

# COUNTY OF DUNN



Public Works Department  
**FACILITIES & PARKS**  
3001 US Highway 12 East  
Suite 002  
Menomonie, Wisconsin 54751  
Phone (715) 232-1581  
Fax (715) 232-6478  
[fac@co.dunn.wi.us](mailto:fac@co.dunn.wi.us)

---

To: Prospective Bidder  
From: David Taylor  
Date: October 20, 2016  
Re: Request for Bids – Parks and Facilities Grounds Maintenance

---

The Dunn County Public Works Department-Facilities and Parks Division is currently requesting bids for grounds maintenance at Dunn County Parks and Facilities for 2017-18. Below is a list of minimum requirements which are included;

## 1. General Information

- a. Bid will be valid for 2017 and 2018 season.
- b. Complete and submit bid on form included with this request.
- c. Maps of the park and facility locations that will be part of the contract are included. Please note that the maps include parks and facilities that are **NOT** included in this contract as well. Use the list provided below and on the bid form to determine which parks and facilities will be under this contract and should be included in the bid.
- d. Site visits to each location included is highly recommended to get a full understanding of the areas to be maintained and landscape areas.
- e. Bidder agrees to provide services for six (6) months during the period beginning April 15, 2017 and 2018 and ending on October 15, 2017 and 2018 for park maintenance at **Caddie Woodlawn** and **Pineview** parks, situated and owned by the County of Dunn. (Parks in **BOLD** have toilet facilities.)
- f. Contractor agrees to provide service for five (5) months during the period beginning May 1, 2017 and 2018 and ending on September 30, 2017 and 2018 for park maintenance services at **Thatcher**, **Champney**, **22-Mile**, **Lamb's Creek**, **NW Landing**, Kleist, Eau Galle Dam, Sportsman Landing parks situated and owned by the County of Dunn. (Parks in **BOLD** have toilet facilities.)
- g. Optional bid locations include Dunn County Government Center, Dunn County Fairgrounds/Rec Park, Menomin Park and Dunn County Highway. For these optional locations, contractor agrees to provide service for six (6) months during the period beginning April 15, 2017 and 2018 and ending on October 15, 2017 and 2018 for park/facility grounds maintenance. See bid form for additional details.

