



## CITY OF MAPLE HEIGHTS

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Annette M. Blackwell, Mayor

# 2023 Nuisance Abatement Services

## Request for Proposals

**Response Due Date: Friday February 17, 2023 at 4:00 PM**

The City of Maple Heights, Ohio seeks proposals from qualified contractors to perform nuisance abatement services for the 2023 season with an option to extend this agreement an additional year. To be eligible for consideration, the proposing contractor must be capable of providing the services described herein and must meet all other criteria outlined in this RFP.

### **Background & Scope of Services**

The Divisions of Building and Housing receive and respond to complaints regarding long grass, weeds, overgrown vegetation and debris on private property ([Ord. 660.15](#)). The City desires for a contractor to supply abatement services for properties which fail to be brought into compliance by the property owner after a notice of violation. The selected contractor will be responsible to provide grass cutting, trimming and debris removal services to the City of Maple Heights for private properties as identified and requested by the Divisions of Building and Housing. The City will identify each property by address and parcel ID number with any special circumstances noted.

The contractor's duties and responsibilities include the following:

- a.** Perform lawn mowing services on lots as designated by the City.
- b.** Clean and properly dispose of all debris, trash, and rubbish on the property.
- c.** Complete the mowing request within 48 hours of order.
- d.** Submit invoices on a monthly basis. Invoices shall give detailed descriptions of each location (address and/or parcel number), dates and time of service, and work performed. Additionally, a date stamped photo of the property prior to abatement and after abatement shall be submitted with invoices.
- e.** Other duties as agreed upon.

The successful contractor will be required to register as a contractor with the Maple Heights Building Division.



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### Requirements for Proposals

An original proposal and one (1) copy shall be submitted. Proposals should:

- a. Provide company name, address, phone number, email address, number of employees and ownership information;
- b. Provide a description of the contractor's background, qualifications and experience, and the background and qualification of the staff to be assigned to the project;
- c. Describe the typical timeframe needed to complete the work described in Scope of Services;
- d. Provide a copy of your certificate of insurance;
- e. Provide at least two (2) references of past clients with similar Scope of Services including any applicable local government references.
- f. Provide a breakdown of any applicable fees for:
  - 1.) Hourly rate, or price per standard residential lot
  - 2.) Any other applicable fees

### Selection Procedures, Criteria and Process

The City will select a contractor based on proposals submitted. Contractors interested in being considered for selection should respond by submitting their proposal to the address below **by 4:00 PM on February 17, 2023**. Responses received after 4:00 PM on the due date will not be considered.

Joe Duffy, Director of Planning & Development  
City of Maple Heights, Ohio  
5353 Lee Road  
Maple Heights, OH 44137

Bids may be submitted in person, through the postal service, or via email within the solicitation period. Please complete the attached *Bidder Information Form* (page 3) and include along with any above-requested documentation.

The Housing Division of the City of Maple Heights will make the final decision to select a Contractor. Selection will be based on the best evaluation and negotiation of price and experience.

Contact Joe Duffy at (216)-587-9032 or [jduffy@mapleheightsohio.com](mailto:jduffy@mapleheightsohio.com) with any questions regarding this Request for Proposals.



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## 2023 NUISANCE ABATEMENT SERVICES

### BIDDER INFORMATION FORM

Name: \_\_\_\_\_ Owner: Yes  No

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

Phone No.: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Email: \_\_\_\_\_

Fee Structure: \_\_\_\_\_

Description of Experience: \_\_\_\_\_

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Typical Timeframe to Complete Mowing Request: \_\_\_\_\_

#### Note

By signing this form and submitting my bid, I acknowledge that if I (or the company I represent) am the successful bidder I understand the expectations set forth in the 2023 Nuisance Abatement Services Request for Proposals issued by the City of Maple Heights, and pledge to perform services as outlined in the RFP for the City. I understand that I am responsible for invoicing the City once a month for services rendered, and providing the requested documentation.

\_\_\_\_\_  
**Signature of Bidder**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**