



## **NOTICE TO BID**

**Release Date:** March 21, 2023  
**Subject:** Request for Proposal (RFP) for 2023 Mowing & Lawn Care Services  
**RFP Deadline:** 10:00 AM, April 4, 2023

Dear Prospective Bidder,

Prospective Bidders are invited to submit a sealed bid for the **2023 Mowing and Lawn Care Services** for Clark County Land Reutilization Corporation, now available for RFP. Sealed bids will be received by the Clark County Land Reutilization Corporation at the Clark County Springview Government Center, 3130 East Main Street, Suite 1A, Springfield, OH 45505, until **10:00 AM, Tuesday, April 4, 2023**.

Questions may be submitted only via email to Kara Van Zant, at [kvanzant@clarkcountyohio.gov](mailto:kvanzant@clarkcountyohio.gov), any time before **Monday, April 3, 2023 by 9:00 AM**. Responses will be provided in writing to all bids.

Please read the RFP package in its entirety. Your proposal must be made as per the RFP instructions, inclusive of all required documentation, and utilizing only the forms provided in the RFP documents, or on a copy thereof. Incomplete bids may be rejected.

Each bid shall contain the full name and address of each person or company submitting a bid. All bids must be submitted to the Clark County Land Reutilization Corporation at the Clark County Springview Government Center, 3130 East Main Street, Suite 1A, Springfield, OH 45505, no later than **10:00 AM, Tuesday, April 4, 2023** in a sealed envelope. Bids will be opened at approximately **10:05 AM** on the same day, in the Clark County Land Reutilization Corporation office. Bids shall be clearly marked on the outside of the envelope in the lower left-hand corner as the **"CCLRC RFP: 2023 Mowing and Lawn Care Services"**.

*CCLRC reserves the right to accept or reject any and all proposals; to waive any irregularities or informalities in the bidding; and to enter into a contract with the bidder who in its consideration offers the highest and best bid.*

Thank you,

**Kara Van Zant**  
Development Project Coordinator  
3130 E. Main Street, Suite 1A  
Springfield, Ohio 45505  
Email: [kvanzant@clarkcountyohio.gov](mailto:kvanzant@clarkcountyohio.gov)



## **RFP BID PACKET**

**Release Date:** March 21, 2023  
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**RFP Deadline:** 10:00 AM, April 4, 2023

### **SECTION 1: TERMS OF WORK TO BE PERFORMED**

CCLRC is accepting bids from Lawn Care companies for the 2023 mowing season.

1. Each contractor shall submit a cost to mow each lot, including the amount to mow the lot and remove small articles of trash and fallen limbs or brush.
2. Work that is not to be covered under this bid: Mulching, planting, and trimming of bushes and trees.
3. Work shall be performed spring, summer and fall.
4. Each lot contracted shall be mowed and tended to every two weeks or at the direction of the CCLRC.
5. Work shall commence upon the CCLRC submitting to the contractor a notice to proceed.
6. Work shall cease upon the end of the contract, terms of the agreement will end upon notice to cease operations or no later than January 1<sup>st</sup>, 2024, or the CCLRC submitting to the contractor a notice to cease operations. Whichever comes first.
7. No work shall be sub-contracted.

The CCLRC is involved in the sale and acquisition of many properties. Properties will be removed from the mowing list during the mowing season. This will happen due to the sale of properties or various other reasons. Properties may also be added to the mow list throughout the year.

The CCLRC reserves the right to engage multiple contractors in the completion of the work proposed due to the large quantity of properties the CCLRC maintains. It may also terminate a contractor upon documentation of unsatisfactory work performed.

Some lots may have structures on them.

