

**CITY OF HILLSBORO, OHIO
REQUEST FOR QUOTE (RFQ)
Municipal Grass Mowing Services**

The City of Hillsboro, Ohio is accepting sealed responses to the Request for Quotes (RFQ) for mowing services for its various parks and municipal facilities.

All qualified companies interested in providing the specified quote for the maintenance of various parks and municipal facilities shall provide a response submittal to the City of Hillsboro. Final selection will be made in accordance with the policies of the City of Hillsboro, other applicable statutory provisions, and as outlined herein. **This is a Request for Quotes ONLY. A contract may not be offered based on quotes.**

Responses must be submitted on city-provided forms. The sealed response must be marked as “**MUNICIPAL MOWING.**” Responses must be received by **11:00 AM on July 6, 2018** at the Office of the Safety and Service Director (SSD) for the City of Hillsboro, Ohio, after which time and date they will no longer be accepted. Late responses will not be accepted. The responses will be open and read aloud at this time. Submit responses to:

City of Hillsboro
Administration Building
Safety & Service Director
130 North High Street
Hillsboro, Ohio 45133

Questions must be submitted via email to: Debbie Sansone dsansone@hillsboroohio.net

The City reserves the right to consider modifications to responses prior to the award of the contract, and to reject any and all responses received as a result of the proposal. The City is not liable for costs incurred by respondents prior to contract award.

SCOPE OF WORK

It is the intent of the City of Hillsboro that a single contractor be selected to accomplish all of the grass mowing services outlined in this RFQ.

1. Mowing services - Prior to the commencement of the contract, the contractor shall meet with the Public Works Superintendent (PWS) and provide an outline of the proposed mowing procedures, the plan for performing the work, and a plan for the safety of the general public.
2. Prior to initiation of service, the contractor shall submit for the approval of the SSD a schedule, which identifies the service dates or day of the week (when weekly service is required) per location. The contractor shall complete all mowing within the estimated mowing schedule, unless notified otherwise by the PWS. Under normal weather conditions, it is estimated that each location will require the number of mowing trips as identified in Mowing Schedule - Table 1.

Moving Schedule - Table 1**Number of Trips per month**

- | | |
|--------------|-----------------------------------|
| a. August | 2 additional trips from August to |
| b. September | September to meet weekly |
| c. October | requirements. |
-
3. The heavy mowing period lasts approximately from April 1 to September 30. During this period, weather permitting, lawn mowing shall be weekly. No more than 10 calendar days shall be allowed between lawn mowing, unless:
 - a. Local emergency conditions preclude access to the property,
 - b. Saturated ground conditions which would result in rutting of the lawn as determined by the PWS and communicated to the vendor in writing,
 - c. The contractor seeks and receives prior authorization from the PWS, at the direction of the PWS.
 4. Mow primary lawn areas and all areas within fence lines using a finish type mower. Blades are to be sharpened in order to provide a sharp and clean result. Weed eating primary lawn areas is not permitted. Conventional wheel tractors and mowers may be used to mow secondary areas and outside of fenced areas to the public right-of-way. However, such mowers must show results equal to that of flail or finishing mowers.
 5. All grass areas shall be mowed to a height between 3" and 4". Mowing shall be along a cutting path that shall allow cutters to transverse 100% of the required mowing area. Missed strands of grass or areas not uniformly cut shall be re-cut at no additional cost to the City of Hillsboro.
 6. Mechanically trim fringe left by mowers around buildings, posts, trees, bushes and other raised objects (may be chemically treated where not unsightly).
 7. Remove overgrown weeds from around buildings.
 8. Edge all walks, curbs, and drives with a bladed edging tool.
 9. Before and after mowing, pick up and dispose of litter and debris from lawn, parking lots, sidewalks, landscaped and bedded areas, fence lines and accessible drainage areas, i.e. tree limbs, bushes, leaves, grass, cans, paper, plastic, and etc.
 10. Sweep or otherwise clean up and dispose of debris from mowing, edging and trimming/pruning efforts, including any debris or unsightly overlay of cut grass on lawn areas.
 11. No debris shall enter the City of Hillsboro's storm water system at any time.

12. No debris may be disposed of in any City of Hillsboro provided on-site dumpsters. All debris must be removed from the property at the time of service. Contractor must receive prior approval from the PWS for the temporary placement of a dumpster for extensive debris cleanup.
13. Ruts, holes and other disfigurement of mowed areas caused by the contractor's mowing equipment shall be the responsibility of the contractor to repair to original condition. If the contractor is in doubt as to the soil conditions, the contractor is required to contact the Facility's Superintendent.
14. The contractor shall invoice to the business office on a per month basis detailed to show number of trips completed per location. For example, in the month of August, contractor will invoice for three (3) trips to each location if service was performed. Contractor is responsible for any licenses/permits required for performance of contract.
15. Insurance/Worker's Compensation- Contractor shall maintain liability insurance in an amount not less than \$1,000,000 at all times during this Agreement. Such insurance shall be written to protect the City of Hillsboro as well as the Contractor. Contractor shall maintain proper coverage under worker's compensation in accordance with all applicable laws and regulations at all times during the term of this Agreement. Before awarding of any contract, Contractor shall provide a copy of the certificate of insurance coverage and worker's compensation coverage.
16. Indemnification- Contractor shall indemnify the City of Hillsboro from any damages arising from the Contractor's performance of this Agreement.
17. Termination. The City of Hillsboro may terminate this Agreement on ten (10) calendar days written notice, or if prior to such action, the other party materially breaches any of its representations, warranties or obligations under this Agreement. Except as may be otherwise provided in this Agreement, a breach by the contracted party will result in them being responsible to reimburse the City of Hillsboro for all costs incurred directly as a result of the breach of this Agreement and shall be subject to such damages as may be allowed by law including all attorneys' fees and costs of enforcing this Agreement.
18. Required Documents for submittal: *SEE CONTRACTOR BID SHEET*
19. See attachments for mowing areas

