

City of Racine
Official Notice #11-2023
Invitation for Bid (IFB) Contract #2024001
Grounds Maintenance, Snow Removal & Burial Services
for Racine Cemeteries



09/25/2023	Published in Newspaper Published Online
09/27/2023	Published in Newspaper
09/29/2023	Questions due via email by 2pm
10/04/2023	Addendums Posted
October 6, 2023 10:00am	DUE DATE Bid proposals received after this time will not be considered
Method of submittal	City of Racine Purchasing – DemandStar ONLY https://network.demandstar.com/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/
Contact information:	City of Racine Purchasing 730 Washington Ave. Room 105 Racine, WI 53403 Office: 262.636.9143 Fax: 262.636.9100 Email: monica.santos@cityofracine.org Website: http://www.cityofracine.org/purchasing

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Reliable Property Services LLC

Name: Marky Poore

Address: 4950 MEMCO LN

City, State, Zip: Racine, WI 53404

Phone: (414) 778-1112

Email: mpoore@rpswi.com

Ground Maintenance Bidder's Proposal

Official Notice #11-2023

Item	Estimated Quantity/Yr*	Unit Price	Total Price per Year
Full Mowing	22	3,520	77,440
Full Trimming	22	3,410	75,020
Weed Control			
Full (fall)	1	9,872	9,872
Partial (spring)	1	985	985
Daily Sidewalk Litter Pick **	100	40	4,000
Trash Barrel pick up	22	165	3,630
Shrub Maintenance	2	3,960	7,920
Water System:			
Weekly cleaning	22	55	1,210
Spring Opening	1	176	176
Fall Closing	1	633	633
Flower beds:			
Spring planting	1	1,925	1,925
Maintenance	5	220	1,100
Fall clean up	1	165	165
Wreaths	1	1,045	1,045
Hard Surface Cleaning:			
Power Edging	1	198	198
Power Sweeping	2	396	792
Spring Clean-up	1	14,300	14,300
Fall Clean-up	1	7,150	7,150
Trash & Debris Clean up	2	275	550
Misc. Work Hourly rate	22	65	1,430
Total:			209,541 \$0.00

* Quantity/year is an estimated number and will be used to calculate bid award

** Mound Cemetery Only

We propose to furnish above services (to include all materials, except as specified to be furnished by others, ready for use, all in accordance with advertisement, plans, specifications, and contract, all as attached hereto, and all of which we have examined) for the amounts shown above.

SIGNED BY: Marty Poore Address: 4450 Menico Lane

Printed Name: Marty Poore City, State Racine, WI, 53404

Company: Reliable Property Services Phone: (414) 778-1112

Date: 10.5.2023 Email: mpoore@rpswi.com

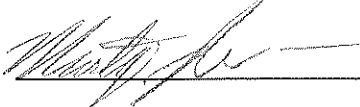
Snow & Ice Removal Bidder's Proposal Official Notice #11-2023

Item	Estimated Quantity/Yr*	Unit Price	Total Price per Year
Snow removal - 2"-6" accumulation. All roadways and walkways	6	1,265	7,590
Snow removal - over 6" accumulation. All roadways and walkways	3	1485	4,455
Perimeter and public walks under 2" accumulation	10	550	5,500
Provision and installation of snow plow markers	1	385	385
Removal of snow plow markers	1	193	193

18,123 \$0.00

* Quantity/year is an estimated number and will be used to calculate bid award

We propose to furnish above services (to include all materials, except as specified to be furnished by others, ready for use, all in accordance with advertisement, plans, specifications, and contract, all as attached hereto, and all of which we have examined) for the amounts shown above.

SIGNED BY:  Address: 4950. MEMMO LANE

Printed Name: Murdy Poore City, State Racine, WI 53404

Company: Reliable Property Services Phone: (414) 778-1112

Date: 10-5-2023 Email: mpoore@rpswi.com

Burial Services Bidder's Proposal Official Notice #11-2023

Item	Estimated Quantity/Yr**	Unit Price	Total Price per Year
Grave excavation*			
Single Depth	100	415	41,250
Double depth	10	440	4,400
Oversize grave	2	424	847
Re-dig caved in grave	10	248	2,475
Level off caved in grave	10	248	2,475
Infant	10	248	2,475
Cremation	40	72	2,860
Installation of vault and cover	1	85	85
Entombment			
Crypt	25	55	1,375
Niche	20	40	800
Graveside burial process			
Crypt/Niche	10	83	830
Infant	5	66	330
Grave	100	85	8,500
Cremation	25	44	1,100
Grave Heating	25	193	4,825
Snow Removal for burial services			
Crypt/Niche	5	40	200
Infant	5	50	250
Grave	25	55	1,375
Cremation	15	45	675
Disinterment	1	275	275
Disentombment	1	110	110
Make and install government markers	5	90	450
Saturday Burials	30	385	11,550
Total:			89,512 \$0.00

*Excavation costs to include all associated activities of soil disposition, grave settling and sod

** Quantity/year is an estimated number and will be used to calculate bid award

We propose to furnish above services (to include all materials, except as specified to be furnished by others, ready for use, all in accordance with advertisement, plans, specifications, and contract, all as attached hereto, and all of which we have examined) for the amounts shown above.

SIGNED BY:  Address: 4450 Memphis Lane

Printed Name: Marty Rose City, State Palmdale, CA, 93404

Company: Reliable Property Services Phone: (414) 778-1112

Date: 10-5-2023 Email: MRose@RPSLSI.com

1. General Information

The City of Racine is accepting formal bids for the **Provision of Grounds Maintenance, Snow Removal, and Burial Services for Racine Cemeteries** Via Demandstar.

The City of Racine is the sole judge of the suitability of all bidders and reserves the right to reject any and all parts of the proposal that is not in the best interest of the City of Racine. The City of Racine, in its sole discretion and without cause, may terminate this Request, Purchase Order or Contract, in whole or in part, at any time without incurring liability to the bidder for lost profits, or any other costs of damages.

Bidders are reminded to carefully examine the bid and specifications upon receipt. If necessary, bidders should make a written request by the due date to the Purchasing Agent for interpretation or corrections of any ambiguity, inconsistency or error discovered. Bidders are cautioned not to change any of the terms or conditions in the bid and/or specifications without the written approval of the Purchasing Agent. Any unauthorized changes will be constitute a counter offer and will subject the bid to rejection.

All bidders shall verify if any addenda for this project have been issued. Addenda, if any, will be posted on DemandStar. A bidder who fails to address addenda in its proposal may be deemed non-responsive.