### **SECTION 2: REQUIRED DOCUMENTS**

The following documentation is required at time of bid in order to be considered for a 2023 Mowing and Lawn Care Service Contract with the Clark County Land Reutilization Corporation:

- RFP Bid Tabulation Document – *Document Attached*
- W-9 Tax Form – *Document Attached*
- Bureau Workers Compensation Documentation
- Liability Insurance – *Document Attached*



- The amounts required are in the attached document.
- If awarded the contract the Clark County Land Reutilization Corporation will need to be named as a Certificate Holder and additionally insured within 7 business days or before work commences whichever comes first.
- Drug-Free Workplace Policy
  - You may build a custom Drug-Free Workplace Policy at <http://www.dol.gov/elaws/asp/drugfree/drugs/screen2.asp>
- EEO Statement – *Document Attached*
- Conflict of Interest Disclosure – *Document Attached*
- Bidder’s Personal Property Tax Statement (5719.042 ORC) – *Document Attached*
- Delinquent Tax Affidavit – *Document Attached*
- Non-Discrimination Provision – *Document Attached*
- Provide information regarding your relevant experience on similar projects
- Contractor must be registered with the Ohio Secretary of State and in good standing
- Provide proof the company is from Clark County or a contiguous County.

### **SECTION 3: INFORMATION FOR BIDDERS**

1. The selected applicant will be selected based on the following criteria:
  - a. Bid Price
  - b. Qualification of the firm
  - c. Familiarity with geographic area
  - d. Completeness of proposal
  - e. Evidence of applicant’s capacity to complete work.
2. Bidding Process:
  - a. All bids must be submitted as a sealed bid prior to the deadline.
  - b. Each bid shall be irrevocable.
  - c. All bids submitted prior to the deadline will be opened in a public setting.
3. CCLRC reserves the right to amend, withdraw, cancel, or terminate this RFP at any time, in its sole discretion.
4. All bidders must be from Clark County or a County contiguous with Clark County.

### **SECTION 4: PROCEDURAL INFORMATION**

1. Questions may be submitted anytime up to: **9:00 AM, April 3, 2023**, responses will be given to all contacts. These questions must be submitted via email to Kara Van Zant, [kvanzant@clarkcountyohio.gov](mailto:kvanzant@clarkcountyohio.gov).
2. The method of submittal for this RFP is via sealed bid. Enclose all relevant, completed documentation in a sealed document envelope and return via mail, or in person addressed to the following:



**CCLRC RFP: 2023 Mowing and Lawn Care Services**

**ATTN: Ethan Harris**

**3130 E. Main St. Suite 1A**

**Springfield, OH 45505**

3. All bids will be opened and available for public viewing at 3130 East Main Street, Suite 1A on **Tuesday, April 4, 2023 at 10:05 AM.**
4. All applicants will be notified via email once the selected applicant is chosen.



## **DETAILED TECHNICAL SPECIFICATIONS**

Below depicts the terms of the Detailed Technical Specifications for the Mowing and Lawn Care Services for Clark County Land Reutilization Corporation (“CCLRC”) by the bidder (“Contractor”). This form must be signed and returned with the bid packet to be considered.

### **SECTION 1: CARE OF THE WORK**

The Contractor shall be responsible for all damages to persons or property that occur in connection with the performance of the Work and shall be responsible for the proper care and protection of all Work performed until completion and final acceptance.

In an emergency affecting the safety of life or property, on or adjoining the site, the Contractor shall act, either at their own discretion or as instructed by the CCLRC, to prevent such threatened loss or injury. The CCLRC will determine the appropriateness of the amount of any compensation claimed by the Contractor on account of such Emergency Work.

The Contractor shall avoid damaging public sidewalks, street, curbs, pavements, utilities, structures, or any other property. They shall repair any damage, at their own expense and in a manner satisfactory to the CCLRC.

### **SECTION 2: CORRECTION OF WORK**

The selected Contractor agrees to correct all defects in the Work performed arising out of the use of defective materials or improper workmanship, which may become apparent during a period of six (6) months after final inspection of each parcel. All Work shall be done to the satisfaction of Clark County Land Reutilization Corporation.

### **SECTION 3: PAYMENT**

Upon completion and acceptance of the Work by the CCLRC, the Contractor will submit an itemized invoice containing no more than five properties per-invoice. The total amount due the Contractor shall be paid to the Contractor within thirty (30) days of submission of the itemized invoice to the CCLRC.

