



LANDBANK LAWN MAINTENANCE REQUEST FOR PROPOSALS

DUE: March 16, 2018 by 5:00 p.m. via:

1. **Hand Delivery or Regular Mail:**
c/o Ron Shouse, Facilities Manager
Hamilton County Land Reutilization Corporation
3 East Fourth Street, Suite 300
Cincinnati, Ohio 45202
(*Mailed items not postmarked by 5:00 p.m. on March 16 will not be accepted**)
2. **Facsimile:** 513-632-3761
3. **Electronic mail:** RShouse@cincinnatiport.org

MANDATORY INFORMATIONAL MEETING

Wednesday, February 14th, 2018

10:00 a.m. at 3 East Fourth Street, Cincinnati, Ohio 45202

INTRODUCTION

The Hamilton County Land Reutilization Corporation (“the Landbank”) is a quasi-governmental organization with the mission of returning vacant and blighted properties back into productive use. The Landbank is managed by the Greater Cincinnati Redevelopment Authority (“GCRA” - aka “The Port”).

The Landbank owns over 700 properties through Hamilton County and it is responsible for maintaining those properties. The Landbank is looking for qualified contractors to complete lawn maintenance on Landbank owned properties (those with and without a structure). The Landbank will award annual contracts to multiple contractors and will distribute the work based on geographic area, contractor capacity, or in any manner that best accomplishes the work. Contracts are to be for one year, with the option to extend for additional one-year periods, if so desired by both parties. A contract for services does not guarantee that the contractor will receive a specific amount of work.

The Landbank expects each contractor to understand its mission, its Policies & Procedures, including its Purchasing Policy, and its likely inventory. The Landbank owns these properties in order to help facilitate nuisance abatement needs and to ultimately place the property back into private ownership and back on the tax rolls.

Cincinnati regional companies with demonstrated experience and capacity in lawn maintenance are invited to respond to this request. The Landbank encourages participation from

MBE/WBE/SBE contractors. After the deadline, the Landbank will review and score all submissions and select a core group of qualified lawn maintenance contractors. The Landbank reserves the right to rescind and republish this request without award if no companies are deemed responsive.

SCOPE OF WORK

The Landbank owns over 700 properties. Its inventory is fluid – and it is constantly acquiring more properties, as well as disposing of others. Due to the volume of its inventory, Landbank properties for this RFP are broken up by zip code for ease of bidding. Please take note that some zip codes have many sites, while others may be as small as one site. Each site and zip code as a whole should be quoted with your best price. Each zip code will be awarded by the lowest and best price. Although it is the Landbank’s intention to award zip codes by group, there is no obligation to bid on every zip code in order to be considered for this RFP.

1. Mowing each site in its entirety, front, sides and backs. (Heights 2-2.5 inches).
2. Trimming of entire site including fences and other objects within the property lines.
3. Blowing all hard surfaces including street side sidewalks. No clippings may be left on the sidewalk or blown into the street.
4. Picking up litter prior to mowing and dispose of. (No mowing over trash at any time).
5. Date-stamped before and after pictures must be taken and entered into the work property maintenance software program that is used by the Landbank within 24 hours of completion of mowing. (Training and mobile access will be provided). Payment will not issue until the necessary photo verification has been uploaded into the Landbank’s property maintenance software.
6. Mowing will commence if warranted mid-April and no later than May 14th, and continue through the growing season. The Landbank will notify the contractor of the start-date for lawn maintenance work, as well as the end date. The Landbank has full discretion on these dates.
7. Mowing will take place every 10 days, but may be regulated to longer periods depending on weather issues that may arise – e.g. heavy rainfall or drought. This will be determined by the Landbank on a case-by-case situation.
8. For Landbank properties with structures, at every mow, the contractor must inspect the exterior of the property to monitor for window and door openings, break-ins, and other signs of trespass. For all Landbank properties, at every mow, the contractor must inspect for dumping and other abnormalities. The contractor must make contact immediately with the designated Landbank contact when a site dumping has occurred, if a building is not secure, or when any other abnormalities are found.

9. If heavy debris, heavy brush, tree limbs, unexpected fences, unsafe conditions, neighbor disputes, or other access issues prevent the contractor from completing work under the contract, the contractor must notify the Landbank immediately, and no event later than the due date of the current work order. The notification must be done by e-mail and include photos and a description of the problem (whenever possible).
10. Signing of Master Service Agreement.
11. Property sites may be removed or added at any time throughout the contract term. This is due to the fluidity of the Landbank's property inventory based on its high volume of sales and acquisitions. New sites acquired by the Landbank within a contractor's awarded zip code(s) will be added to that contractor's mow list. The contracted cost to mow will be priced, by agreement between the Landbank and the contractor, comparable to a similarly sized site in the vicinity.