This contract is for a one (1) year term from January 1st, 2024 with option to be renewed for four (4) additional one (1) year periods providing both parties agree to the extension under the condition that the price may be renegotiated and all other terms, conditions, and specifications remain the same. Notification to the City of the desire to extend, including any price change request, shall be given by the Contractor at least ninety (90) days before the contract expiration date. Additional work may be assigned if negotiated and agreed upon. Either party may cancel this agreement by giving the other party written notice thereof ninety (90) days.

All financial and contractual commitments by the City are subject to the availability of funds as approved in the budget and by the Common Council.

DBE/MBE/VBE/WBE are encouraged to bid.

2. General Questions

Have you performed any work for the City of Racine in the past? YES NO

Are you able to perform work for the State of Wisconsin? YES NO

Are you part of any of these program(s)

Disadvantage Business Enterprise (DBE)	YES	<input checked="" type="radio"/> NO
Minority Business Enterprise (MBE)	YES	<input checked="" type="radio"/> NO
Women's Business Enterprise (WBE)	YES	<input checked="" type="radio"/> NO
Veteran Business Enterprise (VBE)	YES	<input checked="" type="radio"/> NO

Cooperative Purchasing

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E/WAPP members of local government entities in the Wisconsin area? YES NO

3. Racine Works Program (RWP)

The "Racine Works Program (RWP)" is a preferential hiring program used by the City of Racine to help residents of the City gain access to employment opportunities on City construction or City funded projects. The Racine Works Program is designed to promote employment of City residents as part of a contractor's workforce on some City construction projects.

The City of Racine RWP procurement policy promotes the utilization of local workers and maximization of the economic impact of annual operating and capital project spending.

Bidders and contractors shall satisfy the City of Racine Ordinance Section 46-41 if applicable.

4. Public Records

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" defined in State of Wisconsin Statutes may be held confidential. Proposers shall seal separately and clearly identify all information they deem to be "trade secrets," as defined in the State of Wisconsin Statutes. Do not duplicate or commingle information, deemed confidential and sealed, elsewhere in your response. S. 19.36(5)

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to release of any requested record. To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the City's opinion. At that time, all proposals will be available for review in accordance with such laws.

Email: publicrecords@cityofracine.org

5. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: Aurora St. Lukes Medical center

Address: 2400 W. Oklahoma Ave, Milwaukee WI, 53215

Contact Person: Ed Dyson

Phone Number: (414) 803-7251

E-mail: edward.dyson@aul.com

Company Name: Heritage Senior living

Address: 7901 W. National Ave

Contact Person: John Olszewski

Phone Number: (414) 250-7885

E-mail: jolszewski@heritageal.com

Company Name: Hospice Alliance

Address: 10220 Prairie Ridge Blvd, Pleasant Prairie, WI 53158

Contact Person: Rita Hagen

Phone Number: (262) 652-4482

E-mail: rita.hagen@hospicealliance.org

6. Specifications/Scope of Work

These specifications are intended to provide the minimum standards necessary for the contracting of the grounds maintenance, burial operations and snow removal at the City of Racine's Graceland and Mound Cemeteries.

The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed at Graceland and Mound Cemeteries in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, appearance. Services include, but are not limited to maintenance of grounds, regular mowing, trimming and edging, removal of leaves and debris sweeping or blowing off roads and sidewalks, turf maintenance, plant and tree maintenance, trash removal, snow and ice removal when applicable and burial services. All work will be performed during daylight hours with care taken that any work done before 8 a.m. not be near residential areas where noise might be an issue.

The Contractor shall, for the bid price given, provide all services herein set forth. The Contractor shall be responsible for all supervision, materials, tools, equipment, labor and related work supplies necessary for the delivery of services herein, except as outlined in the Burial Services scope of work and more specifically defined in Exhibit A..

All services shall be delivered in a thorough and professional manner in conformance with accepted methods and practices and in strict conformance with all applicable state and local codes, laws, ordinances, orders, etc. as if such legal requirements were herein set forth at length. The successful bidder shall obtain and pay for all necessary licenses and permits.

a. Locations

Graceland Cemetery is located at 2547 Osborne Boulevard. The cemetery is comprised of approximately 50 acres.

Mound Cemetery is located at 1147 West Boulevard. The cemetery is comprised of approximately 50 acres.

The standards of maintenance and appearance at the cemeteries must reflect the city's concern for those interred.

b. Inspection of the locations

All bidders shall visit the site to determine the exact conditions that exist in relation to the services called for under these specifications. Bidders shall specifically make note of the fact that the City's Cemetery Supervisor is responsible for scheduling of burials and the successful bidder shall be sufficiently flexible to allow for variation in the times allocated for maintenance and burials.

c. Qualifications of the bidder

Each bidder must furnish satisfactory evidence to the City that it has within a reasonable time, had experience in grounds maintenance, burial operations and/or snow removal of a facility of this size and shall be capable of providing efficient, courteous and satisfactory service as required herein. Bidder only needs to show evidence of experience in the operations they are bidding on. Evidence of satisfactory service will be determined by, but not necessarily limited to, any reports received from references listed as well as observing actual work being done. The Contractor must have a valid license and/or any permits that may be required to perform this contract.

d. Damage to the property

The Contractor shall accept full responsibility for replacement costs and other incidental costs for any and all damage to property incurred through accident, negligence, error in judgement or misuse of equipment including, but not limited to, buildings, structures, headstones, monuments and vases. The contractor shall immediately report any and all damage to the Cemetery Supervisor. As directed by the Cemetery Supervisor, contractor shall repair or replace in a timely manner any damaged or destroyed item, at the contractor's expense.

e. Assignment of the contract

No portion of the contract may be assigned without prior written approval of the City. No such approval will be construed as making the City a party of or to such assignment, or subjecting the City to liability of any kind to any assignee even if subcontracting is authorized by the City. No subcontract shall, under any circumstances, relieve the Contractor of its liability and obligation under this contract and despite any such assignment the City shall deal solely with the Contractor.

f. Emergencies

In case of emergencies such as a severe storm, tornado, etc., the Contractor shall give priority to the City to clear grounds of debris and return the areas to their original appearance as expeditiously as possible.

g. Responsibility of the City

The Director of the Parks, Recreation and Cultural Services Department or authorized designee shall judge the acceptability of the Contractor's performance of the work as compared with the quality standards described in these specifications. The City shall have the authority to make minor modifications in the maintenance plan and schedule, to monitor the standards of performance, and to recommend the withholding of payments in part pending the correction of work not properly carried out by the Contractor. The City shall make field decisions and judgments consistent with professional practices.

h. Supervision

The Contractor shall have on the job at all times a responsible working supervisor who is knowledgeable about the work being performed. Such person shall be authorized to receive instructions from the Cemetery Supervisor and to act upon such instructions, or to transmit such instructions to the Contractor immediately. This person must read, speak and write English competently.

