



2024 Nuisance Abatement Services

Request for Proposals

Response Due Date: Friday, April 5, 2024 at 4:00 PM

The City of Maple Heights, Ohio seeks proposals from qualified contractors to perform nuisance abatement services for the 2024 season, with an option to extend this agreement an additional year. To be eligible for consideration, proposing contractors 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 three (3) contractors to supply abatement services for properties which fail to be brought into compliance by the property owner after a notice of violation. The selected contractors will be assigned a specific geography within the City and be responsible to provide grass cutting, trimming and debris removal services within the City of Maple Heights to address private properties (as needed, to be 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 requested by the City.
- b.** Complete the mowing request within 48 hours of order.
- c.** Clean and properly dispose of all debris, trash, and rubbish on the property.
- 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 dated, time-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.



CITY OF MAPLE HEIGHTS

Annette M. Blackwell, Mayor

Requirements for Proposals

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

- a. Complete enclosed *Contractor Checklist* (Page 3);
- b. Complete *Bidder Information Form* (Page 4) including company name, address, phone number, email address, number of employees and ownership information;
- c. 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;
- d. Provide a copy of current 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. Describe available staff capacity;
- g. Describe equipment available for completing grass cutting;

Selection Procedures, Criteria and Process

The City will select 3 contractors based on content of proposals submitted. Contractors interested in being considered for selection should respond by submitting their proposal to the address below **by 4:00 PM on April 5, 2024**. Responses received after 4:00 PM on the due date will not be considered.

Department of Planning & Development
Attn: 2024 GRASS NUISANCE ABATEMENT SERVICES
Maple Heights City Hall
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 *Contractor Checklist* (page 3) and *Bidder Information Form* (page 4) and include along with the above-required documentation.

The Housing Division of the City of Maple Heights will make the final decision to select a Contractor. Selection will be based upon a comparative evaluation of capacity and experience.

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



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CONTRACTOR CHECKLIST

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I am, or plan to become, a registered contractor with the City of Maple Heights. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand monthly invoices must be submitted with timestamped before and after photos. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand cutting requests must be completed within 48 hours upon receipt. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand payments are typically processed within 21 days of submitting an invoice. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand invoices and documentation must be submitted to receive payment. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have adequate staff to complete requested grass cuts within 48 hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have functional equipment and transportation required to complete cuts. |
| <input type="checkbox"/> | <input type="checkbox"/> | I plan to attend the pre-season meeting as scheduled if selected as a vendor. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand I will be assigned a geographic portion of the City for completing cuts. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the proposed rate for a single-yard cut, is \$40 per standard parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand my full contract for the season is not-to-exceed \$25,000. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the 2024 grass cutting season is anticipated to begin in May 2024. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the 2024 grass cutting season will conclude Fall 2024, weather contingent. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the City reserves the right to process a contractor background check, if deemed necessary by the Safety Director. |



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BIDDER INFORMATION FORM

Name: _____ Owner: Yes No

Address: _____

Phone No.: _____ Number of Employees: _____

Email/Website: _____

Description of Equipment: _____

Description of Experience (attach resume): _____

Reference 1: _____

Reference 2: _____

Note

By signing this form and submitting my bid, I acknowledge that if I (or the company I represent) am a successful bidder I understand the expectations set forth in the 2024 Nuisance Abatement Services Request for Proposals issued by the City of Maple Heights, and pledge to perform services as outlined in this 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