



2022 GRASS NUISANCE ABATEMENT SERVICES

Request for Proposals

- Job Description: Grass cutting, trimming; debris removal; tree trimming.
- Instructions: Bidder's Questionnaire, Proposed Fee Schedule, and the Affidavit of Contractor Non-Delinquency must be filled out completely.
- Bidder's Call: There will be a conference call for bidders to ask questions about the City's Grass Nuisance Abatement Program on **Friday, March 25, 2022 at 11:00 AM** using the following conference call information:
- Phone Number (312) 626-6799
Access Code 854 4949 4372
- Due Date: Please return completed packet to the Housing Department by **Friday, April 1, 2022 at 12:00 noon.**
- FAXED OR EMAILED COPIES NOT ACCEPTED**
- Questions: Please contact Brendan Zak, Housing Manager, by e-mail at bzak@mapleheightsohio.com.

Grass Cutting Specification

The City of Maple Heights is requesting proposals from responsible parties for grass cutting, trimming; debris removal; garbage removal and tree trimming. These services will be performed on properties within the City of Maple Heights.

Performance of Services and Requirements

All services are to be performed in a professional manner. The Contractor is a reflection of the City and must be professional in conduct, attire and work performed.

1. LANDSCAPE WORK will consist of mowing residential/commercial lawns (Vacant and occupied). Including front yard, backyard, tree lawn, trimming flower beds, fence line and around building structures. Removing clippings, weeds and debris is required. Also removal of phone books and newspapers. Contractor agrees to remove all debris and garbage prior to mowing so as to minimize blight.
2. THE CONTRACTOR shall provide all personnel, equipment, tools, supervision, and services necessary to ensure that ground maintenance is performed in a clean, neat and professional manner, and shall indemnify and hold the City harmless from any damage to the property caused by its employees or agents. The City has the right to reject a contractor based upon the condition of equipment, tools and/or experience.
3. THE CONTRACTOR shall register with the Building Department before this contract shall take effect pursuant to Section 1444 of the Codified Ordinances of the City and obtain all necessary permits, insurance and/or any bond as required.
4. THE CONTRACTOR shall submit a minimum of four (4) pictures per lot and pictures must include the address of the property, before and after cuts of the front yard and back yard, and the measurement of the grass showing identifiable landmarks. All pictures must be imprinted with a date stamp.
5. THE CONTRACTOR shall submit the Request for Payment Request Form, invoice(s), list of cut parcels with cut dates, and pictures between the eighth (8th) and the twenty-third (23rd) day of each month. Payment will only be made twice per month by the City: the week of 15th and the week of the 30th of each month. If the Contractor's request for payment is not received or is incomplete by the aforementioned dates, the payment request will be fulfilled with the next payment cycle, provided the Payment Request Form is complete. (Appendix A)
6. THE CONTRACTOR shall provide the city with an active e-mail address so that the City can submit cut sheets on Tuesday and Friday of each week. The cut sheets must be followed, due to new addresses, with new start dates and, on occasion, stop dates for properties. (Appendix B)
7. THE CONTRACTOR shall not cut grass that is not on the cut sheet, shall not cut grass on the cut sheet that is shorter than 6 inches, or specified as stopped on the cut sheet unless notified.

8. THE CONTRACTOR shall not cut grass that does not exceed 6 inches. If this is done, or pictures provided do not clearly show that the property grass exceeds 6 inches, payment will NOT be made.
9. THE CONTRACT shall be valid for a seven (7) month mowing season beginning April 11, 2022 and continuing through October 31, 2022, subject to a one (1) year renewal at the discretion of the City, or cancellation by either party within a ten (10) day notice.
10. THE CITY shall make random site visits and inspect progress and the quality of performed work before payment will be authorized.
11. THE CITY reserves the right to provide the Contractor with a list of vacant/occupied properties that may or may not need to be maintained on a bi-weekly schedule. Work on additional cut requests ordered by the City should be completed within 48 hours of notice.
12. THE CONTRACTOR must provide signage on his/her vehicle stating the name of the company, the phone number, and the nature of the business.

No contract shall be awarded to any person, firm or corporation that is in arrears to the City of Maple Heights, Ohio upon any debt or contract, or who has failed to execute in whole or in part, in a satisfactory manner, any contract with the City, or who is a defaulter as to surety or otherwise upon any obligation to the City of Maple Heights.

The City reserves the right to award a contract to a Contractor other than the lowest bidder when it is in the best interest of the City to do so.

Insurance Requirements

The City of Maple Heights requires minimum insurance that will protect the Contractor from claims set forth below which may arise out of or result from the Contractors' execution of work:

- a. Claims under worker' compensation, disability benefit and other similar employee benefit acts;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
- c. Claims for damages because of bodily injury, sickness, or disease, or death of any person other than employees;
- d. Claim for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2) by any other person; and
- e. Claims for damages because of injury due to destruction of tangible property, including loss of use resulting there from.

The contractor shall procure and maintain, at his own expense, during the course of the contract time, liability insurance as required as stated in the attached Contractor Registration Packet.

Complete Proposal

A complete proposal must have the following completed:

1. Bidder's Questionnaire
2. Proposed Fee Schedule
3. Affidavit of Contractor Non-Delinquency of Personal Property taxes and City of Maple Heights income taxes

After acceptance of the proposal, Contractor must show evidence of minimum insurance coverage as discussed above.