The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor shall remove employees for cause, to include, but not limited to, misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the City of Racine.

The Contractor shall also be responsible for training and safety precautions for contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Appropriate safety equipment shall be furnished by the Contractor to contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.

The Contractor's supervisor shall meet personally with the Cemetery Supervisor, at a minimum,

once a day to discuss any problems and the day's maintenance schedule in general.

The Contractor's supervisor shall wear a pager or cell phone so that the Cemetery Supervisor may contact him/her at any time during the day, and shall provide the Cemetery Supervisor with his/her personal residence telephone number should a night emergency arise.

The Contractor shall have a supervisor on call 24 hours a day, including weekends and holidays.

i. Personnel

Neither the Contractor nor its employees shall for any purpose whatsoever be deemed to be an employee of the City or its departments or agencies.

The Contractor shall have available sufficient manpower for scheduling who are trained, competent and reliable to perform satisfactorily all the work as outlined. The City reserves the right to reject any of the Contractor's employees subject to compliance with Wis. Stat. sec. 111.31, *et seq.*

The Contractor will agree, at the request of the City, and with the making of specific charges, forthwith suspend or remove an employee whom the City considers detrimental to the best interests of the Cemetery or the public using the same within 48 hours upon receipt of an official notice.

j. Work Rules for personnel

Contractor and contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work in Graceland and Mound Cemeteries.

Employee Parking: The Contractor's personnel may only park their private vehicles at Graceland Cemetery Maintenance Building parking area.

Safety: All applicable safety equipment, rules and procedures.

Intoxicants and Non-Legal Drugs: Are not permitted in the cemeteries, nor are any individuals working under the influence of non-legal drugs or alcohol.

Disorderly Conduct: Any form of loud or disorderly conduct is not allowed.

Telephone use: No calls shall be made from a City telephone, except emergency calls to obtain emergency assistance. Personal cell phone usage will not be allowed unless employee is on a scheduled break. Any usage observed by City Staff will be reported to the Supervisor.

Curiosity: Contractor's personnel shall not investigate the contents of desks, drawers, cabinets, and closets. They shall not read or disturb notes or materials on desktops or cabinets.

Notification of Out of Ordinary Situations or Conditions: The personnel shall report abnormal conditions, such as defects in the lighting, plumbing, or conditions on cemetery grounds, etc.

Smoking is not allowed only in areas designated by City Staff.

Shall not engage in loud or boisterous behavior or use profane or abusive language. Shall show proper reverence, if working, during committal services.

Not eat or drink beverages except water or non-alcoholic drinks while in work area nor in site of committal shelter during a service. Use of intoxicating beverages and/or drugs is strictly prohibited.

Contractor personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.

Anyone asking a question or making a complaint to the Contractor or Contractor's employees shall be referred to the Cemetery Supervisor. The Contractor shall make no statements or comments questioning the judgment of the City and no statements about the City's activities, policies and procedures.

The Contractor's employees on the premises shall be dressed in appropriate matching uniforms with the company's name. The uniforms shall be worn at all times while working on the grounds and for all seasons. Appropriateness and neatness are criteria reserved for the judgment of the City. Tank tops as outer garments are prohibited. Shoes/boots will have no holes or loose soles. Steel-toed shoes will be required in accordance with OSHA. Contractor employees shall maintain personal hygiene.

k. Safety

All work associated with this contract shall conform to and follow "Best Management Practices." Unsafe practices, people, equipment or vehicles are not allowed and will not be tolerated during the performance of this contract. The City will require removal of unsafe persons or equipment from the City's property.

The Contractor's employees shall comply with OSHA requirements, and the Contractor shall ensure that such compliance is made.

l. Building & Storage Areas for the Contractor

See exhibit F & G for areas and rooms that may be used by the Contractor for office space and the storage of supplies, materials, tools and equipment at each cemetery. The Contractor is to keep the areas neat, clean and sanitary. If this requirement is not met the area maybe removed from the use of the Contractor. Such places are subject to periodic and seasonal inspection by the City.

Additional inside and outside storage areas shall not be developed without the written approval of the City. Contractor must provide its own vehicle fuel storing system, if one is desired. The City of Racine will not be responsible for any loss, damage, or theft of contractor items. Contractor employees shall park privately owned vehicles in the area designated for parking.

The City of Racine will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on the City of Racine's premises. The Contractor shall provide, as part of their offer, a list of tools and equipment to be used during the course of the contract. The Contractor shall verify in writing that this equipment is in safe operating condition. For approval by the City of Racine, the Contractor shall provide a list of tools and equipment that will be stored at the cemetery. The Contractor shall comply with all Federal, State, City, and County laws and regulations regarding the use of Personal Protective Equipment for all contract personnel. All Personal Protective Equipment is provided by the Contractor. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment.

The Contractor shall be responsible for delivering and removing all necessary equipment and supplies on a daily basis.

m. Materials

The materials to be used by the Contractor in the performance of its work hereunder shall be used and stored in the strictest accordance with the manufacturer's specifications. MSDS sheets for all

material must be onsite and properly maintained.

n. Tools and equipment

The Contractor shall provide and maintain at its expense all necessary tools and equipment and replacements thereafter. Contractor shall maintain such equipment in good working order and shall keep it neat in appearance. While normal equipment wear can be expected, the Contractor shall keep all equipment clean, including trucks, trailers, etc. The Contractor shall make frequent inspections and all necessary repairs of hydraulic and gas lines, grease fittings, oil filters, etc. to prevent oil and/or fuel leakage onto gravel, asphalt, and turf areas.

The City will allow the Contractor to use the specialized equipment identified in Exhibit A. The Contractor shall perform cleaning, minor maintenance and repairs to such equipment and the City shall make major repairs or replace it when, in City's opinion, any such item is unrepairable.

o. Additional work

It is understood that periodically the City may require additional work above what was included in the original scope of the specification. to be done on the site. In this event, City will review such requested additional work with the Contractor and the Contractor shall submit a written quote. The Contractor will perform the work only after receiving a written approval from City. The cost shall be billed separately by the Contractor when the work has been completed to City's satisfaction. Unless the City has consented in advance, the Contractor shall not subcontract any of the extra work.

p. Penalties for failure to perform

Contractor shall be penalized for failure to perform services as called for in these specifications.