Monthly Audits

Landbank staff will visit properties and audit the contractor's work to ensure that it meets the contract's requirements. A significant number of properties will be chosen each month, including properties where complaints have been made or prior problems occurred. If problems are found following this audit, the Landbank will notify the contractor and seek improvements. No invoice will be paid until a satisfactory audit has been completed. Contractor will supply a weekly schedule to the Landbank no later than the prior week Friday by 12:00 p.m.

Subcontracting

Qualified contractors are prohibited from subcontracting any of the work without the written permission of the Landbank, which must be granted before any work begins. If a contractor will be unable to complete between 100 – 200 mows each month without subcontractors, the contractor should consider that carefully before submitting a proposal under this request.

Disqualifications for performance

Contractors may be excluded from future work and may be liable for costs associated with current work if any of the following conditions occur:

- Failure to timely complete the assigned work order
- Failure to mow all portions of the parcel of land, including the tree lawn and backyard
- Failure to resolve issues discovered after a monthly audit
- Failure to notify the Landbank when heavy debris prevents mowing
- Failure to notify the Landbank when other circumstances prevent mowing
- Blowing or leaving clippings on the sidewalk, the street, or adjacent properties
- Failure to communicate regarding damage
- Subcontracting work without the written permission of the Landbank
- Allowing illegal activity on the site
- Causing injury to workers, bystanders, or property during the mowing work
- Failure to abide by the Landbank's contract

Prohibitions / Exclusions from Work

The Landbank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for non-performance or for any activity by the contractor which is inconsistent with the Landbank's mission, goals, Policies & Procedures, or Purchasing Policy.

PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. Contractor Pre-Qualification Form (attached to this Request)

Form must include documentation of required insurance and worker's compensation coverage (if not already on file). If the contractor has previously submitted a Contractor Pre-Qualification Form, it may contact the Landbank prior to submitting another one with their RFP proposal for the sole purpose of determining if the form and other required documentation on file is current and otherwise sufficient.

2. Experience

- a. An explanation of your company's experience mowing between 100 – 200 properties per month.
- b. An explanation of any prior mowing work with the Landbank.
- c. An explanation of any prior lawn maintenance work with a public entity at a high volume of properties.
- d. A list of the primary zip codes in which residential mows have been completed by the company in the past two years.
- e. Contact information (address and phone) for at least three local references from companies that have hired you to perform mowing work.

3. Capacity

- a. An explanation of the number of full-time, part-time, and seasonal employees your company will directly employ for this work.
- b. A list of the equipment you own or will lease (please identify which) and will have available to complete this work.
- c. An explanation / timeline of a typical day for your company as you perform this work (what time will you start; how many crews will you use; how many properties will you mow; how will you clean and finish each site before moving to the next; will you talk with citizens and neighbors before mowing?)
- d. A list of other likely companies and property owners you will be working for in the coming season and the number of properties you will mow for each.

EVALUATION AND SCORING

In evaluating responses, the Landbank seeks lowest and best bids, with an emphasis on the factors set forth below:

Experience

- Has the company demonstrated experience mowing between 100 – 200 mows per month?
- Has the company demonstrated experience working in Hamilton County's core neighborhoods mowing primarily residential property?
- Has the company provided three local references from organizations that have hired the company to provide this kind of work?
- Has the company previously worked with the Landbank and has the Landbank rated their performance as competent?
- Has the company previously worked with other public entities completing a high volume of similar work?

Capacity

- Does the company have the capacity to meet the scope of the work required, including personnel and equipment?
- Has the company demonstrated through its proposed typical day timeline that it has considered all of the factors necessary to complete this work to the Landbank's satisfaction?
- Does the company have the time and availability to complete this work to the Landbank's satisfaction given the scope of the work to be performed for other clients?

Compliance

- Does the company have the necessary insurance coverage, licenses, workers compensation coverage, and has the company documented such to the Landbank?
- Did the company attend the mandatory informational session on February 14th (reduction of 10 points if non-attendance)?

Economic Inclusion

- Is the company a Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and/or Small Business Enterprise (SBE)?

