

**PUBLIC PARKS & PUBLIC UTILITIES  
GRASS CUTTING  
Request for Proposals**



**CITY OF FAIRFIELD  
PARKS DEPARTMENT & PUBLIC UTILITIES DEPARTMENT  
5350 PLEASANT AVENUE  
FAIRFIELD, OH 45014**

- Job Description:** Grass cutting, trimming, and clipping removal through October 31, 2014. The term may be extended by mutual consent of City and Contractor.
- Instructions:** Bidder's Questionnaire and Proposed Fee Schedule must be filled out completely.
- Due Date:** Please return completed proposal packet in a sealed envelope by February 28, 2014 at 5:00 p.m. to Maria Mullen, Room 146, Fairfield Municipal Building.
- Questions:** For questions pertaining to Parks, please call Greg Morrow, Maintenance Coordinator at 513-673-8846. For questions pertaining to Public Utilities, please call Dave Crouch, Utility Director at 513-867-5375.

## **Grass Cutting Specification**

The City of Fairfield is requesting proposals from responsible parties for grass cutting, trimming, and grass clipping removal for various publicly owned properties.

### **Performance of Services and Requirements**

All services are to be performed in a professional manner. Contractor is to provide all supervision, materials, labor, equipment, service, operations and expertise required to perform grass mowing and lawn maintenance for the Fairfield Parks Department and Public Utilities Department. Contractor is a reflection of the City and must be professional in conduct, attire and work performed.

Only employees of the Contractor shall perform all work under this contract. No work may be subcontracted without the written permission of the City. The Contractor shall comply with all federal, state and local requirements for its unemployment compensation, worker's compensation and minimum wage requirements. The successful bidder shall submit a list of employees who will perform a service under this contract. The list shall give the name, social security number and date of birth.

No contract will be awarded to any person, firm or corporation that is in arrears to the City of Fairfield, Ohio upon any debt or contract, or who has failed to execute in whole or in part, in a satisfactory manner, any contract with the City, or who is a defaulter as to surety or otherwise upon any obligation to the City of Fairfield.

The City reserves the right to award a contract to a Contractor other than the lowest bidder when it is in the best interest of the City to do so. After review of the bids and solely at City's discretion, City reserves the right to reject all or portions of the bid.

As part of the Proposal, Bidder must complete the "Affidavit of Contractor or Supplier of Non-Delinquency of Personal Property Taxes and City of Fairfield Income Taxes O.R.C. 5919.042" page 10 and "Non-Collusion Affidavit" page 11 of this packet.

### **Detailed Specifications**

#### **1. Height of Cut**

Unless directed otherwise by the Parks Department or Public Utilities Department Representative, the height of cut for all of the listed areas shall be 2.5" to 3". All debris must be picked up and properly disposed of before any mowing operations commence so the debris is not cut up and scattered by the mowing equipment. Any debris collection and removal incidental to mowing is the responsibility of the contractor and will not be paid or reimbursed by the City.

**2. Trimming After Cutting of Grass**

Trimming shall be done around all buildings, landscaping, trees, bushes (not incorporated in landscaping), sidewalks, driveways, and all other permanent fixtures within the cutting field.

**3. Clean Up**

After grass cutting, weeding, and/or trimming is performed, all clippings shall be blown out of any landscaped areas, landscaped beds, walks, drives, lots, etc.

**4. Frequency of Cut**

Mowing will take place starting the first week of April or earlier as directed by the City and end the last week of October. There will be 25 times that the area could be mowed. Mowing and trimming shall be performed on a seven (7) to ten (10) day cycle during the growing season, depending on the weather conditions, or as directed by the Maintenance Coordinator.

Please check in with the Maintenance Coordinator the day of mowing every time the grass is cut. Have Maintenance coordinator sign off on paper work when cutting is completed.

**5. Weather Conditions**

The grass shall not be cut when weather conditions are such that it is not reasonable to expect the entire job will be completed. No cutting shall be done when the ground is soft and ruts will be left by the mowing equipment. Cutting will be done only as needed during long periods of drought. Check with Parks and Public Utilities Department Representatives for approval to cut during periods of drought.

