

CITY OF WOOSTER

**538 N MARKET STREET
WOOSTER, OH 44691**

Project Name:

2024 Landscape/Bed Maintenance & Mowing

Public Properties Maintenance Division
1151 Mechanicsburg Rd. Wooster, Oh 44691
Curt Denning, Division Manager
Joe Avila, Supervisor

**Proposals due by: 12:00 noon on Tuesday, April 30,
2024**

NAME AND ADDRESS INFORMATION MUST APPEAR BELOW

Submitted by:

Company Name: _____

Federal Tax ID No.: _____

Name/Title of Person Submitting Proposal: _____

Correspondence Address Information	Remit to Address Information
Street Address:	
P.O. Box:	
City:	
State:	
Zip:	
E-Mail Address:	

Telephone Number	Cell Number	Fax Number

Contact Person: Joe Avila
E-Mail Address: javila@woosteroh.com
Telephone: 330-263-5278

LEGAL NOTICE

Sealed bids will be received by the Contract Specialist on behalf of the Director of Administration, City of Wooster, State of Ohio, at the office of said Director, 538 N. Market Street, Wooster, Ohio 44691 until 12:00 noon on Tuesday, April 30, 2024 for the 2024 LANDSCAPE / BED MAINTENANCE AND MOWING services in accordance with the specifications on file in said office.

Each bid must contain the full name of every person or company interested in same and be accompanied by a bid bond or a certified check in the amount of 10% of the bid price as a guaranty that if the bid is accepted, a contract will be entered into and its performance secured. This bid is made up of two separate contracts. Each bidder must bid on both contracts.

Copies of the contract documents are on file in the office of the City Engineer, City of Wooster, Ohio and are available for inspection by prospective bidders in the office or on the city's bidding information webpage at <https://www.woosteroh.com/engineering/bidding-information>. Bidders must register for the plans through the city's ViewPoint website. Bidders must be registered for their bids to be considered.

Bids shall be placed into a sealed envelope and addressed to Amanda McLain, Contract Specialist, 538 N. Market Street, Wooster, Ohio 44691. Only bids that meet the City of Wooster's specifications will be considered.

Contact the Public Properties Maintenance Division at 330-263-5278 for all questions and requests for additional information.

By order of the Director of Administration.

Joel Montgomery

Joel Montgomery, P.E.
Director of Administration

Advertise: *Friday April 12th and Friday April 19th*

Signature Certificate

Reference number: PC5CL-PFC75-FZVSU-ZHUV8

Signer

Timestamp

Signature

Joel Montgomery

Email: jmontgomery@woosteroh.com

Sent:

10 Apr 2024 15:32:48 UTC

Viewed:

10 Apr 2024 18:15:25 UTC

Signed:

10 Apr 2024 18:15:37 UTC



Recipient Verification:

✓ Email verified

10 Apr 2024 18:15:25 UTC

IP address: 24.140.6.114

Location: Wooster, United States

Document completed by all parties on:

10 Apr 2024 18:15:37 UTC

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Contract Requirements

Section 1: Intent

The purpose of this request is to establish pricing for weed control, pre-emergent application, mulching, shrub pruning, debris removal, and hardwood trimming /edging of the City-owned beds.

Mowing services will be performed on the outside perimeters of some desired locations that have a landscape bed already establish or near by. (Bid Document B).

1.1 Site Visit

Contractors who would like to schedule a site visit to fully understand all requirements of this contact may contact Joe Avila. (330) 263-5278

Section 2: Contract Term

April 30, 2024 through November 30, 2024

Section 3: Hours of Operation

Landscape/Bed Maintenance and Mowing services shall commence ½ hour after sunrise and ½ hour prior to sunset. Work outside of these time-frames shall require a Twenty-four (24) hours advance approval by the PPM Division Manager or his appointed representative.

Section 4: Pricing

Please quote your lowest unit pricing for all services herein described, guaranteed firm for the contract duration. The unit price quoted is to include all costs pursuant to this request. Quantities indicated are estimated.

Formula: Unit price times estimated total quantity equals extension.

Section 6: Services to be provided

Provide complete weed control and plant health in the City of Wooster owned beds. Keep them in a presentable manner by keeping flowers and plants pruned and healthy. Selective pruning on most plant varieties is preferred verses using hedge trimmer

Notify Public Properties Maintenance Division representative for inspection upon job completion. The Contractor will notify the PPM representative within 24 hours of any areas NOT completed on a cycle. It is the Contractors responsibility to maintain areas as specified within the contract at all times, under all conditions, unless notification is promptly given and arrangements are made with the City at that time regarding potential shortfalls. Work may only be billed after job completion. Payment by the City is dependent upon passing inspection after job completion.

The City may request additional work above the contract requirements at a rate equal to the contracted price per site.

Section 7: General Requirement

The Contractor shall have a horticultural background with knowledge of proper plant care, pruning, and maintenance. Contractor must hold a current Ohio Spray Applicator's License, education in horticulture with 3 years' experience is preferred.

