

REQUEST FOR QUOTES (RFQ)

Ditch Cutting Services

Town of Little Suamico

Quotes to be returned to the Town Clerk no later than **May 22, 2026, 4pm**/drop box is provided.

The Town of Little Suamico is accepting quotes (**not to exceed \$15,000**) for roadside ditch cutting services for approximately 95 miles of roadway (both sides), totaling approximately 190 ditch miles per cutting cycle. Ditch cutting shall be completed twice per year, July and September.

Scope of Work

- Perform ditch cutting on approximately 95 miles of Town roads, both sides
- Cutting width of approximately 8 ft (minimum) on each side.
- Complete ditch cutting two (2) times per year, once in **July** and again in **September**.
- Provide proper traffic control and safety measures during all operations.
- Consult University of Wisconsin Technical Assistance Program website for minimum requirements. **The handbook can be found here:**
<https://ltap.engr.wisc.edu/documents/handbook-work-zone-guidelines-for-construction-maintenance-and-utility-operations-pubhan03/>
- Dispose of any debris in accordance with all applicable laws and regulations.

Equipment Requirements

- Provide a detailed list of all equipment to be used.
- Include make, model, year, and age of each piece of equipment.
- Submit current photographs of all equipment proposed for use.
- Certify that equipment is in good working condition, suitable for municipal ditch maintenance.

Contractor Requirements

- Be properly licensed and insured in the State of Wisconsin.
- Provide a Certificate of Insurance as proof of general liability and worker's compensation insurance, naming the Town of Little Suamico as an additional insured.
- Provide references for at least two (2) similar municipal projects.
- Comply with all federal, state, and local laws and safety regulations.

Quote Submission Requirements

- Cost per mile (both sides) per cutting cycle (190 miles). \$ _____
- Total annual cost (two cycles, 380 miles). \$ _____
- Equipment list with age and photographs.
- Proof of insurance (COI) and 2 references.

Quote Evaluation and Scoring Criteria

Quotes will be evaluated using the following criteria. The Town reserves the right to award the contract in the best interest of the Town and not solely based on price.

- Price – 40 points _____
- Equipment Condition and Age – 20 points _____
- Experience with Municipal Ditch Cutting – 20 points _____
- References – 10 points _____
- Completeness of Quote Submission – 10 points _____

Total Possible Points: **100** _____ TOTAL

Certification and Signature

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Any additional comments you would like the Town to be aware of regarding your services please write below and/ or add additional pages to this Quote. Thank you for your Time: