

**THE CITY OF  
WARRENSVILLE HEIGHTS, OHIO  
4743 RICHMOND ROAD  
WARRENSVILLE HEIGHTS, OHIO 44128**



**REQUEST FOR PROPOSALS  
FOR LANDSCAPING SERVICES FOR  
WARRENSVILLE HEIGHTS MUNICIPAL CENTER  
**UPDATED RFP ADDENDUM 3-9-23****

**PRE- BID MEETING & TOUR: WEDNESDAY MARCH 8, 2023, 12:00 P.M. - 1:00 P.M., EST**

**PROPOSALS DUE: TUESDAY MARCH 14, 2023, 12:00 P.M., EST**

**WARRENSVILLE HEIGHTS MUNICIPAL CENTER 4743 RICHMOND ROAD**

## **LEGAL NOTICE**

The City of Warrensville Heights of Cuyahoga County, Ohio (the "City") invites **REQUEST FOR PROPOSAL** from qualified vendors for Landscaping and Grounds Maintenance Services to submit a Proposal of Bid to perform landscaping services at the Warrensville Heights Municipal Center located at 4743 Richmond Road Warrensville Heights OH 44128.

Copies of the Specifications and instructions to bidders can be picked up at the Reception Desk at the Warrensville Heights Municipal Center 4743 Richmond Road, Warrensville Heights, Ohio 44128 or on the website at <https://www.cityofwarrensville.com/272/Bids-RFPs-RFQs>.

### **On-Site Proposal Meeting/Tour**

A Pre-Bid Meeting will be held on Wednesday, March 8, 2023 at 12:00p.m.-1:00p.m. at the Warrensville Heights Municipal Center 4743 Richmond Road Warrensville Heights OH 44128.

Sealed bids will be received at the Reception Desk within the Warrensville Heights Municipal Center, 4743 Richmond Road, Warrensville Heights, Ohio 44128 until 12:00p.m. Tuesday March 14, 2023 and will be opened publicly and read aloud at that time.

### **Advertised**

**Cleveland Plain Dealer: February 26, 2023 and March 1, 2023**

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## **I. INSTRUCTIONS TO BIDDERS**

**Interested firms shall submit a Proposal of Bid to Kelli Wilson, Chief of Staff, submitting three (3) copies of the following information:**

- a. Firm name, address, telephone number, fax number and email address;
- b. Name of key personnel, including managers and supervisors in charge;
- c. Year established and any former names of operation;
- d. Number of years the firm has been doing this type service;
- e. Certificate of Good Standing/Full Force & Effect from the Ohio Secretary of State dated within 30 days of submissions of the Proposal;
- f. Number of staff available for assignment;
- g. Outside services possibly used for sub contracted work;
- h. Three references, including contact information and list of similar services provided;
- i. Summary of Qualifications;
- j. Monthly bid rate;
- k. Three years audited financial statements;
- l. Name, location, and date of all its agreements for like services that have been terminated, canceled, or suspended prior to completion of the engagement or expiration of the engagement or expiration of the full term within the past five years, and any judgment terminating, or any pending lawsuits or unresolved claims or disputes for damages or termination of such agreements within the past five years;
- m. Please include evidence of insurance with proposal. (See page 5)
- n. Bid Sheet

## **CITY OF WARRENSVILLE HEIGHTS REQUESTS FOR BIDS (RFP) FOR LANDSCAPING SERVICES**

### **II. GENERAL**

The City of Warrensville Heights, Ohio (the City) is located in eastern Cuyahoga County along Interstates 480 and 271. The population of the City provided at the 2010 census was 13,542. The City was established in 1927 and incorporated in 1960. Its motto is "The Friendly City". See the City's website, [www.cityofwarrensville.com](http://www.cityofwarrensville.com) for additional information.

The City has decided to accept proposals for its landscaping services to be effective April 1, 2023 – November 30, 2024.

The City of Warrensville Heights is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Minority Business Enterprise, Female Business and Small Business Enterprise shall be afforded full opportunity to submit bids or proposals for this project.

**A Minority Business Enterprise** is a small business that is at least 51% owned and operated by no less than one minority or, in the case of a publicly owned business, at least 51% of the stock of which is owned by no less than one minority and whose management and daily business operations are controlled by at least one minority.