**6. Working Hours and Crew Assignments**

The contractor shall staff the work adequately and allot adequate time to accomplish the cutting of any location in one day to avoid a stepped appearance in the finished work. All work shall not begin before 7:00 am in any residential areas. All work shall be done as a first-class operation and completely acceptable to the Parks and Public Utilities Department Representatives. The City will pay per job price, no overtime or holiday pay will be provided.

**7. Safety**

All work shall conform to all City, State, Federal, and OSHA Safety Standards. If work is performed on or near sidewalk or roadway areas, it is required that the safety of the pedestrian and automobiles be observed closely. Work sites must be kept free of objects that can cause injury to individuals or damage to vehicles in the vicinity of the work area. The contractor's staff shall wear safety vest, safety shoes and gloves at any time when on site.

## **8. Inspection**

The Parks and Public Utilities Departments reserve the right to inspect any activity by the contractor on the work site at any time and issue directives to the contractor for corrective work needed.

### **Insurance Requirements**

The City of Fairfield requires a minimum insurance that will protect the Contractor from claims set forth below which may arise out of or result from the Contractors execution of work:

- a. Claims under worker' compensation, disability benefit and other similar employee benefit acts;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
- c. Claims for damages because of bodily injury, sickness, or disease, or death of any person other than employees;
- d. Claim for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2) by any other person; and
- e. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.

The contractor shall procure and maintain, at his own expense, during the contract time, liability insurance as hereinafter specified:

Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any services performed, whether such operations be by himself or by any Subcontractor under him, or anyone directly or indirectly employed by the Contractor. Insurance shall be written with a limit of liability of not less than \$1,000,000.00 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000.00 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000.00 aggregate for any such damage sustained by two or more persons in any one accident.

## **Complete Proposal**

A complete proposal must have the following completed:

1. Bidder's Questionnaire
2. Proposed Fee Schedule
3. A list of employees who will perform services under the contract who are subject to a background check.
4. Affidavit of Contractor Non-Delinquency of Personal Property Taxes and City of Fairfield Income Taxes Signed and Notarized.
5. Non-Collusion Affidavit Signed and Notarized.

**After acceptance of the proposal, Contractor must show evidence of State of Ohio Bureau of Workers' Compensation Certificate of Premium Payment coverage and minimum insurance coverage as discussed above.**

**CITY OF FAIRFIELD, OHIO**

**BIDDER'S QUESTIONNAIRE**

1. Submitted By \_\_\_\_\_ Telephone \_\_\_\_\_  
Principal Office Address \_\_\_\_\_

2. Type of Firm:  
Corporate \_\_\_\_\_ Other \_\_\_\_\_  
Individual \_\_\_\_\_ Partnership \_\_\_\_\_

3a. If a Corporation, please answer these questions:  
Date of Incorporation \_\_\_\_\_ State of Incorporation \_\_\_\_\_  
President's Name \_\_\_\_\_  
Vice-President's Name \_\_\_\_\_  
Secretary or Clerk's Name \_\_\_\_\_  
Treasurer's Name \_\_\_\_\_

3b. If a Partnership, please answer these questions:  
Date of Organization \_\_\_\_\_ State Organized In \_\_\_\_\_  
Name of all Partners holding more than a 10% interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BIDDER'S QUESTIONNAIRE (cont.)**

Designate which are General or Managing Partners:

4. Contractor's Representative \_\_\_\_\_

Title \_\_\_\_\_

Alternate \_\_\_\_\_

Title \_\_\_\_\_

5. List major Clients that you perform grass cutting, debris removal, tree trimming, and minor building repairs for:

Owner (A) \_\_\_\_\_ (B) \_\_\_\_\_

Project Location \_\_\_\_\_

Type of Work Performed

\_\_\_\_\_  
\_\_\_\_\_

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

Telephone No. \_\_\_\_\_

Owner (C) \_\_\_\_\_ (D) \_\_\_\_\_

Project Location \_\_\_\_\_

Type of Work Performed

\_\_\_\_\_  
\_\_\_\_\_

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

Telephone No. \_\_\_\_\_

**BIDDER'S QUESTIONNAIRE (cont.)**

6. Have you or your firm or any principal in your firm been adjudged bankrupt in any voluntary or involuntary bankruptcy proceeding within the last ten years?

