

**VACANT/ABANDONED PROPERTY
GRASS CUTTING
Request for Proposals**



CITY OF FAIRFIELD
BUILDING & ZONING DIVISION
5350 PLEASANT AVENUE
FAIRFIELD, OH 45014
(513) 867-5318
FAX: (513) 867-5310

- Job Description:** Grass cutting, trimming; debris removal; tree trimming; minor building repairs; and other tasks to be determined through December 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:** Please contact Rick Helsinger, Chief Building Official at above-listed number.

Grass Cutting Specification

The City of Fairfield is requesting proposals from responsible parties for grass cutting, trimming; debris removal; tree trimming; and minor building repairs.

These services will be performed on derelict private property and on approximately 80-100 vacant properties within the City of Fairfield. The City Building Inspection & Zoning division will be responsible for providing an initial work program pertaining to each property for the contractor.

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, operation and expertise required to perform grass mowing and property maintenance. 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.

Grass clippings are to be removed from the driveway, sidewalk and street pavement in front of the property. All tree branches, bush trimmings and debris etc. are to be removed from the property and deposited properly within the landfill or composted if appropriate.

Debris is defined as any garbage, trash, waste, rubbish, ashes, cans, bottles, wire, oil, paper, cartons, boxes, scrap pieces of wood, concrete pipe, pieces of brick or concrete blocks, pieces of drywall, construction debris of any type, parts of automobiles or trucks, furniture, glass or anything else of an unsightly or unsanitary nature.

No work to be done before the hour of 8:00 a.m.

Contractor will self-monitor vacant properties. The initial list of vacant properties (approximately 80-100) will be provided by the City of Fairfield to Contractor. Before maintaining said vacant property, Contractor must take a “before” and “after” digital picture of the property. All digital pictures of vacant properties and their addresses are to be forwarded to the City of Fairfield Building & Zoning Division within a timely manner through e-mail. Contractor must be proficient in downloading and sending digital files for City to archive.

Contractor will provide City of Fairfield an Excel spreadsheet at time of invoice listing all current properties being maintained by the Contractor which describes when each property was inspected and maintained.

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 11 and “Non-Collusion Affidavit” page 12 of this packet.

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 performing services under the contract.
4. Affidavit of Contractor Non-Delinquency of Personal Property taxes and City of Fairfield Income taxes.
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

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

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 _____

Provide your banking references:

Name Of Bank (A) _____ (B) _____

Contact Person _____

Address _____

Telephone No. _____

Signature of Bidder

Company Name

PROPOSED FEE SCHEDULE

The City of Fairfield Development Services Department is seeking proposals for maintenance of vacant properties within the city limits. In 2013, there were approximately 100 properties maintained. Expected maintenance includes cutting grass approximately every 2-3 weeks during the growing season.

1. Cut/Trim residential lot less than one (1) acre
 - a. Initial cut (grass usually in excess of 18 inches) \$ _____
 - b. All cuts thereafter \$ _____

2. Labor rate for Grass Cutting/Trimming
for properties one (1) acre or greater \$ _____ hourly
3. Herbicide application to driveway \$ _____
4. Labor rate for Mulchable Debris Removal \$ _____ hourly
5. Debris removal rate per truck load \$ _____
6. Labor rate for Waste Debris removal (tires, junk, etc.) \$ _____ hourly
7. Labor rate for Tree & Shrub Trimming \$ _____ hourly
8. Labor rate for Minor Repairs & Maintenance
Repair Windows/Doors, Fences, Secure Property/Locks,
Re-attach Gutters/Downspouts, etc. \$ _____ hourly
Materials additional @ cost

Response Time To Work Order

The Contractor is expected to start services as requested by City within 48 hours after notification, weather permitting

Proposal Submitted by

Date

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

(Name of Individual)

(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

(Name of Company)

(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.

Signature

Name

Title

Company

Subscribed to and sworn to on this _____ day of _____, 2014.

Notary Public