employee/Board of Education Member of the School District of Manawa. By submitting a

proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify the School District of Manawa of any omissions or errors found in this document.

**INSURANCE COVERAGE:** During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Wisconsin, as well as employer's liability coverage with minimum limits of \$500,000.00, per occurrence and \$1,000,000.00 in the aggregate. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury and broad form property damage, product liability, independent contractors (if any), completed operations and contractual liability.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage; \$500,000.00 uninsured/under-insured motorist; and \$5,000.00 medical payment.
- **All Risk Property Coverage** – Contractor shall secure, pay for at its sole cost and maintain whatever All Risk Property Coverage Insurance Contractor may deem necessary to protect Contractor against loss of owned or rental capital equipment and tools. The requirement to secure and maintain such insurance is solely for the benefit of the Contractor. Contractor's failure to secure such insurance and/or to maintain adequate levels of coverage shall not obligate the School District of Manawa, its agents or employees, for any losses. Any such insurance policy shall include a waiver of subrogation clause as follows: "It is agreed that in no event shall this insurance company have any right to recovery against the School District of Manawa and the School District of Manawa is to be held harmless by the Insured and this Insurance carrier."

**INSURANCE REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Wisconsin.

**OTHER INSURANCE PROVISIONS:** The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is for losses that occur as a direct result of the Contractor's actions. Contractors insurance shall contain endorsements for "primary & non-contributory."

- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, cancelled, reduced in coverage or in limits except after 30 days written notice.
- C. Waiver of Subrogation endorsements.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the School District of Manawa as "additional insured" to their insurance policy.

**PROPOSAL OPENING:** The proposal deadline is Friday, September 27, 2019 at 12:00 P.M. On Wednesday, October 3, 2019 at 6:00 P.M. in the Board Room located at 800 Beech Street in Manawa, Wisconsin, the package containing the proposals from each responding Contractor will be publicly opened. At that time the name of the Contractor and the cost(s) offered will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Contractor's pricing position. Neither can the assumption be made that the Contractor with the lowest price offered will be awarded the contract. See "**EVALUATION CRITERIA**" and "**AWARD OF BID**" for further explanation on the components involved with the award of this contract.

**EVALUATION CRITERIA:** The School District of Manawa, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, the Contractors experience with similar projects and the Contractors responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The School District of Manawa reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The School District of Manawa reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the School District of Manawa.

**REFERENCE TO OTHER DATA:** Only information which is received in response to this Request for Proposals will be evaluated. Reference to information previously submitted shall not be evaluated.

**AWARD OF BID:** The School District of Manawa, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). The district may choose to award portions of the bid to one Contractor (i.e. Athletic Complex) and other portions (i.e. standard lawn care) to another Contractor. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on "**BEST VALUE.**" "**BEST VALUE**" will allow the School District of Manawa to consider factors beyond pricing such as whether the responsible Contractor(s) is able to meet and/or exceed the required

specifications. **“BEST VALUE”** will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one or more Contractor(s) does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal(s) was deemed most advantageous to the School District of Manawa.

**NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Contractor and the award for Lawn Care and Maintenance Services has been made, the successful Contractor will be notified within eight (8) working days of this award. The School District of Manawa will notify the successful Contractor in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. Verbal notification of the award of this contract is not considered a reliable mode of notification and, therefore, will not be recognized as an official notification. The School District of Manawa does retain the right to enter into a multi-year agreement with the Contractor pending district satisfaction.

**TERMINATION FOR CAUSE:** The School District of Manawa reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should the School District of Manawa elect to terminate this contract for cause, the School District of Manawa will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the School District of Manawa.

**TERMINATION WITHOUT CAUSE:** The School District of Manawa and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. Mail no later than thirty (30) days prior to the termination date.

## **SECTION V – EMPLOYEE GUIDELINES:**

**DRUG & TOBACCO POLICY:** The Contractor certifies that it maintains a drug-free and tobacco-free work place environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with this policy.

**AUTHORIZED PERSONNEL:** While engaged in the performance of these Lawn Care and Maintenance Services, only authorized employees of the Contractor are allowed at the School District of Manawa location where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

**EMPLOYEE GUIDELINES:** The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds. In addition, any authorized employee of the Contractor shall submit to a School District of Manawa police background check at the expense of the Contractor.

