

**VILLAGE OF GREENHILLS  
11000 WINTON ROAD  
GREENHILLS, OHIO 45218**

**513-825-2100**

**INVITATION TO BID**

The Village of Greenhills, Ohio will accept sealed bids for the **"2017 MOWING CONTRACT"** until January 11, 2017 at 11:00 a.m. at the Greenhills Municipal Building, 11000 Winton Road, Greenhills, OH 45218. Bids will be opened and read at that time. Interested parties can obtain the bid packet at the Greenhills Municipal Building located at the above address, M-F, 8 am to 4 pm, or online at [www.GreenhillsOhio.us](http://www.GreenhillsOhio.us) Greenhills, Ohio reserves the right to waive any informality or to reject and/or accept any or all bids.

Evonne Kovach  
Municipal Manager  
Village of Greenhills

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## SPECIFICATIONS for 2017/2018 GREENHILLS MOWING CONTRACT

### SCOPE OF WORK

The Village of Greenhills is seeking a contractor who can provide all supervision, materials, labor, equipment, service, operations, and expertise required for performing grass mowing and lawn maintenance services for the Village of Greenhills. The municipally-owned property that would be mowed by the selected contractor is indicated on the attached listing and highlighted on the attached drawing/map.

**1. Village of Greenhills Contacts:**

Service Department Contact Mike Caster, 513-678-4193

**2. Height of Cut**

Unless directed otherwise by the Village of Greenhills, the height of cut for all properties both municipal and residential shall be 3". Grass clippings are to be removed from the driveway, sidewalk and street pavement in front of the property. All trimmings and debris are to be removed from property and disposed of properly by the contractor. 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. Any debris collection and removal incidental to mowing is the responsibility of the contractor and will not be paid or reimbursed by the Village of Greenhills.

**3. Mowing and Trimming around trees**

Please Note: The Village of Greenhills makes a significant investment in street trees. The damage to trees from mowers and trimmers permanently injures the tree and shortens its life span. Contractor and Contractor's employees shall utilize care when mowing or trimming around trees.

**4. Trimming after Cutting of Grass**

Trimming of grass or other vegetation shall be performed at each mowing in all areas under Contract. 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. All trimming shall be accomplished to present uniform height with cut areas.

**5. Clean Up**

Grass cutting shall be accomplished in such a manner as to prevent clippings from being blown into or left on landscaped areas, mulched trees, flower beds, or on to streets, sidewalks, or vehicles. The Contractor shall promptly remove clippings which end up in these areas with no additional compensation from the Village.

**6. Frequency of Cut**

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 Service Department. Grass should be mowed when it is dry, if possible. Mowing should not, however, be delayed for long periods of time because the grass is wet.

**7. 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 should only occur as needed during long periods of drought. Check with the Service Department Contact for approval to cut during periods of drought.

**8. Working Hours and Crew Assignments**

The contractor shall staff the work adequately and allot sufficient time to accomplish the cutting of any location in one day to avoid a stepped appearance in the finished work. All work shall be done as a first-class operation and be completely acceptable to the Village of Greenhills. Cutting should occur on Thursdays or Fridays between the hours of 7 am and 10 pm. Please coordinate the cutting schedule with the Service Department Contact. The Village of Greenhills will not pay any overtime to the contractor.

**9. Chemical Application**

Any chemical application shall be done by a staff member of the contractor licensed as an Ohio Commercial Pesticide Applicator. Copy of Contractor's License shall be furnished to the Village of Greenhills. All fertilizers and herbicides shall be applied according to the manufacturer's label. Material Safety Data Sheets shall be made available upon request.

**10. Authorized Work**

Work shall be performed only as ordered and by written approval of the Village. The Village contact liaison will inform the contractor when weed control shall be applied. Under no circumstances will payment be made for unauthorized work not specifically ordered by the Village of Greenhills.

**11. Safety**

All work shall conform to all current Village of Greenhills, State, Federal, and OSHA Safety Standards. If work is performed on or near sidewalk or roadway areas, it is required that the safety of 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. Contractor's staff shall wear safety vest, safety shoes, gloves, and any other required safety gear at any time when on site.

**12. Traffic Control**

Traffic control is the total responsibility of the Contractor. When traffic lanes must be blocked for whatever reason, appropriate signage and coning will be required to protect employees and vehicles moving in the traffic lanes. The contractor is responsible for any necessary permits.

**13. Inspection**

The Village of Greenhills reserves 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.

**14. Insurances and Taxes**

Contractor shall at all times maintain the appropriate insurances, including but not limited to business, liability, worker's compensation, vehicles and equipment insurances coverage. Contractor shall provide the Village of Greenhills with a Certificate of Liability Insurance specifically identifying the Village as a named insured party. Contractor shall also file for Local Income Tax Withholdings for both the Contractor's business and employees with the Village of Greenhills Tax Commissioner.

**15. Equipment**

Contractor will be required to utilize appropriately sized and well-maintained equipment during all mowing operations. Mowers must be sharpened and adjusted frequently to assure a good clean cut.

## **SELECTION CRITERIA**

The contractor selection will be based on a number of items, including but not limited to:

- 1 - Proposed fee
- 2 - Quality of work
- 3 - Quality and type of equipment available to be utilized in the performance of a mowing contract with Greenhills – Please provide a list of equipment that is owned, is in good running condition and would be used on this contract.
- 4 - Manpower available to perform the services in a timely manner – Please provide information on your employees, in particular the number of employees that will be available for this contract.
- 5 - Insurance – Provide documentation of the required insurance as identified in this bid packet.

## **INITIAL CONTRACT PERIOD**

The services described herein shall be rendered during the 2017 mowing season, the specific dates of which will be determined by the Village of Greenhills. Typically, the mowing season runs from April through early November.

By mutual consent of the Village of Greenhills and the Contractor, the contract may be renewed for one (1) additional twelve (12) month period. This option shall be automatically exercised unless written notice to the contrary is filed with either party not later than the first business day of the calendar month in which the current contract period expires (December). Such notice shall be transmitted by first class mail.

It is understood and agreed that the contract may be renewed only at the same prices and under the same conditions governing the original contract, and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

## **COMPLETE PROPOSAL**

A complete proposal must have the following items:

1. Proposed fee schedule
2. A list of employees who will be performing services under the contract.
3. Non-collusion Affidavit Signed and notarized
4. Affidavit of Contractor Non-Delinquency of Personal Property taxes and Village of Greenhills Income taxes.
5. Evidence of Ohio BWC coverage and minimum insurance coverages as detailed in this bid packet.

## **CONTRACTOR'S INSURANCE**

Before starting work, the Contractor shall furnish to Greenhills, certificates from the Contractor's insurance company, including the Ohio Industrial Commission, acceptable to Greenhills that insurance has been issued to the Contractor providing for insurance as listed below. Such certificates shall state that Greenhills is an additional insured and that the insurance companies will give Greenhills not less than 30 days' notice prior to any cancellation or material change in such policies.

1. The Contractor and all Subcontractors shall furnish an unaltered copy of the official certificate of the Ohio Industrial Commission indicating that contractor has paid the

premiums required under the Ohio Workers' Compensation Act. Contractor may elect to keep one copy permanently on file with the Greenhills, in which event it will be necessary to furnish two copies, with the first Contract and one copy each and every time further premiums are paid. If the Contractor is legally permitted and qualified to be a self-insurer, Contractor shall furnish proof of such status to Greenhills.

2. 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 of 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. **Greenhills shall be named as an additional insured.** Contractors Protective Liability for Subcontractors actions shall be the same limits as required for Commercial General Liability (CGL).
3. The Contractor shall furnish proof of an Automobile Liability policy covering against bodily injury liability and property damage liability for not less than a combined single limit of \$5,000,000 per accident covering the exposures of owned autos, non-owned autos and hired autos including coverage for uninsured and underinsured motorists, with Greenhills to be listed as an additional insured.
4. The Contractor waives all claims against the Village of Greenhills for any loss, damage, or loss of use to Contractor's equipment and tools used in the performance of the work and agree to obtain permission for waiver of subrogation from his insurer, if carried.

