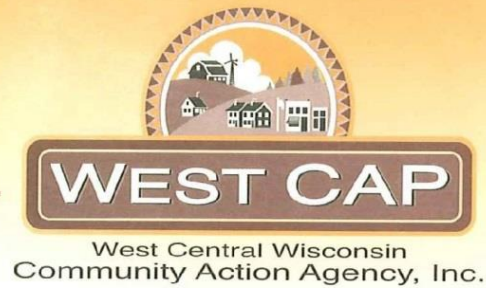


Strong, Secure Families - Sustainable Communities

Serving Barron, Chippewa, Dunn, Pepin, Pierce, Polk and St. Croix Counties.

Peter H. Kilde
Executive Director



August 29, 2017

Request for Snow Removal Proposal

Dear Snow Removal Contractor,

West Central Wisconsin Community Action Agency, Inc. (West CAP) is seeking bids for Snow Removal at the following locations:

Name and Address of Location	City	City Sidewalks	Interior Sidewalks
Sunrise Meadow I LP – 205-230 E Olson Avenue	Barron	N/A	Required
Sunrise Meadow II LLC – 155-175, E. Olson Avenue		N/A	Required
CAP Town Homes – 803-805 W. Clayton Avenue	Clayton	N/A	Optional
Cedar Meadows – 314 W. South Street	Rice Lake	N/A	Optional
Glenwood Commons Student Housing – 320 W. South Street		Optional	Optional
Trillium Green Town Homes LLC – 559-599 N. Maple Street	Ellsworth	N/A	Optional
Colfax Prairie Homes - 504-508 Big Blue Stem Lane	Colfax	N/A	Required
West CAP Food Pantry, 823 Main Street	Boyceville	Optional	Optional
Sunlight Terrace, 253 & 255 Magnolia Drive	Glenwood City	N/A	Optional
West CAP Home Works, 315 & 319 Misty Lane		N/A	N/A
West CAP Duplex, 318 6th Street		N/A	Optional
West CAP Office, 1421 Stout Road	Menomonie	Optional	Optional
Hammond Homes – 1300-1326 Charlotte Street	Hammond	Required	Required
St. Croix Falls Townhomes – 1275-1293 Burr Oak Lane	St. Croix Falls	Optional	Optional

Additional information about the locations can be obtained at <http://westcaprentalproperties.org/>

525 Second Street, Box 308, Glenwood City, WI 54013
Phone: 715.265.4271 Fax: 715.265.7031
www.westcap.org



Your bid price must include per trip/application pricing for:

1. Plowing snow clear from driveways and parking lots, in a professional manor. May be broken down into two categories, depending on snow depth. No removal of snow from property required.
2. Hourly rate(s) for additional plowing – when requested

Optional pricing for:

1. Sidewalk clearing, with Ice-melt product (active to 10 below F or colder).
2. Five-month (November 1 through March 31) budget invoicing for flat monthly rate.

Requirements:

1. In the event of heavy (approximately 6" or more) overnight snowfall lots and sidewalks must be "opened up" by 7 AM as part of the per trip pricing.
2. Unless specifically instructed by West CAP to plow onto lawns, contractors must repair their own sod damage by May 15th, or West CAP may back charge at a rate of \$75/hour, plus materials for repairs.
3. West CAP reserves the right to determine frequency of visits.

Terms:

1. Payment issued within 30 days from receipt of valid invoice.
2. Awarded contractors will be required to provide West CAP with a certificate of liability insurance with the following requirements:
 - 1) \$1,000,000 Minimum coverage
 - 2) West Central Wisconsin Community Action Agency, Inc. shall be endorsed as "additional insured" with coverage under this endorsement as primary and non-contributory and contain a hold-harmless waiver of subrogation for West Central Wisconsin Community Action Agency, Inc.

Bid submittals:

1. All proposals are **due by September 31, 2017**, however award(s) may be made **after September 15th** if enough bids are received for individual location(s).
2. Bids may be emailed or mailed to:

West CAP – Attn: Tim M.
PO Box 308,
Glenwood City, WI 54013

Please direct all bid-related questions to Tim Mather, (715) 265-4271, Ext. 1125, or by email at: tmather@wcap.org

Sincerely,

Tim Mather

Tim Mather, Housing and Facility Director

715.265.4271, ext. 1125

tmather@wcap.org