The Contractor will be required to bring all equipment, tools, chemicals, materials, etc. with them on the scheduled work day and take all items with them when finished for that day.

All work is to be performed as to keep disruptions to a minimum in the work area. The contractor is to leave all work areas neat and clean when finished.

Contractor is an independent contractor. As such, neither federal, state nor local income tax of any kind shall be withheld or paid by the City on behalf of the Contractor or the Contractor's employees. Contractor shall not be treated as an employee with respect to services performed hereunder for federal or state tax purposes.

Contractor shall assume financial responsibility for any and all injuries or damages to person or property, regardless of ownership, incurred as a result of neglect, misuse, carelessness, or other cause in which the contractor or its employees may be determined legally responsible by an authority identified as having proper jurisdiction while contractor is providing the service defined herein at all the locations outlined.

Contractor will comply with all applicable federal, state and local regulations.

Contractor will carry liability coverage with a minimum limit of one million dollars (\$1,000,000) and provide the City with a certificate of insurance listing the City of Wooster as an additional insured.

Section 8: Safety

The contractor is to use chemicals which are compatible with human safety are to be applied in such a manner as to minimize risk to human, pets and wildlife. **All chemicals are to be approved prior to use by the PPM representative.**

**** Application rates and quantities shall be provided to the PPM representative by season end based on EPA regulations.**

Contractor shall provide all equipment required to comply with the full provisions of this agreement. Such materials and equipment shall include, but are not limited to, sprayers, shovels, rakes, gasoline, mowers weed trimmers, etc. Contractor shall maintain equipment in a safe, usable condition, provide replacements as needed; And repair and maintain equipment at its own expense.

For the duration of this contract, only the awarded contractor will perform the services as specified. Subcontracting will not be allowed. The contractor will be held solely responsible to meet the performance schedules and specifications for Services, as stated in the contract and agreed to by the contractor and the PPM Division Manager. All services shall be completed within a timely manner.

Section 10: AWARD

Award of the RFP will be by "TOTAL FOR ALL SERVICES" to the lowest/best responsive and responsible contractor. Contractors must bid on all services to be considered for award. Failure to bid on all services will be just cause for contractors' bid to be considered non-responsive.

The contractor shall provide the following documentation prior to signing of the agreement:

- 1) W-9
- 2) Certificate of Liability Insurance
- 3) Bureau of Worker's Compensation Certificate
- 4) ODA Pesticide License

**CITY OF WOOSTER
CONTRACTOR'S INFORMATION FORM**

Project: City Wide Landscape/Bed Maintenance & Mowing – Public Properties

Maintenance By: _____ doing business as a,
(Contractor)

Corporation,

Partnership, Sole proprietorship; for the following type of work:

_____	General Construction	_____	Site Work
_____	Demolition	_____	Utilities
_____	Road Construction	_____	Electrical
_____	Mechanical	_____	Other _____ (please specify)

1. BACKGROUND INFORMATION

1.1 Number of years in business as a Contractor: _____

1.2 If your organization is a corporation, answer the following:

1.2.1 Date of incorporation: _____

1.2.2 State of incorporation: _____

1.3.3 Officer's names and titles:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other authorized signor: _____

1.3 If your organization is a partnership, answer the following:

1.3.1 Date of organization: _____

1.3.2 Type of partnership (If applicable): _____

1.3.3 Name(s) of general partner(s):

- 1.4 If your organization is individually owned, answer the following:
- 1.4.1 Date of organization: _____
 - 1.4.2 Name of owner: _____
- 1.5 If the form of your organization is other than those listed above, describe it and name the principles:
- _____
- _____
- _____

2. CONTRACTOR QUALIFICATIONS

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable. For construction trade licenses and/or registrations, list each type, license number and state of issuance.

3. EDUCATION/EXPERIENCE

- 3.1 List the education and categories of work that your organization has and normally performs with its own forces.

- 3.2 Claims and Suits (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?
 YES NO

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 YES NO

3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?
 YES NO

3.3 On a separate sheet, list major landscape projects your organization has in progress, giving the name of project, owner, architect, engineer, contract amount percent complete and scheduled completion date.

3.3.1 State total worth of work in progress and under contract.

3.4 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, engineer, and contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.4.1 State average annual amount of construction work performed during the past five years.

3.5 On a separate sheet, list the landscaping experience and present commitments of the key individuals of your organization.

4. REFERENCES

4.1 Professional References: (Include organization, contact name and phone number)

5. CERTIFICATION

The undersigned, being duly sworn, certifies that the information provided herein is true and complete.

These facts are hereby acknowledged by _____ on this
_____ (Organization)

_____ day of _____, 2024. By:

Name and Title: _____

Sworn and subscribed in my presence this _____ day of _____, 2024.

