

Northfield Center Township

Request for Quotes for Lawn Mowing and Landscape Maintenance Contract for Township Properties

Scope Specifications

Northfield Center Township is accepting formal quotes for lawn mowing and trimming and landscaping services for a one-year contract for the period of April 1, 2020 to November 30, 2020. The Contract is for lawn mowing and landscape maintenance of 6.2 acres of land located at various locations throughout the Township. A copy of these Scope Specifications is available at either the Administrator's Office or at the Township's website (www.northfieldcenter.com). **A copy of the contractor's Certificate of Insurance, W9, Workman's Comp coverage, and references must accompany the formal quote.** Northfield Center reserves the right to reject any and all formal quotes. Quotes shall be submitted to the Town Hall, which is located at 9546 Brandywine Rd., Northfield Center, Ohio 44067. Quotes must be in a sealed envelope marked "Lawn Mowing Quote" and received by no later than 4 pm on Friday, March 27, 2020.

The contractor will provide:

- Weekly mowing (depending upon weather & general ground conditions)
- Sidewalk and shrub bed grass trimming
- Cleaning and blowing off all paved surfaces and walkways
- Emptying of trash receptacles weekly
- Spring cleaning of mulched beds, lawn areas, and building perimeters
- Edge and mulch all beds by the end of the third week of May
- Pruning of Lilacs (after expired flowering)
- Trimming of boxwoods, spiraea, barberry, and taxus shrubs (June/July timeframe)
- Fall cleaning of all properties
 - Fall cleaning to include cutting down perennials, the removal of annuals, and the cutting down of ornamental grasses
- Monthly or Biweekly invoices

The areas to be maintained include: (mowable acres)

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| • Town Hall Property and Gazebo area, 9546 Brandywine Rd. | .48 acres |
| • Park at the North West corner of RT 82 & Olde Eight (aka Cannon Park) | .38 acres |
| • Park at the North East corner of RT 82 & Olde Eight (aka Sign Park) | .33 acres |
| • Park in between Olde 8 & Brandywine, North of CVS (aka CVS park) | .15 acres |
| • Joes Place South of Shell gas station | .03 acres |
| • Pole Barn at 82 W. Aurora Rd. (West side of Marathon gas station) | .14 acres |
| • Safety Building at 60 W. Aurora Rd. | .15 acres |
| • Crestwood Park South end of Crestwood Ln. | .92 acres |
| • Beacon Hill Park corner of Beacon Hill & Pleasantview | 1.16 acres |

The following areas are to be mowed once a month

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| • Vacant parcels adjacent East side of 120 Aurora Rd | 1.23 acres |
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- Vacant parcel adjacent South side of 9546 Brandywine Rd. 1.23 acres

Please note: The Township is exploring selling some of the properties listed above. As such, the number of parcels required to be mowed may decrease. In addition, Beacon Hill Park will be under construction for the Summer of 2020. As such, bidders should provide quote with Beacon Hill as a separate line item.

Factors considered in the selection process shall include experience of the prospective vendor, price point, and references from current and former customers.

Northfield Center Township reserves the right to reject any proposal in which the potential vendor: takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Township considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Township.

Northfield Center Township reserves the right to reject, in whole or in part, any proposal that it has determined, using the factors and criteria the Township develops, would not be in the best interest of the Township.

Northfield Center Township may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

Questions regarding this bid notice should be referred to Service Director Rick Youel, who may be reached at (330) 468-5979, Monday through Friday, between 7am and 3:30 pm.