BIDDER'S QUESTIONNAIRE

1. Submitted By _____ Telephone _____

Principal Office Address _____

2. Type of Firm:

Corporate _____ Other _____

Individual _____ Partnership _____

3a If a Corporation, please answer these questions:

Date of Incorporation _____ State of Incorporation _____

President's Name: _____

Vice-President's Name: _____

Secretary or Clerk's Name: _____

Treasurer's Name: _____

3b If a Partnership, please answer these questions:

Date of Organization _____ State Organized In _____

Name of all Partners holding more than a 10% interest:

_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDER'S QUESTIONNAIRE

Designate as General or Managing Partners:

4. Contractor's Representative _____

Title: _____

Alternate: _____

Title: _____

5. List major Clients that you perform grass cutting, debris removal, tree trimming for:

Owner	(A)	_____	(B)	_____
Project Location		_____		_____
Type of Work Performed		_____		_____

Owner	(C)	_____	(D)	_____
Project Location		_____		_____
Type of Work Performed		_____		_____

BIDDER'S QUESTIONNAIRE (CONTINUED)

- 6. Have you, your firm, or any principal in your firm been sued by any subcontractor or material supplier for default on a contract within the last ten years?

If the lawsuit is still pending, what is the case number? _____

- 7. Provide information regarding your insurance agent(s) who will be providing a Certificate of Insurance for your company: _____

Name of Agent	(A) _____	(B) _____
Name of Firm	_____	_____
Address	_____	_____
	_____	_____
	_____	_____
Telephone No.	_____	_____
Insurance Type	_____	_____
	_____	_____

- 8. List all commercial equipment that will be used to complete these services:

Signature of Bidder _____

Company Name _____

2020 GRASS NUISANCE ABATEMENT FEE SCHEDULE

The City of Maple Heights will pay the following price per lot. This price includes all labor and material, including grass cutting, debris removal, and trimming trees as needed.

1.	Property Size- Single Lot (0 – 9,599 square feet) Grass/Weed height-six (6) inches or greater	\$30.00
2.	Property Size- Double Lot (9,600 – 14,399 square feet) Grass/Weed height-six (6) inches or greater	\$60.00
3.	Property Size- Triple Lot (14,400 – 19,199 square feet) Grass/Weed height-six (6) inches or greater	\$90.00
4.	Property Size- Quad Lot (greater than 19,200 square feet) Grass/Weed height-six (6) inches or greater	\$120.00

When submitting a proposal, indicate below which District of the City you are submitting a proposal for. Contractors may submit proposals for multiple districts by circling more than one District. Please include this sheet with your proposal documents.

District 1	
District 2	
District 3	
Backup Contractor	

Signature of Bidder

Company Name

**AFFIDAVIT OF CONTRACTOR OF NON-DELINQUENCY OF PROPERTY TAXES
AND CITY OF MAPLE HEIGHTS INCOME TAXES
O.R.C. 5919.042**

State of Ohio, County of _____

TO: City of Maple Heights, Ohio
Cuyahoga County, Ohio

The undersigned, being first duly sworn, having been awarded a two (2) year contract by the City of Maple Heights, Ohio for the:

Hereby states that we are not charged at the time the bid was submitted delinquent in any real estate taxes. Furthermore, we state that we were not delinquent for Income Tax owed to the City of Maple Heights.

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

Signature _____
Name _____
Title _____
Company _____

Subscribed to and Sworn to on this _____ day of _____, 2022.

Notary Public

APPENDIX A

PAYMENT REQUEST FORM

Company Name: _____

Instructions:

1. Complete Part A below
2. Attach all photos, invoices, and list of cut parcels with cut dates to substantiate the request
Please Note: Payment Requests will not be approved without the corresponding photographs, invoices, and list of cut parcels with cut dates. Providing these attachments is not negotiable.
3. Turn form with required attachments into the Housing Department
4. The Housing Department will review the request and, if all the required documentation is included with the Payment Request, forward the Payment Request to the Finance Department for payment once the request is approved.

Part A:

Date of Invoice(s): _____

Tax ID/EIN: _____

Total Number of Cuts: _____ Total Invoiced: _____

Contractor Signature: _____

Contractor Printed Name: _____

Date: _____

Part B (For Office Use Only):

Date Received: _____ Received By: _____

- Verify parcel list and cut dates with cut sheets submitted to contractors
- Verify photographs for each cut (must meet requirements per contract)
- Verify total amount billed for each cut and cut dates

Request for Payment is: Approved Not Approved

Reason for non-approval (if applicable): _____

Date Sent to Finance: _____ Date Sent back to Contractor: _____

APPENDIX B – Sample Cut Sheet



Cut Sheet

Contractor: _____ Date Submitted to Contractor: _____

This list is not final. Some lots will not need cut; only cut those lots where grass/weeds exceed 6 inches.

Location/Description	Lot	Status	PPN	Notes	Last Cut Date	Last Cut Date	Last Cut Date	Last Cut Date	Last Cut Date
South 5349	1	LOT	783-03-122						
Franklin 20912	1	LOT	782-14-059						
Maple Heights Blvd. 17703	1	LOT	783-02-107						
Granger 14624	1	LOT	784-27-049						
Broadway 16023	1	LOT	781-12-005						
Cato 5231	1	LOT	782-03-077						
Clement 5533	1	LOT	781-15-111						
Dunham 5570	1	LOT	785-23-010						
6350	1	LOT	785-23-011						