Date Submitted:

Customer Information	

[illegible]

Railroad Street Park

[illegible]

Hwy 50 Rest Area

Hwy 50 Rest Area	Cost
Mow	
Trim	
Bag	
Fertilize	
Water	
Weed treatment	
Patio/Drive/Sidewalk Edging	
Clearing of areas	
Removal/hauling of leaves	
Removal/Hauling of Branches	
Aerate	
Thatch	
Tree trimming	
Other Landscaping	
Materials	

City of Hillsboro
Lawn Service Business Estimate Form

Date Submitted:

Customer Information

Rotary Park	Cost
Mow	
Trim	
Bag	
Fertilize	
Water	
Weed treatment	
Patio/Drive/Sidewalk Edging	
Clearing of areas	
Removal/hauling of leaves	
Removal/Hauling of Branches	
Aerate	
Thatch	
Tree trimming	
Other Landscaping	
Materials	

Description
Rotary Park

Liberty Park-1	Cost
Mow	
Trim	
Bag	
Fertilize	
Water	
Weed treatment	
Patio/Drive/Sidewalk Edging	
Clearing of areas	
Removal/hauling of leaves	
Removal/Hauling of Branches	
Aerate	
Thatch	
Tree trimming	
Other Landscaping	
Materials	

Description
Liberty Park-1

City of Hillsboro

Lawn Service Business Estimate Form

Date Submitted:

Customer Information

--

--

Liberty Park-2

Mow	
Trim	
Bag	
Fertilize	
Water	
Weed treatment	
Patio/Drive/Sidewalk Edging	
Clearing of areas	
Removal/hauling of leaves	
Removal/Hauling of Branches	
Aerate	
Thatch	
Tree trimming	
Other Landscaping	
Materials	

Description

--

Liberty Park-3

Liberty Park-3	Cost
Mow	
Trim	
Bag	
Fertilize	
Water	
Weed treatment	
Patio/Drive/Sidewalk Edging	
Clearing of areas	
Removal/hauling of leaves	
Removal/Hauling of Branches	
Aerate	
Thatch	
Tree trimming	
Other Landscaping	
Materials	

Notes and Comments:

--

Materials	
Tax	
Labor	
Total	

Hwy 50 Rest Area

Legend

Mowing Area

Approximate Outline

US HIGHWAY 50

Approximately 0.9 Acres of Maintained Area

This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/6/2018

1 inch = 43 feet

Aerial Photography Date: 2017



Liberty Park Map 1

Legend

Mowing Area

Approximate Outline

Excluded Area

Approximately 25.7 Acres of Maintained Area



This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/7/2018

1 inch = 225 feet

Aerial Photography Date: 2017



Liberty Park Map 2

Legend

Mowing Area

Approximate Outline

Excluded Area

Approximately 8.5 Acres of Maintained Area

This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/7/2018

1 inch = 125 feet

Aerial Photography Date: 2017



Liberty Park Map 3

Legend

Mowing Area

Approximate Outline

Excluded Area

Approximately 16.7 Acres of Maintained Area

This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/7/2018

1 inch = 225 feet

Aerial Photography Date: 2017



Rotary Park

Legend

- Approximate Outline
- Excluded Area



This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.

Printed by:

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/7/2018

1 inch = 50 feet

Aerial Photography Date: 2017



Railroad Street City Park

Legend

Mowing Area

- Approximate Outline
- Excluded Area

Approximately 1.94 Acres of Maintained Area
2.85 AC Total
-0.69 AC Tennis Court
-0.22 AC Basketball Court
1.94 AC Maintained

NORTH ST

RAILROAD ST

ELM ST

City of Hillsboro
130 North High Street
Hillsboro, OH 45133
937-393-5219

Print Date: 6/6/2018

1 inch = 50 feet

Aerial Photography Date: 2017



This data is compiled from public information furnished by the City of Hillsboro, Highland County Engineer's & Auditor's offices, and from other public records. Some information may be provided by parties outside the jurisdiction of Highland County. This data is provided as a graphic representation only. It is not intended to act as and should not be used as a substitute for the results of actual field work by a qualified professional. While the data furnished is believed to be accurate, the provider makes no warranty or representation with respect to this data, its quality or suitability for a particular purpose. This data is provided AS/IS, and the requester assumes the entire risk as to its quality and suitability. The provider will not be liable for direct, incidental, or consequential damages resulting from any defect in the data. The provider shall have no liability for any other information, programs or data used with or combined with this data, including the cost of recovering information, programs or data.