Contractor shall require Subcontractors to carry CGL, Auto Workers' Compensation and Umbrella coverage for equivalent limits and certify same to Contractor. All of the insurance referred to above shall be subject to the approval of the Greenhills and shall be kept in full force and effect, during the term of the project, and in respect to completed operations, coverage shall apply for two years after completion. The Engineer assumes no responsibility for the adequacy of insurance limits and coverages.

**REQUIREMENTS AND DATA - BIDDER'S STANDARD PROPOSAL FORM**

Bid prices shall include all costs, including but not limited to, equipment, fuel, personnel, labor, material, overhead, profit, insurance, and taxes required to perform the services.

**ITEMS:**

<b>Item No.</b>	<b>Unit</b>	<b>Qty.</b>	<b>Description</b>	<b>2017 Unit Price</b>
1	Ea.	32** sites	Full grass mowing, trimming, and cleanup as described in the detailed specifications.	\$_____/e
Alt. 1	Ea.		Weed Control: Roundup Weed Killer or approved equal shall be spot sprayed around buildings, parking lots, gravel surface areas, and driveways, in beds and on sidewalks.	\$_____/e
Alt. 2	Ea.		Winton Road Weed Control: Roundup Weed Killer or approved equal shall be spot sprayed along all curb. Removal of all weed material from curb areas.	\$_____/e

\*\* The list of properties to be mowed may change during the season. In the event there would be any significant changes during the term of the contract, the Village and the contractor will negotiate a change in cost.

**BIDDER INFORMATION SHEET**

**Attention Bidder:** Please fill out this form and submit with your bid. Please print.

**Company Name:** \_\_\_\_\_

**Federal ID#:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_

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

**Cell Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Project Contact Person:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Office Number:** \_\_\_\_\_

## Tax Department Information

The undersigned authorized representative of bidder hereby authorizes the Village of Greenhills, Ohio Tax Department to release any and all information in their possession to the Office of the Municipal Manager, and legal counsel for the Village to assess whether or not bidder is delinquent or has been delinquent in the reporting, filing, withholding, and/or paying of any business, employer or personal tax liability. It is understood and agreed that this Release will continue until the project, services or product bid has been completed and delivered. Further, it is understood and agreed that the final contractual payment and/or cash performance bond may be held in whole or in part by the Village of Greenhills until all such reports and payments have been filed and paid to the Village. For information regarding the Greenhills Income Tax Code, bidder may call the Tax Department (513)825-2100 or access the Code on line through the Village's website: [www.GreenhillsOhio.org](http://www.GreenhillsOhio.org)

\_\_\_\_\_  
Company/ Bidder Name

Federal Tax ID#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Affidavit of Contractor or Supplier of Non-delinquency of  
Personal Property Taxes and  
Village of Greenhills Income Taxes  
O.R.C. 5919.042**

State of Ohio, County of Hamilton

TO:           Village of Greenhills  
               Hamilton County, Ohio

The undersigned, being first duly sworn, in submitting a bid for the possible awarding of a contract by the Village of Greenhills, Ohio for the:

Greenhills 2017 Mowing project

hereby states that, at the time this bid was submitted, we are not charged delinquent with any personal property taxes on the general tax list of personal property of any county in which you as a taxing have territory and that we were not charged with delinquent personal property taxes on any such tax list.

Furthermore, we state that we were not delinquent for Income Tax owed to the Village of Greenhills.

In consideration of the possibility of the award of the above contract, this statement is incorporated in said bid packet as a covenant of the undersigned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Subscribed to and Sworn to on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

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

**Village of Greenhills  
Non-Collusion Affidavit**

**State of Ohio, County of Hamilton S.S.  
Village of Greenhills**

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Company Representing)

BEING DULY SWORN, does depose that (he, she, they) reside at:

\_\_\_\_\_  
(Residence Address)

And that (he is, she 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 employee therein, or any officer or employee of the Village of Greenhills, Ohio is directly or indirectly interested therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Subscribed to and sworn to on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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