When a service is skipped in an area or the performance is unacceptable, the Contractor shall be allowed a grace period of twenty-four (24) hours to make the necessary correction. This period of grace can be extended if, in the opinion of the Cemetery Supervisor, the poor results are not due to the Contractor's negligence, but can be attributed to unforeseen difficulties. Where there is insufficient extenuating circumstances and the Contractor permits the omission or poor work to continue beyond the grace period, the Contractor shall be penalized at the rate of one cent (\$0.01) for each square foot of the measured area of neglect multiplied by the number of days of neglect. The minimum penalty will be fifty dollars (\$50.00) per day.

When a service is skipped, left incomplete, or the nature of the neglect is such that the area cannot be reasonably used until the work is done, and where the Contractor is unable or unwilling to make immediate correction, the City shall make the correction to the area using necessary means. In this event, the Contractor shall be penalized the actual cost to make the correction plus ten percent (10%).

The dollar amount of the penalties assessed against the Contractor shall be deducted from the next payment due the Contractor or settlement may be extended or deducted from future invoices, at the sole option of the City.

q. Termination

Should the City deem the work being performed under this contract unsatisfactory, the City shall give the Contractor written notice to cure such unsatisfactory work. If such work continues in an unsatisfactory manner, then the City may, on twenty (20) days written notice, terminate the

contract. Payments shall be made to the Contractor for work performed up to the date of termination, subject to deduction in accordance with Section 21, "Penalties for failure to perform".

r. Amendments

By mutual written agreement subject to ratification of the City, these specifications and subsequent contractual agreement may be modified to correct any oversight not specifically addressed in these specifications.

s. Payment for Work

Payment shall be made monthly within 30 days of receipt and approval of an invoice submitted to the Director of Parks, Recreation and Cultural Services, subject to Section 21 "Penalties for Failure to Perform", plus monthly extras.

EXHIBIT A

GROUND MAINTENANCE - SCOPE OF WORK

All ground maintenance duties as outlined below are required duties under the ground maintenance section. The bidders must be able to provide all duties as specified. The contractor will be required to meet daily with the Cemetery Supervisor to coordinate specific activities for each day and to coordinate the frequency of mowing and other activities.

All ground maintenance duties as outlined below are required duties under the ground maintenance section. The bidders must be able to provide all duties as specified. The contractor will be required to meet daily with the Cemetery Supervisor to coordinate specific activities for each day and to coordinate the frequency of mowing and other activities.

MOWING

All mowing must maintain a six-inch (6") clearance away from all headstones and monuments.

All lawn areas shall be mowed at the appropriate height and frequency to keep them looking neat. The frequency shall be determined by on site inspection taking into consideration the moisture content, soil conditions and the type of grasses.

During the heavy growing seasons (April - June and September - October) all turf areas shall be mowed not less than once each 7 days. More frequent mowing shall be required if the general turf growth exceeds half again the specified mowed height between cuts.

At any time before or after the heavy growing season, frequency of mowing shall be regulated by the growth control as stated above.

Mow the grass at a two-inch (2") height in the spring until temperature reaches eighty (80) degrees or about June 1. Then raise the mowing height one-quarter inch (1/4") per mowing up to two and one half inches (2-1/2"). In mid-September and for the remainder of the mowing season, lower the cutting height by one-quarter inch (1/4") per mowing down to a height of two inches (2").

The Graceland crypt complex and the Indian mounds shall be mowed with a walk-behind-rotary mower with all clippings either mulched or bagged. All other lawn areas may be mowed with a combination of a walk behind and riding rotary mowers.

Where steep terrain and/or wet conditions exist, these areas shall be cut with walk behind mowers to prevent any scalping or tearing of the turf by spinning tires.

Each mowing operation shall include an end of day cleanup of clippings, leaves and any other soil or plant debris that may have fallen or been blown onto any hard surface areas.

Clipping removal is required at any place where it might windrow, build up, or become unsightly.

Clippings must be removed from the premises weekly and disposed of legally.

TRIMMING

With every second mowing operation, the Contractor shall include all un-mowed grass around headstones, monuments, trees, bushes, poles, hydrants, fences, buildings, etc. so that upon completion, all turf has a uniform height of cut. Trimming shall be accomplished by the use of gas powered hand held "line" string trimmers

WEED CONTROL

Control weeds year round in all burial sections, landscape beds, around all buildings, walkways and roadways. Contractor shall dispose of all dead and dying weeds.

Each year, all turf areas in both cemeteries shall receive a fall application of a broadleaf weed killer. Additional spot applications may be required at no extra cost to the city.

As map indicates and direction of Cemetery Staff, a spring application of a broadleaf weed killer will be applied.

Throughout the growing season, the Contractor shall monitor the turf grass and shall immediately report any disease or infestation of insects. If treatment is necessary this will be considered additional work and subjected to negotiation of price.

The handling, use, or application of herbicides or pesticides shall be as required by the Wisconsin Department of Agriculture. The Contractor's and / or employee's license shall be kept on file at the Contractor's cemetery office.

SHRUBS

Shrubs shall be maintained in a healthy, vigorous condition free of pests and disease. This work includes all landscape shrubs within the cemeteries excluding those in natural growth or "wild" areas. Shrubs shall be pruned in order to retain their proper form and proportionate size. When pruning, all leaves, twigs, and branches are to be cleaned up daily and removed from the premises bi-weekly. Shrubs shall be pruned back to clear all doorways, windows and touching of buildings and all roads and walks for the reasonable safety of all pedestrians and vehicles.

WATER SYSTEM

The City will be responsible for installing, removing, and, maintaining the Cemetery's water backflow preventers. The City is also responsible for the repairs to the Mound Cemetery fountain and Mound Cemetery's pond (3) aeration pumps and water mover.

The Contractor is responsible for the Repair of any damage incurred in digging operations.

The Contractor responsible for the fountain as follows:

- The turn-on and shut-off of the water valve
- Draining of fountain bed at season end
- Cleaning of fountain bed at season end and beginning
- Maintain cleanliness of fountain throughout seasons

FLOWER BEDS AND WREATHS

(Perpetual Care and Cemetery's General Grounds)

The perpetual care flower beds will consist generally of Dracaena Spikes and geraniums and the City will provide the flowers. The Contractor shall plant and maintain the beds at various locations in the cemeteries, annually, as directed by the Cemetery Supervisor. The beds shall be watered, picked back, weeded and cultivated as needed. Planting and removal will take place the same time as the general grounds flower schedule as stated below in paragraph "H". Changes in the amount of beds, as stated above, will not be considered additional work or a deduct. (These item amounts vary year to year due to the funds available in each perpetual care site.)