**A Female Business Enterprise** is an enterprise that is at least 51% owned by no less than one female who controls the firm by exercising the power to make policy decisions and operates the business by being actively involved in day-to-day management.

**A Small Business Enterprise** is independently owned and operated, and meets industry size and receipt requirements for small business per SBA13 CFR 121, Section 3 of the Small Business Act.

If Federal Funding is involved in whole or in part in the payment of goods or services contracted herein, the Contractor, during the performance of its contract, shall comply with Title VI and Title VII of the Civil Rights Act of 1984, 42 U.S.C. Section 2000(d), (e) as amended by Executive Order No. 11246 (September 24, 1965) as amended by Executive Order No. 11375 (October 13, 1967).

Even when Federal Funding is not involved, the Contractor, during the performance of its contract, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. The Contractor will take appropriate action to ensure that applicants are employed without regard to their race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

**III. SPECIFIC LANDSCAPING SPECIFICATIONS FOR WARRENSVILLE HEIGHTS MUNICIPAL CENTER 4743 RICHMOND ROAD WARRENSVILLE HEIGHTS OHIO 44128**

**A. SPRING CLEAN-UP**

A complete spring clean-up shall begin as early as practical after the spring thaw but not later than April 15<sup>th</sup> and shall include:

1. Removal of any leaves remaining from the previous year.
2. Removal of fallen or broken and hanging limbs.
3. Removal of dead plant material.
4. Preparation of lawns by raking or such other treatment needed to insure good growth.

**B. TURF MAINTENANCE**

1. The contractor shall pick up any debris which accumulates on the turf areas such as paper, twigs, containers and any other litter prior to mowing.
2. The contractor shall remove any cuttings or clippings from all roads, sidewalks and parking lots immediately after each mowing.
3. All lawn edges shall be power edged not less than biweekly, to maintain a neat, uniform appearance.
4. The lawn areas shall be cut on a weekly basis and must be maintained at a uniform height of 3" to 3 1/2 ", but not to exceed 4" in height between cuttings and only if weather conditions require. The contractor shall be held liable for scalping or any other damage to turf areas. The contractor will remove the clippings from the property; a grass catcher may be used.

**C. SHRUB BED AND TREE MAINTENANCE**

1. Maintenance shall consist of weed control, pruning and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous and healthy growth of shrub plantings, trees and weed-free bedding areas.
2. Pre and Post Emergent herbicides shall be applied in accordance with manufacturer recommendations to control weed seed prior to germination and weeds not controlled by pre-emergence programs.
3. All weeds exceeding four (4) inches in height or spread not controlled by either herbicide program shall be removed by hand.

4. All bed areas and tree rings are to be spade edged to depth of 2 inches. Beds are to be maintained with a well-defined edge throughout the entire maintenance period.
5. Double shredded dark brown bark mulch shall be hand installed in all planting beds and tree rings to a 2" depth prior to Memorial Day.

#### **D. LAWN TREATMENT PROGRAM**

1. Four applications of a commercial slow release or liquid fertilizer to be applied to the turf areas every season. A fifth application may be needed to maintain a healthy lawn. Four (4) pounds of Nitrogen per season is recommended to be applied to the turf areas. Lawn weed control for all turf areas may be done (as part of contracted services) with a granular or liquid herbicide whichever gives the best results in achieving a weed free turf.
  - **Spring:** Application should be a granular or liquid fertilizer with crabgrass preventer.
  - **Early summer:** Application should be a granular fertilizer.
  - **Late summer/early fall:** Application should be a fertilizer with a high Nitrogen content.

#### **E. PRUNING**

1. All plants and trees shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant. Broken limbs or branches shall be removed with a clean cut. Any limbs up to a height of 10' or where growth is causing damage to a building or other property will be pruned or removed as part of the normal pruning program. Shrubs growing near equipment (air conditioning units, electric eyes, transformers etc.) shall be pruned as often as necessary so as to allow proper functioning of said equipment.
2. The pruning program requires the contractor to remove severely damaged or dead shrubs and trees up to a height of 15' and less than 3" caliber as part of the contract.
3. Removal of a tree having a height of 15 feet or 3" caliber or more shall be deemed as additional work and shall be billed as such. The contractor will first consult the City of Warrensville Heights outlining the work to be accomplished and the associated cost, for written authorization purposes, prior to commencing any work. Cost to replace a tree that is removed shall be included in this price.
4. Leaf removal will be performed throughout the term of the contract, as necessary.