No payment shall be made for any unauthorized work.

No payment made under the Contract shall act as a waiver of the right of the CCLRC to require the fulfillment of all of the terms of the price quotation.

Failure on the part of the Contractor to complete all required work in a reasonable time frame may result in the CCLRC withholding payment and arranging to have the subject work completed by others. The cost of such work is the responsibility of the Contractor and will be deducted from any amount due the Contractor.



**SECTION 4: DEDUCTIONS FOR UNCORRECTED WORK**

If the CCLRC deems it not expedient to require the Contractor to correct work not done in accordance with the CCLRC’s Purchase Order, an equitable deduction from the Purchase Order amount will be made by agreement between the Contractor and the CCLRC. It shall be the CCLRC’s sole decision as to whether it will allow the Contractor to make such work correction.

**SECTION 5: RESPONSIBILITIES OF CONTRACTOR**

Except as otherwise stated, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, supervision, temporary construction of every nature, charges, levies, fees or other expenses incurred and all other services and facilities of every nature whatsoever necessary for their performance of the Contract within the specified time.

The Contractor shall adequately protect the work, adjacent property and the public, and shall be responsible for any damages and injuries.

**SECTION 6: SUBCONTRACTING**

Subcontracting is not permitted.

Signature of Authorized Agent for Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

***LAND BANK USE ONLY***

Proposal:     Accepted             Rejected

Signature of Authorized Agent for the Land Bank: \_\_\_\_\_ Date: \_\_\_\_\_





## RFP BID TABULATION DOCUMENT

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

No.	Parcel #	Address #	Address Street	City	Zip	PROVIDE A FIXED PRICE PER LOT PER MOW
0	<b>EXAMPLE</b>	<b>000</b>	<b>Springfield St.</b>	<b>City</b>	<b>45501</b>	<b>\$0.00</b>
1	190 10 00029 400 010	10762	Haddix Rd.	Fairborn	45324	
2	340 07 00035 401 023	520	Chestnut Ave.	Springfield	45503	
3	340 07 00029 219 019	1764	Edwards Ave.	Springfield	45503	
4	340 07 00029 323 005	1123-1125	Highland Ave.	Springfield	45503	
5	340 07 00029 307 020	1027	Lagonda Ave.	Springfield	45503	
6	340 07 00029 406 034	307	N. Florence St.	Springfield	45503	
7	340 07 00029 216 001	744	N. Florence St.	Springfield	45503	
8	340 07 00029 209 018	838	Park Ave.	Springfield	45503	
9	340 06 00005 413 012	402	N. Race St.	Springfield	45504	
10	340 07 00033 403 001	209	E. Johnson Ave.	Springfield	45505	
11	340 07 00028 304 019	931	Kenton St.	Springfield	45505	
12	340 07 00028 304 020	933	Kenton St.	Springfield	45505	
13	340 07 00028 219 002	1507	Lexington Ave.	Springfield	45505	
14	300 07 00032 207 035	0	Lyle Ave.	Springfield	45505	
15	340 07 00034 216 001	0	Monroe Bet Vine and Gallagher	Springfield	45505	
16	340 07 00028 323 006	1132	Oak St.	Springfield	45505	
17	340 07 00034 421 019	226	Rice St.	Springfield	45505	
18	340 07 00028 304 028	910	Summer St.	Springfield	45505	
19	340 06 00003 113 001	1621	Allison Ave.	Springfield	45506	
20	340 06 00004 410 006	613	Dibert Ave.	Springfield	45506	
21	340 06 00004 410 005	617	Dibert Ave.	Springfield	45506	
22	340 07 00034 302 043	333	Fair St.	SPRINGFIELD	45506	
23	340 07 00034 318 001	1004	S. Center St.	Springfield	45506	
24	340 06 00004 206 034	18	S. Light St.	Springfield	45506	