The contractors who provide the lowest and best bids will be qualified under this request in the complete discretion of the Landbank.

CONTRACTOR PRE-QUALIFICATION FORM

The Hamilton County Land Reutilization Corporation (the "Landbank") is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The Landbank has established this pre-qualification process for contractors interested in working for the Landbank. Contracts for work are awarded only to pre-qualified contractors who meet the Landbank's expectations.

In order to pre-qualify for Landbank work, please complete this form in full and attach all required documents. You will then be added to the Landbank's contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The Hamilton County Landbank reserves the right to require additional information in order to pre-qualify for Landbank work.

BASIC INFORMATION

Business Name: _____
Primary Contact: _____
Mailing Address: _____
City, State, Zip: _____
Business Phone #: _____ Fax #: _____
Business Email: _____

BUSINESS TYPE / CLASSIFICATIONS

Sole Proprietorship LLC Corporation Other: _____

(please specify)

MBE (Minority Business Enterprise) WBE (Women Business Enterprise)

Other: _____

(please specify)

Union-Affiliated: _____ Non-Union

(please specify)

How long contracting under present name: _____

REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA(S) OF SPECIALTY

- | | |
|--|--|
| <input type="checkbox"/> Asbestos Inspection | <input type="checkbox"/> Asbestos Remediation |
| <input type="checkbox"/> Board Up and Security | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Demolition / Excavation |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Floor Coverings |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> General Contracting |
| <input type="checkbox"/> Energy Efficiency Improvements | <input type="checkbox"/> Lead Abatement |
| <input type="checkbox"/> Masonry / Brick | <input type="checkbox"/> Mechanicals |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Plaster / Drywall | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Property Management Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Gutters & Downspouts |
| <input type="checkbox"/> Trash Out / Cleaning Services | <input type="checkbox"/> Tree Planting / Removal |
| <input type="checkbox"/> Waterproofing / Foundation Services | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Other: _____ | |

(please specify)

LICENSES HELD

License Number/Type: _____ Expiration: _____

License Number/Type: _____ Expiration: _____

QUALIFICATIONS

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio’s debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all Landbank work.

MINIMUM INSURANCE COVERAGE / WORKER'S COMPENSATION

To pre-qualify for Landbank work, your company must maintain and furnish evidence of insurance and participation in Ohio's worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Landbank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker's Compensation (with statutory limit).

Your insurance carrier must provide a current Certificate of Insurance naming the Hamilton County Land Reutilization Corporation as an additional insured with certificate holder status. Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from Landbank work until corrected.

FINAL CHECKLIST

In order to pre-qualify, the following is attached or will be provided:

- Current Certificate of Insurance with Landbank as additional insured
- Copy of current Ohio Worker's Compensation certificate
- Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

Signature, Authorized Representative

Printed Name

Business Name

Date

Please return completed forms to:

Ron Shouse, Facilities Manager
Hamilton County Land Reutilization Corporation
3 East Fourth St, Suite 300
Cincinnati, Ohio 45202
Fax: (513) 632-3761
Email: RShouse@cincinnatiport.org

QUESTIONS: Call the Landbank at (513) 632-3761 or email RShouse@cincinnatiport.org.

Contractor Pre-Qualification Terms and Conditions

The contractor set forth above (the “Contractor”), in consideration of being listed as a pre-qualified contractor in the database of the Hamilton County Land Reutilization Corporation (the “Landbank”) and therefore, eligible for Landbank work, agrees as follows:

1. The Contractor warrants:
 - that all materials used in the performance of Landbank work shall be free from defect;
 - that all work performed and funded shall be free from defect or faulty workmanship;
 - that the Contractor, at the Contractor’s expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by Contractor, after notice by the Landbank at any time up to one year from the date of final payment to the Contractor covering such work;
 - that the Contractor will furnish the Landbank or any subsequent owner with all applicable manufacturer’s and supplier’s written guarantees and warranties covering materials and equipment installed or constructed; and
 - that the warranty made here will apply to all work performed by a subcontractor or agent of the Contractor.

2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or disability. Such action shall include, but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

3. The Contractor acknowledges that the Landbank is subject to Ohio’s strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the Landbank or its employees in consideration of or in conjunction with the award of a contract for Landbank work.

4. The Contractor acknowledges that it has read and understands the Landbank’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.

5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Landbank made in conjunction with an award of Landbank work may make the Contractor ineligible for current or future Landbank work at the Landbank’s sole discretion.