The perpetual care wreaths consist of approximately 150 wreaths installed at various grave site locations. The City will provide the wreaths and the Contractor shall install and maintain the wreaths annually, as directed by the Cemetery Staff. The Contractor shall install the wreaths on City owned wreath stands and at the end of the season remove the wreaths from the stands, clean the stands and store them at a City provided site. The wreaths shall be installed prior to the grounds frost setting in between November 1st and December 1st. Removal shall be part of the Spring clean up as stated in Section H. Changes in the amount of wreath, as stated above, will not be considered an EXTRA or deduct. (These item amounts vary year to year due to the funds available in each perpetual care site.)

The general grounds flowerbeds square footage and flower type is listed in Exhibit "B". The annual flowerbeds will generally consist of petunias, snapdragons, alyssum and coleus and will be provided by the City. The existing perennials flowerbeds consist of daffodils with various blooming times. Note that some beds are planted with annual and perennials and care must be taken in planting and removal. Flowerbeds shall be planted after May 15th and prior to Memorial Day, and removed as part of the "Fall Clean Up". All beds are to be watered, picked back, weeded and cultivated as needed.

HARD SURFACE AREAS

All sidewalk surfaces and continuing concrete curbing immediately adjacent to the Mound Cemetery office / chapel and the Mound and Graceland crypt complexes shall be power edged once a year, prior to Memorial Day, to maintain a well-defined appearance. All debris created by the edging operation shall be swept up immediately.

While all asphalt surfaces are to be kept reasonably clean through routine maintenance, a thorough cleaning shall be performed once in the spring and fall using a power sweeper.

All sidewalks, stairs and curb line surrounding the Mound Cemetery office / chapel shall have the cracks kept clear of grasses and weeds.

SPRING CLEAN UP

Prior to the first mowing each year, a thorough spring clean up shall be made to remove any leaves, branches, litter, winter grave decorations, snow plow turf damage and debris that has accumulated over the winter months. This shall begin as soon as the frost is out of the ground.

Leaves and twigs shall be thoroughly cleaned from all rain gutters, downspouts, roofs and roof drains on all buildings including the crypts.

FALL CLEAN UP

Throughout the fall season, the Contractor shall remove leaves or mulch them as they accumulate and remove summer grave decorations so that by the first snowfall a complete fall clean-up and leaf removal has been accomplished. After the first frost, a general fall clean-up shall be undertaken to remove all annual flowers that have been planted.

In the crypt areas leaves shall be removed entirely. In other areas, leaves shall be mulched or removed at the Contractor's discretion, and turf areas shall be kept reasonably clean.

Leaves and twigs shall be thoroughly cleaned from all rain gutters, downspouts, and roof drains on all buildings including the crypts.

TRASH AND DEBRIS CLEAN-UP

Leaves/needles and twigs shall be hand raked, vacuumed, or blown by walk-behind push-type machines from interment areas into the roadways, and then collected and properly disposed of from cemetery grounds including the right of way outside cemetery walls.

The Contractor shall inspect all areas of the cemetery during this period and ensure that there is no accumulation of debris in any area.

Removal of debris and disposal away from the cemetery grounds shall be the responsibility of the Contractor.

All walkways, roads, and parking areas shall be swept each service visit.

When high winds and/or storm damage result in necessary clean up of additional leaves, twigs and branches, the Contractor shall perform this task immediately. This shall include gutters, downspouts, roofs and roof drains.

Branch removal will be limited to the standard of a person being reasonably able to drag or carry away the branch.

Remove trash/debris from ponds once a week.

Clean catch basins.
Clean fence lines

Remove debris from building roofs and drains monthly.

Empty trash barrels and haul garbage at least once a week, or more often as necessary.
Remove garbage from Mound office basement.

MISCELLANEOUS WORK

The Contractor is responsible to perform the types of general maintenance as listed below on a year-round basis. The list below does not list all of the miscellaneous work but should be used as a guide, other minor miscellaneous cemetery maintenance shall be included as part of this contract.

Contractor shall repair vandalism as directed by the Cemetery Supervisor.

Fill sunken graves as needed.

In Graceland only, prior to the first frost, install flag sticks on lot markers.

Repair snowplow turf damage.

Straighten and align grave markers seasonally, as other work load allows

Repair minor fence damage.

Perform the janitorial duties in the storage areas assigned to the Contractor.

Lead in funerals as needed in an appropriate vehicle when the Cemetery Supervisor is unavailable.

Rectify complaints of lot owners as directed by the Cemetery Supervisor.

Install and remove entrance flags for Memorial Day, Flag Day and Independence Day.

Wash out trash barrels as necessary.

EXHIBIT B

SNOW REMOVAL AND ICE CONTROL - SCOPE OF WORK

The Contractor shall provide snow removal and ice control during normal operating hours and during scheduled events. This shall include sidewalks around the office in Mound Cemetery, crypt complexes and perimeter public walks bordering the streets, steps, drives, parking areas and interior roads.

Snow removal operations shall commence whenever the Cemetery Supervisor has established a two (2) inch or more accumulation. Operations shall continue until the storm has subsided and/or all snow has been plowed and/or removed.

During non-operation hours and when no scheduled events are being held, the Contractor may defer plowing and/or ice control but shall begin early enough to ensure the operations are complete thirty (30) minutes before normal operating hours. Cemetery hours are seven (7) days a week, sunrise to sunset.

The exception to the two (2) inch accumulation standard are the perimeter public walks bordering the streets around Mound Cemetery, the walks, ramp and steps leading to the Mound Cemetery office, the walks, ramps and steps in the crypt complexes, the walk to the public restroom in Graceland and the first three hundred (300) feet of road starting at the public street at both cemeteries. These areas shall have all snow and ice removed to the full width to the bare surface at all times. This shall also apply to the walks, ramps and steps at Mound Cemetery Chapel when it is scheduled for use. In the case of the snow and/or ice being frozen so hard that it cannot be removed to the bare surface, then a de-icing material shall be used if the air temperature is suitable, and if not, sand shall be spread.

Snow shall not be pushed or piled into designated trees or shrub beds or piled in such a manner that it will create a hazard or visual obstruction to motorists.

The Contractor shall provide and install adequate snowplow markers throughout the cemeteries to assure maximum clearances and to minimize any damage to the turf, sidewalks, etc. Where damage occurs, the Contractor shall be 100% responsible and shall make necessary repairs and clean up in the spring at the Contractor's sole expense. If there is a mild winter the turf damage shall be cleaned up whenever possible.