\_\_\_\_\_

If so, when and where? \_\_\_\_\_

7. Have you, your firm, or any principal in your firm been sued by any "owner" for default on a contract within the last ten years? \_\_\_\_\_

If so, what was the disposition of the lawsuit? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the lawsuit is still pending, what is the case number? \_\_\_\_\_

And the Court Of Jurisdiction? \_\_\_\_\_

8. Have you, your firm, or any principal in your firm been sued by any subcontractor or material supplier for default on a contract within the last ten years?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the lawsuit is still pending, what is the case number? \_\_\_\_\_

**BIDDER'S QUESTIONNAIRE**

9. Provide information regarding your insurance agent (s) who will be providing a Certificate of Insurance for your company: \_\_\_\_\_

Name Of Agent (A) \_\_\_\_\_ (B) \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Insurance Type \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

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



**CITY OF FAIRFIELD, OHIO**

**AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY  
OF PERSONAL PROPERTY TAXES  
AND CITY OF FAIRFIELD INCOME TAXES  
AND POLITICAL CONTRIBUTIONS**

To: City of Fairfield, Ohio  
Butler County, Ohio

The undersigned contractor or supplier being first duly sworn, having been awarded a contract by the City of Fairfield, Ohio for \_\_\_\_\_ hereby states that it is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the City of Fairfield as a tax district has territory and that it was not charged with delinquent personal property taxes on any such tax list. Furthermore, the undersigned states that the contractor or supplier is not delinquent for income tax owed to the City of Fairfield.

The undersigned contractor or supplier also further certifies that it is in compliance with ORC Section 3517.13(I)(1) or 3517.13(J)(1), whichever is applicable, relative to political contributions to public officials of the City of Fairfield, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Sworn to and subscribed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by the above referenced person on behalf of the contractor or supplier.

\_\_\_\_\_  
Notary Public

**CITY OF FAIRFIELD, OHIO  
NON-COLLUSION AFFIDAVIT**

State of Ohio, County of \_\_\_\_\_ S.S.

City of Fairfield

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**(Name of Individual)**

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**(Company Representing)**

BEING DULY SWORN, DOES DEPOSE AND THAT (HE, THEY) RESIDE AT

---

**(Residence Address)**

AND THAT (HE IS, THEY ARE) THE ONLY PERSON(S) WITH SAID

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**(Name of Company)**

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**(Company Address)**

INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS, THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OF FRAUD; AND, ALSO, THAT NO MEMBER OF COUNCIL, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THERIN, OR ANY OFFICER OR EMPLOYEE OF THE CITY OF FAIRFIELD, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THERIN.

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**Signature**

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**Name**

---

**Title**

---

**Company**

Subscribed to and sworn to on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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**Notary Public**

**PUBLIC PARKS DEPARTMENT  
2014 LIST OF PROPERTIES TO BE MOWED**

1) Crystal and Banker (Double Lot) 5266 Crystal (Next door)	1 acre	\$ _____
2) Miami Erie Canal Bike Path Seward Road	2.5 acres	\$ _____
3) Crystal Lots Crystal next door to 5339 9 lots together	4.5 acres	\$ _____
4) Cedar Breaks Between 5473 Cedar Breaks Ct. and 5501 Cedar Breaks Ct.	.5 acres	\$ _____
5) Bandelier Between 5509 Bandelier Ct. and 5526 Bandelier Ct.	.5 acres	\$ _____
6) Carlsbad Between 5551 Carlsbad Ct. and 5581 Carlsbad Ct.	1 acre	\$ _____
7) Sir Lancelot Between 5589 Sir Lancelot Lane and 5565 Sir Lancelot Lane	.5 acre	\$ _____
8) King Arthur Between 7 King Arthur Ct. and 15 King Arthur Ct.	.5 acre	\$ _____
9) King Arthur Between 6 King Arthur Ct. and 23 King Arthur Ct.	.5 acre	\$ _____
10) Governors Between 42 and 27 Blackwell Ct.	1 acre	\$ _____
11) Chablis Between 4950 & 4953 Chablis Ct.	.5 acre	\$ _____
12) Circle Drive Corner of circle Drive and City Center Lane	2 acre	\$ _____