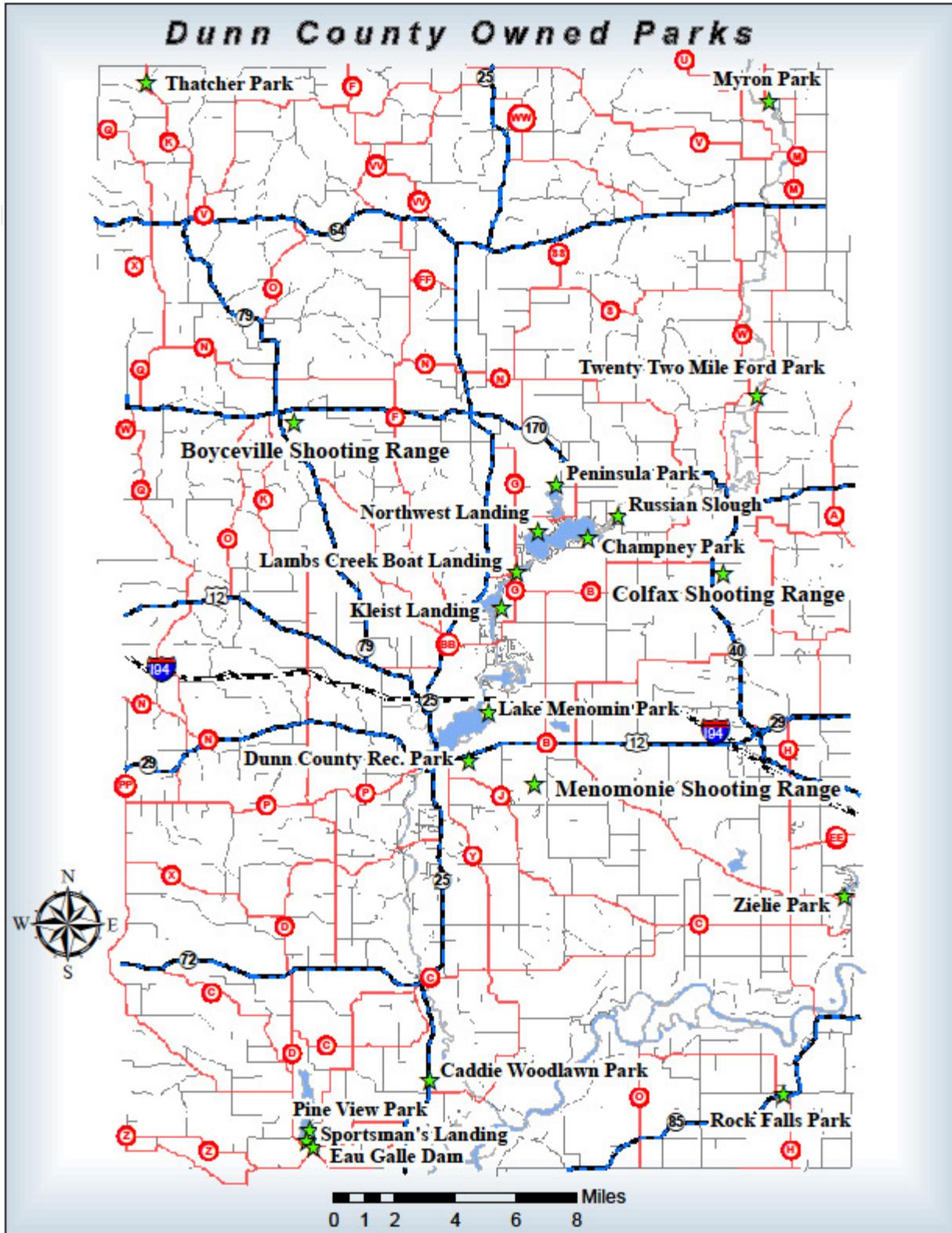
2. Work included
  - a. Weekly lawn maintenance for the entire developed area, including without limitation, mowing, weed whipping, raking, etc. to insure an attractive appearance throughout the park, with grass not to exceed 3" maximum in length at any time. This length shall be adhered to through fast or slow growing seasons, as well as fast or slow growing areas of the park.
  - b. Weekly collection and disposal of trash and litter.
  - c. Contract will include removal of brush, grass, needles, and debris when necessary to maintain an attractive appearance throughout the park or facility. These items are to be disposed of properly by the selected contractor.
  - d. Weekly toilet maintenance. The County shall provide products to maintain a fresh toilet. The selected contractor will be responsible for cleaning duties to be performed on a weekly basis, to always maintain a clean, fresh appearing and smelling unit.
  - e. This contract is intended to cover the general maintenance and well being of the park and/or facility grounds and to strive to create public goodwill. It is not all inclusive and may require minor changes to fit each individual park or facilities needs.
  - f. Each contractor must provide their own equipment for up keep on the parks (i.e. lawn mower(s), rakes, weed whips, etc.). Supplies such as toilet tissue and garbage bags will be provided by Dunn County.
3. Dunn County reserves the right to request the following of a bidder(s) prior to the contract award:
  - a. Provide references/clients list to verify bidder's ability to complete contract successfully.
  - b. Interview bidder and review company profile/history.
  - c. Proof of workers compensation and liability insurance.
4. Successful bidder will be expected to enter into a contract that includes the above provisions and any other provision deemed necessary by Dunn County.

**Proposals for this project will be accepted until 4:00 pm November 18, 2016.**

*Dunn County reserves the right to reject any and all bids or to accept any bid that is deemed to be in the best interest of Dunn County.*

Questions should be directed to David Taylor at 715-232-1581 or dtaylor@co.dunn.wi.us.

Map of Park Locations



**Map of Facility Locations – Menomonie, WI**