When wind and snow conditions justify that drifting may occur, the Contractor shall inspect all areas for drifting and shall clean as required.

Turf damaged from use of chemicals and/or general plowing shall be reseeded by Contractor in the spring at the Contractor's expense.

EXHIBIT C

BURIAL AND ENTOMBMENT SCOPE OF WORK

Burials and entombments services shall be in accordance with the following guidelines and procedures Mondays through Fridays from 8:00 A.M. to 3:00 P.M., Saturdays, as needed, from 9:00 A.M. to 3:00 P.M. and as established by the Cemetery Supervisor. Contractor will be allowed to utilize City owned equipment as outlined in Exhibit D.

BURIAL GUIDELINES

The Cemetery Supervisor will locate and mark all graves that need to be excavated 24 hours in advance whenever possible.

A single depth grave shall be five and one half feet (5½) deep., a double depth grave shall be eight and one half feet (8½) deep. Graves that cave in prior to the placement of the vault may have to be redug or in the case of minor cave-ins may have to be leveled off; this will be at the discretion of the Cemetery Supervisor. Occasionally an oversize grave is needed to accommodate a large vault, and Contractor shall prepare an oversized grave at the direction of the Cemetery Supervisor. Any headstone or foundation damaged during the grave opening or burial process must be replaced or reset after the settling process is completed.

Excess grave soil. The Contractor may use the outside storage bins in Mound Cemetery for temporary excess soil storage. If the outside bins are used the Contractor must make provisions to prevent any soil runoff. In Graceland Cemetery the Cemetery Supervisor will designate an area inside the maintenance building for soil storage up to a maximum of five (5) yards. Any soil in excess of the 5 yards or larger by permission of the City at Graceland and the storage bins in Mound Cemetery must be hauled off site and disposed of at the Contractor's expense.

The Contractor shall cooperate and coordinate with the vault company which is responsible for the installation of the vault and vault cover. Installation of the vault and cover by the Contractor shall be only on an emergency basis and only with the permission of the Cemetery Supervisor.

The Contractor shall sod all new graves twice a year. The Contractor shall supply all sod unless the original sod is reused. The approximate amount of sod required is 2.5 rolls per grave. All new graves from October 16th through May 20th must be sodded prior to Memorial Day. All new graves from May 21st through October 15th must be sodded prior to October 31st.

Contractor shall complete grave work a minimum of two (2) hours prior to scheduled time of funeral.

Grave settling is to be done within two working days after the burial when the water systems are active, approximately May through September. When the water systems are not active and the air temperature permits, the Contractor shall supply and use a water tank truck. Use the following guidelines for settling.

- Remove flowers.
- Flush with water.
- Puddle loose soil to the point of complete saturation.
- Add or remove soil as needed to have soil level within one inch below the ground level.
- Top dress with topsoil flush with the ground level.
- Replace or dispose of funeral flowers as directed by the Cemetery Supervisor.
- Grave is now ready for sod.

CRYPT/NICHE ENTOMBMENT PROCEDURES

- Remove snow and/or ice from roads, walks, and steps as necessary for the burial service.
- Sand and/or salt area as directed by the Cemetery Supervisor.

- Remove the Crypt/Niche front. Note: if this is the first crypt entombment the airflow plugs must be opened at the back of the crypt.
- Install crypt/niche drape.
- Transport crypt front to monument shop.
- Pick up and return front from monument shop.
- Set out casket cart/cremation stand.
- Allow committal service
- Remove the crypt drape.
- Install casket/urn in crypt/niche.
- Place absorbent deodorant in the crypt only. (The City supplies deodorant.)
- Install the inner panel.
- Caulk inner panel. (The City supplies caulk.)
- Reinstall front.
- Return all equipment to the proper storage area.

INFANT BURIAL AND CREMATION REMAINS BURIAL PROCEDURES

- Remove snow and/or ice from the access area to the grave as necessary for the burial service.
- Sand and/or salt area as directed by the Cemetery Supervisor.
- Remove snow from the grave as required.
- Remove frost from the grave as required.
- Excavate grave. (This must be done by hand, the depth is twenty- four inches (24").)
- Save soil to close the grave in accordance with current procedures, and dispose of excess soil.
- Cover the grave with grave planks until the time of service.
- Place cremation/infant stand over the grave.
- Install greens (artificial grass).
- Allow service.
- Lower casket.
- Close grave.
- Perform a general clean-up of the area

BURIAL PROCEDURE

- Remove snow and/or ice from access area to grave as necessary for the burial service. Sand and/or salt area as directed by Cemetery Supervisor.
- Remove snow from grave as required.
- Remove frost from grave as required.
- Lay out ground protection mats as required.
- Move headstones if necessary to gain equipment access.
- Set up excavation equipment and truck.
- Excavate grave.
- Haul and dispose of excess soil.
- Retain enough soil necessary to close the grave.
- Remove ground protection mats for service.
- Cover grave until time of service with grave planks.
- Pump water as required.
- Allow installation of vault.
- Place grave planks along side of grave.
- Place safety straps across width of grave.
- Cover with greens (artificial grass).

- Center stand and lowering device over grave.
- Place three (3) Casket rollers on lowering device.
- Allow committal service.
- Remove greens and safety straps.
- Lower Casket.
- Allow the installation of the vault cover.
- Lay out ground protection mats.
- Close grave with saved soil.
- Reset any moved headstones.
- Remove and return all equipment to proper storage area.
- Perform a general cleanup of area.
- Arrange funeral flowers on grave.
- Repair turf damage as necessary.

DISINTERMENTS AND DISENTOMBMENTS

When necessary, the Contractor will do so as scheduled by and under the direct supervision of the Cemetery Supervisor.

Burial vaults or containers damaged in the removal process due to negligence on the part of the Contractor shall be replaced by the Contractor with a product of comparable value at the Contractor's sole expense. All other damaged burial vaults or containers will be replaced by the City.

MISCELLANEOUS WORK

Make and install government markers. The concrete base is to be 16" x 28" x 3-1/2" thick. The exposed surface is to be finished smooth with the monument place on it. Installed at the grave site on a four (4) inch gravel base with the monument flush to the ground, also see supplementary unit prices on the bid form.