#### **F. FALL CLEAN-UP**

1. Removal of all annuals after the first frost.
2. Removal of all other dead plant material following the first frost.
3. Removal of fallen leaves on a weekly basis throughout the fall season. Crews will return at least one time beyond November 30<sup>th</sup> date but no later than December 20<sup>th</sup> to remove and perform any additional fall clean up that is required should conditions require.

**IV. CONTRACTOR’S INSURANCE**

The Contractor must take out and maintain during the term of the contract, such Public Liability (Bodily Injury and Property Damage) Insurance as shall protect him/her and any subcontractor performing work covered by the contract from claims for damages, for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract. The Contractor shall maintain coverage of the types and in the amounts as specified below. Submitting a Certificate of Insurance shall evidence proof of such insurance coverage. The Certificate of Insurance shall (a) name the CITY OF WARRENSVILLE HEIGHTS as an additional insured, as approved by the City’s Director of Finance; (b) be issued by a company licensed to do business in the State of Ohio, and provide the registration number; (c) provide contact information for the insurance company and any producer or issuer of the policy for the purpose of making claims; and (d) provide that at least ten (10) days written notice shall be given to the City of any material change in, or cancellation of, said insurance. The amounts of such insurance shall be as follows:

Bodily Injury Liability	
Each Person	\$2,000,000
Each Accident	\$2,000,000
Property Damage	
Each Accident	\$500,000
Med Pay	\$5,000

Such insurance shall remain in full force and effect during the term of the contract.

***Please include evidence of insurance with proposal.***

**V. LAWS TO BE OBSERVED**

The Contractor must keep fully informed of all Federal, State and local laws, ordinances, and regulations and all orders and decrees of authorities having any jurisdiction or authority which, in any manner, affect those engaged or employed on the work, or which, in any way, affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the City and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, by the Contractor or the Contractor’s employee.

The Contractor must agree that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no Contractor nor subcontractor, nor any person acting on behalf of such Contractor nor subcontractor, shall, by reason of race, color, religion, sex,



national origin, age, ancestry, disability, sexual orientation or gender identity discriminate against any citizen of the United States in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.

No Contractor, subcontractor, nor any person on his/her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity.

Should Contractor fail to comply with any portion of this program as herein stated and described will subject the Contractor to any or all of the following penalties:

1. Withholding of all future payments under the involved public contract to the Contractor in violation until it is determined that the Contractor or subcontractor is in compliance with the provisions of the contract;
2. Refusal of all future bids for any public contract with the City or any of its departments or divisions until such time as the Contractor or subcontractor demonstrates that it has established and shall carry out the policies of the program as herein outlined;
3. Cancellation of the public contract and declaration of forfeiture of the performance bond;
4. In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure or as may be provided for by contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of contractors, subcontractors or other organizations, individuals or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the policy as herein outlined.

The City is an Equal Opportunity Employer and encourages Minority Business Enterprises, Woman Business Enterprises and Small Business Enterprises to submit proposals for this project.

## **VI. CONTRACTOR'S PERFORMANCE**

The Contractor shall furnish all necessary labor, tools, equipment, and supplies to perform the required services. The City's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City shall notify the contractor.

The Contractor will have one (1) day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the City will have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the contract for default.

### **A. BASIS FOR AWARD**

The contract will be awarded to the Contractor(s) submitting the lowest and best bid for all or some portion of the work as soon as practicable after opening of the bids.

In determining whether a bid is the best bid, the following shall be considered:

1. Did the proposal respond to bid specifications in all material respects and contain no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage.
2. The experience of the bidder.
3. The bidder's financial condition.
4. The bidder's conduct and performance on previous contracts.
5. Facilities.
6. The bidder's management skills, and
7. The bidder's ability to execute the contract properly.

The City reserves the right to reject any or all bids, including alternates, to waive technicalities or to solicit for new proposals, if in the judgment of the City the best interests of the City will be promoted thereby.

**B. TERM**

The Term of the contract to be entered upon the award of a contract to the lowest and best bidder(s) shall be for a period not to exceed 24 months.

**C. SUB-CONTRACTORS**

No sub-contractors shall be used unless previously approved by the City in writing.

**D. PROPERTY DAMAGE**

The Contractor shall be responsible for repair of any damage to any real or personal property to the satisfaction of the City. Any repair/restoration of damaged area shall be performed at no cost to the City.