**PUBLIC PARKS DEPARTMENT**  
**2014 LIST OF PROPERTIES TO BE MOWED**  
(continued)

13) Village Drive/Valley Ct. 3353 Village Drive	1 acre	\$ _____
14) Dies Drive Between 981 and 997 Dies Drive	.5 acre	\$ _____
15) River Road 5731 River Road	.5 acre	\$ _____
16) Banker Drive Between 5232 and 5244 Banker Drive	.5 acre	\$ _____
17) Valley Ct Between 517 and 520	.5 acre	\$ _____
18) Nottingham Drive Between 5504 Nottingham Drive and 5524 Nottingham Drive	.5 acre	\$ _____
19) Sir Lancelot Drive 5603 is next door on Sir Lancelot Drive	.5 acre	\$ _____
20) Carlsbad Between 5595 Carlsbad and 5581 Carlsbad	.5 acre	\$ _____
21) Carlsbad Between 5551 Carlsbad and 5495 Carlsbad	1.5 acre	\$ _____
22) Ivanhoe Drive Between 5486 Ivanhoe Drive and 2372 West Minster Drive	.5 acre	\$ _____
23) Cedar Breaks Between 5456 Cedar Breaks and 5473 Cedar Breaks	1.0 acre	\$ _____
24) Grange Park 268 Joe Nuxhall Way	.5 acre	\$ _____



**Public Utilities Department  
2014 Grounds Maintenance Contract**

1) PS-002- Crystal, 5440 Crystal Drive	0.326 acre	_____ per cut
2) PS-003- Seward 1, 8591 Seward Road	0.030 acre	_____ per cut
3) PS-004- Sugar Land, 5909 River Road	0.019 acre	_____ per cut
4) PS-007- Fairfield Village, 5932 Lake Circle Drive	0.224 acre	_____ per cut
5) PS-008- Homeward, 3251 Homeward Way	0.040 acre	_____ per cut
6) PS-009- Lake Manor from 5729 to 5720	0.057 acre	_____ per cut
7) PS-010- Seward 2, 8341 Seward	0.018 acre	_____ per cut
8) PS-012- Gilmore Road, 8525 Gilmore Road	0.004 acre	_____ per cut
9) PS-013- Village Green, 1440 Corydale Drive	0.075 acre	_____ per cut
10) PS-014- Lakeside, 5464 Lakeside Manor	0.105 acre	_____ per cut
11) PS-015- Broadview, 990 Broadview Drive	1.084 acre	_____ per cut
12) Kay Drive Pump Station, 6011 Kay Drive	0.455 acre	_____ per cut
13) Muskopf Pump Station, 5718 Muskopf Road	0.898 acre	_____ per cut
14) Seward Tanks 1 & 2, 9291 Seward Road	1.393 acre	_____ per cut
15) Hunter Tank, 6174 Gray Road	0.819 acre	_____ per cut
16) Mack Tank, 3259 Mack Road	0.462 acre	_____ per cut
17) Winton Tank, 5330 Winton Road	0.523 acre	_____ per cut
18) PS-001- Rt. 4, 3709 Dixie Hwy	0.075 acre	_____ per cut

**Public Utilities Department  
2014 Grounds Maintenance Contract  
(continued)**

**Total Utility Price for One Cut Cycle (Total of 18 properties)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Bidder Name

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

\_\_\_\_\_  
Date