EXHIBIT D

LIST OF CITY PROPERTY AVAILABLE FOR USE BY BURIAL CONTRACTOR

- One Trailevator trailer, hydraulically operated.
 - Used to transport the Crown lift truck between the two cemeteries.
- One Crown Electric lift truck with casket roller and stands attachment.
 - Used to lift caskets up to the Crypt entrance.
- One mechanically operated casket lifting device.
 - Used as backup for the crown lift truck.
- Two church trucks with casket clamps. (Casket cart/cremation stand)
 - Used to transport the casket from the hearse to the crypt.
- Five standard lowering devices.
 - Used to lower a casket into a grave.
- One lowering device with built-in roller assembly.
 - Used for the same as #5 but rollers are built-in.
- Two lowering device stands.
 - Used for the support of the lowering device.
- Two sets of three portable casket rollers.
- These are placed on top of the lowering device and used to roll the casket over the grave.
- One set of "T" greens.
- This is artificial grass used for special set-ups.
- Six 9' x 11' greens.
- This is artificial grass used at the grave site.
- Twenty cocoa mats.
- This is a burlap style mat used to cover slippery areas around the gravesite.
- Four small greens for infants and cremations.
- This is artificial grass used at the gravesite.
- Grave planking.
- These are 2"x8"x10' wood planks used to support the lowering device.
- Crypt drapes.
 - Used to cover the crypt opening while front is off.
- Ground access mats.
 - Used to prevent turf damage on soft ground.
- Grave Heater

EXHIBIT E

FLOWER AND PLANTING BED SQUARE FOOTAGE

Graceland Cemetery

Entrance Road before front gate, both sides; annuals and daffodils 100 sq.ft.

(4) 4x6 Beds.

Dough Boy Memorial, two flower vases; annuals 2 sq.ft.

Crypt southeast beds; annuals 45 sq.ft.

(5) 3x3 Planters

Sub Total 147 sq.ft.

Mound Cemetery

Cannon; annuals 10 sq.ft.

Office/Chapel; shrubs, daffodils and annuals 2,409 sq.ft.

Sub Total 2,419 sq.ft.

Crypt stairs, bottom planters – Right Side (4x7) 29 sq.ft.

Crypt stairs, bottom planters – Left Side (4x7) 29 sq.ft.

Crypt fountain; Planters 633 sq.ft.

Sub Total 794 sq.ft.

(6) Mound Office Building Planters 18 sq.ft.

Mound Crypt Planters

(3) 3x6 (18 sq.ft each) 54 sq.ft.

(1) 3x11 33 sq.ft.

Sub Total 105 sq.ft.

Grand Total 3,465 sq.ft.

EXHIBIT F

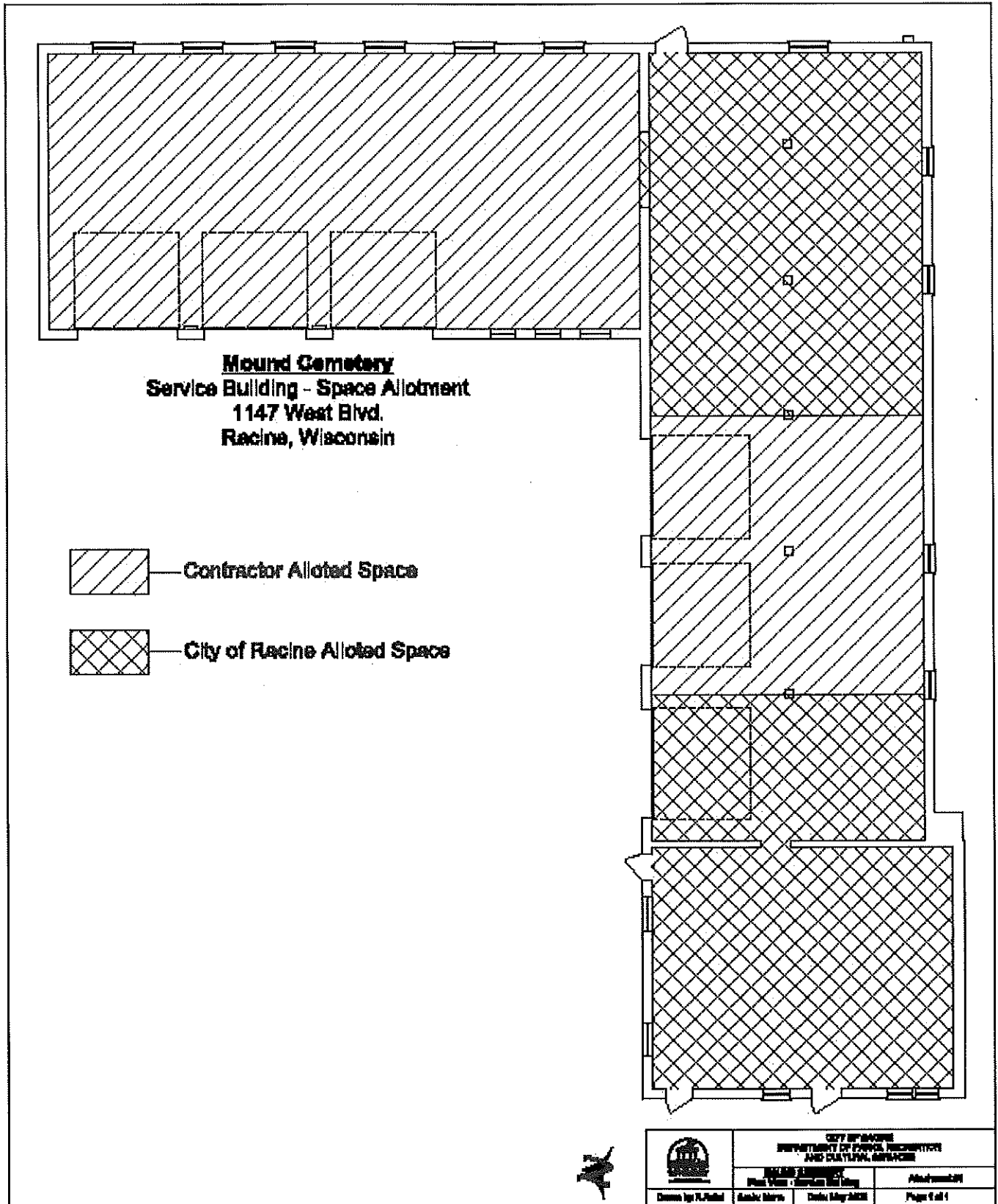
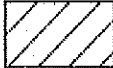