**E. BILLING**

The billing address is City of Warrensville Heights, 4743 Richmond Road, Warrensville Heights, Ohio 44128; Attention: Finance Department.

**VII. RESERVATION OF RIGHTS**

The City of Warrensville Heights reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

Bid Sheet

City of Warrensville Heights

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

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

	Price	Tax	Total
Spring Clean Up:	_____	_____	_____
Turf Maintenance:	_____	_____	_____
Shrub Bed & Tree Maintenance:	_____	_____	_____
Pruning:	_____	_____	_____
Fall Clean up:	_____	_____	_____

**Total:**

**1-YEAR CONTRACT PRICE:** \_\_\_\_\_

**2-YEAR CONTRACT PRICE:** \_\_\_\_\_

## City of Warrensville Heights RFP Addendum

### RFP ADDENDUM #1

Date of Addendum: March 9, 2023

#### NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modify this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

#### PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline is March 14, 2023 at 12:00p.m.

RFP Item	Section	Description of Change
I.	Instructions to Bidders	Add the following language under the instructions to bidders: language after the first sentence of the paragraph:  (K.) Indicates three years audited financial statements; Financial statements only required.
I.	Instructions to Bidders	Add the following language under the instructions to bidders:  -Bid Bond, or certified or cashier's check payable to the order of the City of Warrensville Heights in an amount of amount of \$1,000.00.

VIII.	Bid Sheet	Bid Sheet updated to reflect mulch pricing and turf maintenance. (See attached)
Photo Attached Geographical Information System Mapping	**Picture Attached**	

**END OF ADDENDUM**

March 9, 2023



Zoom in and click on a parcel for more information or click the banner to reset the map

[Top](#) [Go To Full Map](#)

Updated :03/08/2023 03:16:31 AM

Disclaimer: Cuyahoga County provides this geographic data and related analytical results as a free public service on an "as is" basis. Cuyahoga County makes no guarantee(s) or warranty(ies) as to the accuracy, completeness, or timeliness of the information contained herein, and said information is not intended to, nor does it, constitute an official public record of Cuyahoga County. While much of the data contained herein is compiled from public records, the official records of the public office or agency from which they were compiled remains the official record of any such public office or agency. **By accessing, viewing or using any part of the site, you expressly acknowledge you have read, agree to and consent to be bound by all of the terms and conditions listed on this site. Routine maintenance is performed on Fridays and disruptions may occur. We apologize for any inconvenience.**

WATER DEPARTMENT OFFICIALS: AS OF JANUARY 1, 2021 PLEASE UTILIZE THE TRANSFER TAB ON THE MYPLACE SITE TO DETERMINE OWNERSHIP FOR CREATING OR CLOSING ACCOUNTS. PARCEL DATA ON PROPERTY TRANSFERS ARE UPDATED DAILY. THEREFORE, YOU CAN NOW RELY ON THIS SITE FOR ACCURATE REAL PROPERTY OWNERSHIP. YOU ARE ALSO WELCOME TO ACCEPT COPIES OF RECORDED DEEDS FROM OUR OFFICE.

**LAWN TREATMENT PROGRAM BID SHEET**  
**CITY OF WARRENSVILLE HEIGHTS MUNICIPAL CENTER**

Item	Lawn Care Service	Quantity	Unit Price	Initials
1.	<b>Early Spring Treatment</b> Compete balanced fertilizer With pre-emergent crabgrass control	_____	_____	_____
2.	<b>Late Spring Treatment</b> Complete balanced fertilizer With broadleaf weed control	_____	_____	_____
3.	<b>Summer Treatment</b> Complete balanced fertilizer With spot treatments for Broadleaf weed control	_____	_____	_____
4.	<b>Fall Treatment</b> Complete balanced fertilizer With broadleaf weed control	_____	_____	_____
5.	<b>Late Fall Treatment</b> A winter feeding to promote Root development and faster Greenup	_____	_____	_____

**SHRUB BED AND TREE MAINTENANCE MULCH BID SHEET**

**CITY OF WARRENSVILLE HEIGHTS MUNICIPAL CENTER**

Item	Mulch	Quantity	Unit Price	Initials
1. Double Shredded Dark Brown Bark Mulch with 2" depth in all planting beds And tree rings		_____	_____	_____