Notary Public: _____

CITY OF WOOSTER
Landscape/Bed Maintenance & Mowing Bid
Information

The Contractor to provide bids for the following services:

1. Bi-Weekly (16 Weeks) Landscape Bed Maintenance : : (Bid Document A)
 - Grass + weed control, tree management and trash/debris removal within the landscape bed.

2. Fall Landscape Bed Maintenance and Cutbacks: : (Bid Document A)
 - Pruning/cutbacks to be performed to all perennial plants within landscape beds, trash/debris removal.

3. Site Mowing: (Bid Document B)
 - Mowing, trimming and debris cleanup.
Grass debris caused by equipment must be cleared off hard surfaces and landscape beds prior to leaving the contracted site.

**BID DOCUMENT A:
LANDSCAPE AND BED MAINTENANCE**

	Bi-Weekly Bed Maint.		Bi-Weekly Bed Maint.	Fall Landscape Bed Maint./Cutbacks	All work
	Price per visit	# of Visits	(2) Unit Price	(3) Unit Price	(1+2+3) Total Price
1) Freedlander Park					
a) The Chalet (all beds)		16			
b) Gazebo (all beds)		16			
c) Monuments -North Entrance Hillside Dr. & North of ball fields		16			
d) South Entrance (Buena Vista Dr.- all beds)		16			
2) Christmas Run Park - Entire Park					
a) Across from bath house (behind Blessing Ave. houses)		16			
b) Park Dr. & Blessing Ave. (triangle, north, and south entrance beds)		16			
c) Woodland Ave. & Bowman St (sign bed)		16			
d) Woodland Entrance		16			
e) Lower Beds by playground		16			
3) Knights Field Park					
a) Fence		16			
b) Butterfly Garden		16			
4) Willoughby Hills Entrance (both north and south beds)		16			
5) DiGiacomo Green (2 beds)		16			
6) Diller Park (all beds)		16			
7) City Hall (all beds)					
a) building beds		16			
b) parking lot beds		16			
8) Welcome to Wooster signs					
a) SR 585 - 2800 Akron Rd. by Schaeffler Dr.		16			
b) SR 83 & Smithville-Western Rd. - Roundabout		16			
c) Smithville-western Rd & Friendsville Rd- Roundabout		16			
d) Meijer's Roundabout		16			

BID DOCUMENT A (cont.)
LANDSCAPE AND BED MAINTENANCE

	Bi-Weekly Bed Maint.		Bi-Weekly Bed Maint.	Fall Landscape Bed Maint./Cutbacks	All work
	Price per visit	# of Visit	(2) Unit Price	(3) Unit Price	(1+2+3) Total Price
9) Gateway Plantings - Madison Ave. & S. Bever St. @ the SR30/250 Ramps		16			
a) North/East Corner		16			
b) Both North & South/West Corners to the railroad, including the "Welcome to Wooster" sign		16			
c) South/West Corner		16			
10) Bicentennial Memorial -corner of Freedlander and S. Bever St. (all beds and walkway)		16			
11) Cohen Park - all beds and walkway		16			
12) South Street Parking Lot - islands and beds		16			
13) Grosjean Park - kiosk bed only		16			
14) Columbus Rd Gateway – all beds and walkways		16			
15) Jaycee Park - all beds		16			
16) North St. Parking Lot – all beds and walkways		16			
17) Merchant Block Parking Lot – Bed along Alley & Walnut St. and islands		16			
18) Market and Liberty St. Quads					
a) Northeast Quad		16			
b) Southeast Quad		16			
c) Southwest Quad		16			
19) Downtown city sidewalk tree plots (Locations listed below)		16			
<ul style="list-style-type: none"> • Liberty St. from Walnut St. to Spink St. • Walnut St. from North St. to South St • Market St. from North St. to Thompson Memorial • North St. from East of Market to Bever St. • Bever St. (Sherwin Williams) • South Street from S. Buckeye St to S. Market St. • W. Henry St. 					
Total Bid Amount =					

**BID DOCUMENT B:
Site Mowing:**

	Unit Price per visit	# of Visits	Total Price
9) Gateway Plantings - Madison Ave. & S. Bever St. @ the SR30/250 Ramps		36	
a) North/East Corner		36	
b) Both North/West Corners to the railroad, including the Welcome to Wooster Sign		36	
c) South/West Corner		36	
12) South Street Parking Lot – Tree Lawn Grass		36	
14) Columbus Rd Gateway – all beds and walkways		36	
20) Liberty/ Beall Parking lot (Open grass lot Northwest of Mingle Wood on South St.)		36	
Total Bid Amount =			

Mowing - will consist of 36 mows per season.

- Award date – June 8th / contractor shall provide 1 extra mow every week from the start of the contract until the first week of June.
- June 9th - November 30th / 1 time mow per week schedule shall commence until the end of contracted date.

Bidder acknowledges receipt of the following addendum:

No.	Date
_____	_____
_____	_____

CITY REPRESENTATIVE _____

CONTRACTOR _____

TITLE _____

TITLE _____

DATE _____

DATE _____