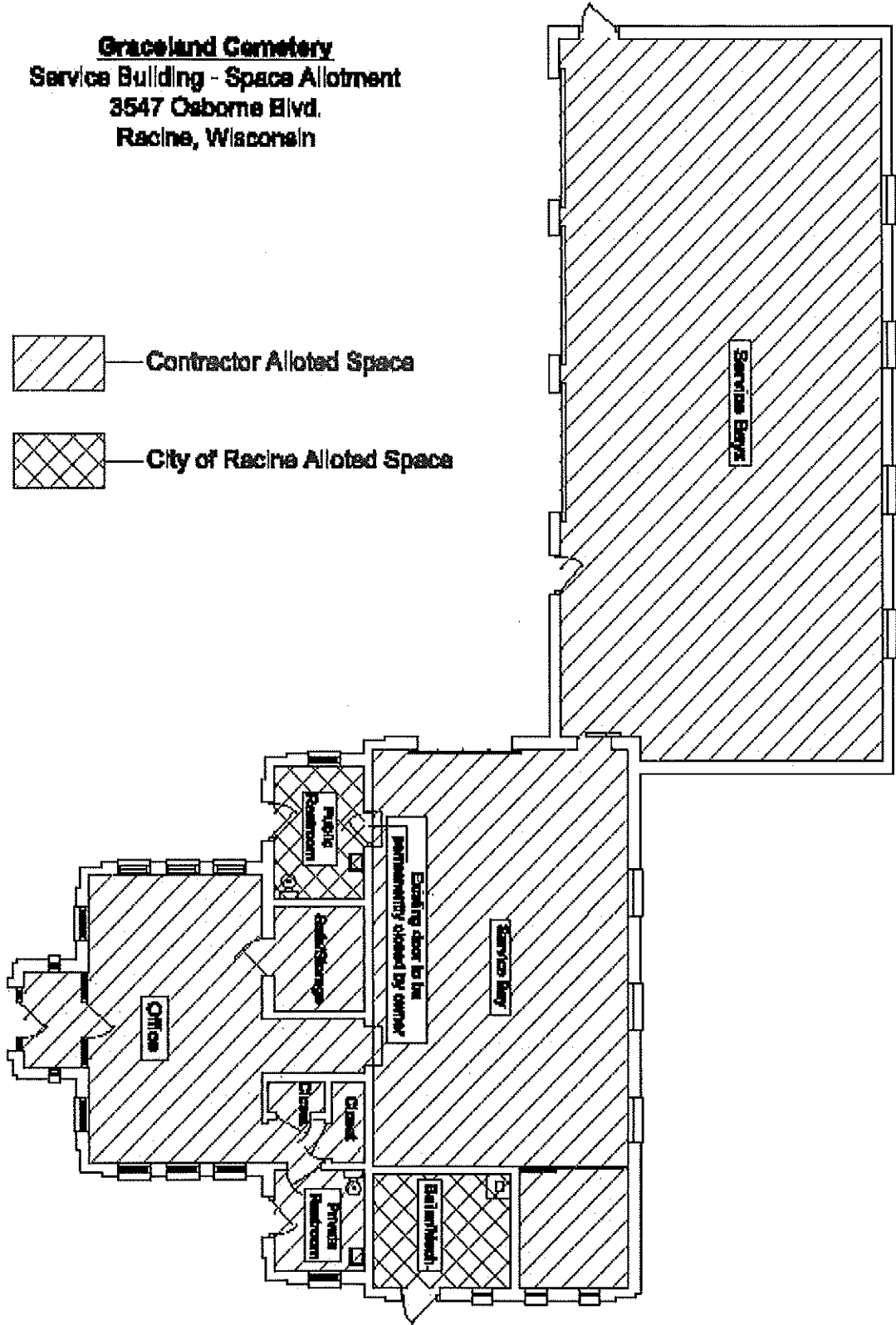


EXHIBIT G

**Graceland Cemetery
Service Building - Space Allotment
3547 Osborne Blvd.
Racine, Wisconsin**

-  Contractor Alloted Space
-  City of Racine Alloted Space



	CITY OF RACINE DEPARTMENT OF PUBLIC REGISTRATION AND UTILITIES DIVISION	
	RACINE LAND SURVEYING Civil, Survey - Service Building	
Created by: R.Petel	Scale: None	Date: May 2022
		Allotment 03 Page 1 of 1

7. Indemnification and Insurance Requirements:

Indemnification

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on the City of Racine, Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Racine, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of Contractor, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located. Contractor shall reimburse the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

Insurance Requirements

The Contractor shall not commence work under a contract until he has obtained all insurance required under this paragraph and has filed certificates thereof with the Owner, nor shall the Contractor allow a Subcontractor to commence work until all similar insurance

required has been so obtained and filed with the Contractor. Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance - The Contractor shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

- a) Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG0001)
- b) Insurance Services Office (ISO) Business Auto Coverage (Form CA0001), covering Symbol 1 (any vehicle)

Limits -The Contractor shall maintain limits no less than the following:

- a) General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the City of Racine) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
- b) Automobile Liability- One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
- c) Umbrella Liability- One Million dollars (\$1,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a) The City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status as respects liability arising out of activities performed by or on behalf of the Contractor; on products and completed operations of the Contractor; for premises occupied or used by the Contractor; and on any vehicles owned, leased, hired or borrowed by the Contractor.
- b) The coverage shall contain no special limitations on the scope of protection afforded to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
- c) For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers shall not contribute to it.
- d) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
- e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- f) Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after sixty (60) days (or 10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Racine.
- g) Such liability insurance shall indemnify the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
- h) The general liability policy shall cover bodily injury and property damage liability, owned and nonowned equipment, blanket contractual liability, completed operations liability with a minimum of a 24 month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Racine, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine. At the option of the City of Racine, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

Responsibility for Work - Until the completion and final acceptance by the City of Racine of all the work under and implied by this agreement, the work shall be under the Contractor's responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erectments, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

Sub-Contractors - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

END OF DETAILED SPECIFICATIONS

BIDDER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Reliable Property Services LLC

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of: Wisconsin

a partnership consisting of: _____

an individual trading as: _____

of the City of Racine State of WI

that I have examined and carefully prepared this proposal from the plans and specifications and have checked the same in detail before submitting this proposal; that I have full authority to make such statements and submit this proposal in its (their) behalf, and that said statements are true and correct

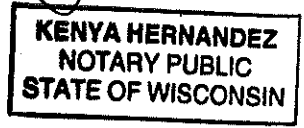
SIGNATURE: [Handwritten Signature]

TITLE: Branch Manager

Sworn and subscribed to before me
this 10th day of October 2023

[Handwritten Signature]
(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 03/13/2027