## **SECTION VI – SAFETY:**

**SAFETY:** The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work”. The Contractor and any persons employed by the Contractor shall be required to wear the following safety items as required by OSHA regulations while performing any part of the work listed under the title “Scope of Work”. These safety items are: steel-toed boots, gloves, hearing protection, and eye protection.

**State and Federal Regulations:** The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, and tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

**Public Safety:** The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.

## **SECTION VII -- SPECIAL CONDITIONS:**

**CONTRACTOR SUPERVISION:** The Contractor or the Contractor’s authorized agent shall make sufficient routine inspections to ensure the Lawn Care and Maintenance work is performed as required by the contract.

## **SECTION VIII – PROPOSAL INFORMATION:**

- Proposals for LAWN CARE and MAINTENANCE SERVICES will be received by the School District of Manawa until Friday, September 27, 2019 at 12:00 P.M. Proposals may be submitted by mail, emailed or delivered in person. **NO** faxed proposals will be accepted. The District Office must receive all proposals at the following location **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award.

Each proposal must be submitted in a sealed envelope, addressed to:

School District of Manawa  
Attn: LAWN CARE RFP  
800 Beech Street  
Manawa, Wisconsin 54949 – 8664

Each sealed envelope containing a proposal must be plainly marked with the **“CONTRACTOR’S NAME”, “REP TITLE”, and the “REP OPENING DATE & TIME”**.

OR via email to:

Jfrazier@manawaschools.org

- The Bid Proposal must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered.
- Questions regarding this RFP must be submitted in writing directly to Carmen O'Brien, Business Manager.
- All locations must be bid individually.
- All questions in the "Mandatory Questions to be answered" must be fully addressed in the proposal.
- The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractor's proposal should be based on information provided during site visitations and a careful review of the RFP specifications including any addenda. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the School District of Manawa.
- The Contractor to whom this project is awarded shall execute and perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.
- Each Contractor and their employees are expected to be trained and experienced in Lawn Care and Maintenance Services on a large scale. When submitting a proposal, the Contractor should include a statement of experience where Lawn Care and Maintenance Services have been performed in similar work situations and environments along with a reference list of Wisconsin school districts currently using the Contractor's services and it should be additionally noted on the reference list where the Contractor also provides for the care of the athletic fields.
- The School District of Manawa may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide the School District of Manawa with all such information and data for this purpose. The School District of Manawa reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy the School District of Manawa that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.
- A conditional or qualified proposal will not be accepted.

## **SECTION IX – MANDATORY ISSUES:**

- 1. List or detail all pertinent information and data that would indicate the ability of your organization to satisfactorily fulfill the work as outlined in this Request for Proposals.**
- 2. Has a member of your management team personally inspected the proposed work sites? Please include a copy of your complete plan for the performance of specified work?**
- 3. How will your company supervise your employees during the performance of the work?**

## **SECTION X – BID SHEET:**

### **GENERAL SPECIFICATIONS**

Specifications for lawn care must include the following:

1. A certified agronomist or horticulturist will minimally take one core soil sample from each location once per year and use the analysis of said sample for the purposes of designing the proper soil treatment plan for each location. Uses of the location should be taken into consideration.
2. Proposals will address each site separately using the square footage/acreage by application. (See Addendum A – Site Maps with Square Footage & Acreage) A Contractor may choose to submit a proposal for one site (i.e. Athletic Complex), multiple sites, or all sites.
3. Aerating and over seeding will be combined and quoted as a square footage/acreage price.
4. 25-0-5 fertilizer will be the pricing standard for the proposal.
5. The treatment of broadleaf weeds will be with a 2-4-D or equivalent with application to label specifications.
6. Advanced scheduling of the lawn care applications is required by contacting the District Administrator/Director of Buildings and Grounds- Dr. Melanie J. Oppor. Once applications have been completed, all proper posting of the application will be the responsibility of the Contractor for safety reasons.

## **SIGNATURE SHEET**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
St. Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
URL/Email Address

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least 60 days.

## **SECTION XI – INVOICE SHEET:**

The Contractor shall provide a monthly invoice for services rendered during that one month period. The Contractor shall send that monthly invoice to the Business Office – Attn.: Carmen O’Brien (800 Beech Street Manawa, WI 54949 - 8664). Please provide the list of tasks and date on which work was completed for each site during the month.