

**REQUEST FOR PROPOSALS (RFP)**  
**Lawn Mowing and Associated Services for Various Park Locations in the City of Whitehall, Ohio**  
**Proposal Deadline: March 6, 2020 12:00 p.m. Noon**

The City of Whitehall, Ohio is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn maintenance services.

The selected Contractor will be required to:

- Execute a contract with the City of Whitehall, Ohio
- Maintain General Liability Insurance (\$1,000,000 minimum) and Workers Compensation Insurance (\$100,000) and furnish proof of such insurance

No contractor who is the recipient of City of Whitehall funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran's status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Whitehall, Ohio complies with all Equal Employment Opportunity requirements. The City of Whitehall, Ohio does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in the City of Whitehall, Ohio, are encouraged to submit proposals.

Proposal responses shall be submitted on the Proposal Submission Form. Proposal must include at least one professional reference. Reference(s) should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Completed proposals must be received no later than March 6, 2020 at 12:00 p.m. and delivered to the Service Desk in City Hall, City of Whitehall, Ohio.

Attn: Shannon Sorrell, Parks Director, 360 S. Yearling Road, Whitehall, Ohio, 43213.

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

The City of Whitehall, Ohio (City) will review all proposals submitted and if deemed to be in the best interest of the City, a Contractor will be chosen.

The City shall be free to accept any proposal it deems appropriate in its sole discretion.

The City will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming the City of Whitehall, Ohio as an additional insured, which will be reviewed by the City Attorney's Office.

A contract will then be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project.

By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

#### SCOPE OF SERVICES

This scope of work pertains to the requirements of maintaining grass and mulching leaves in the City of Whitehall. The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

All work is to be performed Monday through Friday between the hours of 7 am to 6 pm. The lawn and grass areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications.

The Parks Director and/or designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications.

#### SCOPE OF WORK

1. Contractor shall furnish all labor, equipment, and materials necessary to complete the scope of work, as specified herein.
2. Prior to each mowing, remove all litter and debris from lawn areas, set flowers and/or flower pots upright, and perform general upkeep of area.
3. Ensure grass is blown from walkways, trails, flowerbeds and parking areas into lawn areas (avoiding blowing clippings into flowerbeds and road ways).
4. Contractor is to string trim all fences, trees, accessories, signs, etc. as present in each area.
5. Contractor is to ensure proper safety equipment is used and guards are in proper position on all mowers.
6. Base contract pricing to include 24 mowings of Group A locations per the mowing schedule; however, schedule may be altered (increased or decreased) per the City's request and/or as needed due to climatic conditions. Contract will be paid monthly according to the actual number of mows in the preceding time period invoiced.
7. Base contract will pricing to include 3 mowings of Group B location(s) per the mowing schedule; however, schedule may be altered (increased or decreased) per the City's request and/or as needed due to climatic conditions. Contract will be paid monthly according to the actual number of mows in the preceding time period invoiced.
8. Grass heights will be set seasonally and by park use area (i.e., general lawn, ball diamond, football field, etc.) and through weekly communications with the Parks Team.

MOWING SCHEDULE

Month	NUMBER OF MOWS GROUP A	NUMBER OF MOWS GROUP B
April 2020	1	1
May 2020	3	1
June 2020	4	1
July 2020	5	AS NEEDED
August 2020	4	AS NEEDED
September 2020	3	AS NEEDED
October 2020	3	AS NEEDED
November 2020	1	AS NEEDED

LOCATIONS OF WORK TO BE PERFORMED UNDER RFP AND INCLUDED IN BASE BID:

	Location	Tasks	Approximate Acreage
GROUP A	Whitehall Community Park 402 N. Hamilton Road	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	30
	John Bishop Park 4815 Etna Road	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	31
	Lamby Lane Park 701 Lamby Lane	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	2.9
	Norton Field Park 4464 San Jose Lane	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	1.7
	Robinwood Park Corner of Elburn Ave and Robinwood Ave	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	0.3
GROUP B	Future Dog Park Northwest corner of Washburn St and Beechwood Rd	Remove litter and debris Cut grass String trim features and fencerows	2.3

PAYMENT TO CONTRACTOR

At the end of each month, the Contractor shall render to the Parks Director their invoice, for the services provided during the preceding month. Payment will be made based on the number of mows in the preceding time period.

CONTACT INFORMATION:

Questions can be emailed to [shannon.sorrell@whitehall-oh.us](mailto:shannon.sorrell@whitehall-oh.us) or call 614-863-0121.

**PROPOSAL SUBMISSION FORM City of Whitehall, Ohio Lawn Mowing and Associated Services (Park Locations)**

COMPANY NAME	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE NAME AND TITLE	
ADDRESS (Home Office)	
NUMBER OF FULL-TIME EMPLOYEES	
OWNERSHIP/BUSINESS INFORMATION	

Attach:

- 1) References with contact information                      2) Proof of insurance and worker’s compensation

These are fixed prices for all requirements identified in Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP. Pricing to comply with the Scope of Services for locations identified in the RFP. Base bid for the lawn mowing and landscaping services, price per cut:

	Location	Tasks	Approximate Acreage	Price per Mow for each group
GROUP A	Whitehall Community Park 402 N. Hamilton Road	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	30	
	John Bishop Park 4815 Etna Road	Remove litter and debris Cut grass String trim play grounds, flower beds, signs, shelters, trees, and all other park features	31	
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Annual Cost estimating 24 mows of Group A and 3 mows of Group B: \$ \_\_\_\_\_

Signature of Authorized Representative	Name/Title of Authorized Representative	Date
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