# Clark County

LAND REUTILIZATION CORPORATION

No.	Parcel #	Address #	Address Street	City	Zip	PROVIDE A FIXED PRICE PER LOT PER MOW
25	340 06 00004 204 023	29	S. Light St.	Springfield	45506	
26	340 06 00004 211 028	151	S. Light St.	Springfield	45506	
27	340 07 00034 117 006	266-268	S. Plum St.	Springfield	45506	
28	340 06 00004 318 016	1115	S. Western Ave.	Springfield	45506	
29	340 07 00034 303 012	707	S. Wittenberg Ave.	Springfield	45506	
30	340 06 00004 417 015	1067	S. Yellow Springs St.	Springfield	45506	
31	340 06 00003 122 005	1868	Springmont Ave.	Springfield	45506	
32	340 06 00004 403 046	411	W. Clark St.	Springfield	45506	
33	340 06 00004 403 009	529	W. Clark St.	Springfield	45506	
34	340 07 00034 321 003	231	W. Grand Ave	Springfield	45506	
35	340 07 00034 323 003	31	W. Grand Ave.	Springfield	45506	
36	340 06 00004 105 009	1028-1030	W. High St.	Springfield	45506	
37	340 06 00004 206 033	642-644	W. High St.	Springfield	45506	
38	340 06 00004 415 004	425	W. Liberty St.	Springfield	45506	
39	340 06 00004 228 010	517	W. Mulberry St.	Springfield	45506	
40	340 06 00003 106 006	1241	W. Perrin Ave.	Springfield	45506	
41	340 07 00034 121 004	312	W. Pleasant St.	Springfield	45506	
42	340 07 00034 322 017	114	W. Southern Ave.	Springfield	45506	
43	340 07 00034 327 029	129	W. Southern Ave.	Springfield	45506	
44	340 06 00004 320 009	1026	W. State St.	Springfield	45506	
45	340 07 00029 313 012	1039	Warder St.	Springfield	45506	







Example

## DRUG-FREE WORKPLACE POLICY

XYZ Corporation, Inc. (the Company) intends to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of XYZ Corporation, Inc.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

**(Equal Employment Opportunity Statement)**

\_\_\_\_\_ does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

### Conflict of Interest Disclosure Form

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date:

Name:

Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S PERSONAL PROPERTY TAX STATEMENT**  
(See Section 5719.042, O.R.C.)

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

( ) On \_\_\_\_\_, I submitted a bid to the Clark County Land Reutilization Corporation to provide the Land Bank with \_\_\_\_\_.

On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

( ) On \_\_\_\_\_, I submitted a bid to the Clark County Land Reutilization Corporation to provide the Land Bank with \_\_\_\_\_.

I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

\_\_\_\_\_ owed in delinquent taxes, and \_\_\_\_\_ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BIDDER

Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.



**Delinquent Tax Affidavit**

I/We hereby certify and confirm that \_\_\_\_\_ (Business name) does not currently owe any outstanding (past-due) taxes to any governmental agency including, but not limited to: income tax, property taxes, sales tax, etc.

Business Name: \_\_\_\_\_

Representative (print): \_\_\_\_\_

Representative (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Non-Discrimination Provision

O.R.C. 125.111

The CONTRACTOR agrees:

- (1) that in the hiring of employees for the performance of work under this CONTRACT or any subcontract no contractor or subcontractor shall, by reason of race, color, religion, sexual orientation or identity, age, handicap or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which this CONTRACT relates.
- (2) That no CONTRACTOR, subcontractor, or any person acting on behalf of any CONTRACTOR or subcontractor shall, in any manner discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this CONTRACT on account of race, color, religion, sexual orientation or identity, age, handicap or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry.

This AGREEMENT is executed, in triplicate, by affixing the signatures of the CONTRACTOR and the CLARK COUNTY LAND REUTILIZATION CORPORATION.

**Contractor**

**Clark County Land Reutilization Corporation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Ethan Harris, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Clark County Prosecutor  
Approved as to Form and Legal Sufficiency

BY: \_\_\_\_\_  
On behalf of Daniel P. Driscoll

DATE: \_\_\_\_\_