

**FAIRFIELD COUNTY COMMISSIONERS**  
**210 East Main Street**  
**Lancaster, OH 43130**

**REQUEST FOR PROPOSALS (RFP)**  
**For**  
**LANDSCAPING MAINTENANCE SERVICES**  
**Pursuant to ORC 307.86**

**1 GENERAL STATEMENT**

**1.1 Purpose**

The Fairfield County Commissioners and the Facilities Manager are requesting proposals for the maintenance of landscaping and planting beds at several County facilities located in the area of Lancaster, Ohio, 43130. The names and addresses of the County Facilities included are:

Court House	210 E. Main St. Lancaster, Ohio
Hall of Justice	224 E. Main St. Lancaster, Ohio
Sheriff's Office/Jail	345 Lincoln Ave. Lancaster, Ohio
Auditor's Real Estate	108 N. High St. Lancaster, Ohio
Govt Services Center/JFS	239 W. Main St. Lancaster, Ohio
Liberty Center	951 Liberty Dr. Lancaster, Ohio
One Stop Title Office	982 Liberty Dr. Lancaster, Ohio
Amstutz Building	227 E. Main St. Lancaster, Ohio
Records Center	138 W. Wheeling St. Lancaster, Ohio
Main Street Parking Lot	221 E. Main St. Lancaster, Ohio

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

<b>RFP NOTIFICATION:</b>	<b>Thursday, February 6, 2020</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Monday, February 10, 2020, 8:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, February 24, 2020, 3:00 p.m., EDT</b>
<b>PROPOSAL DUE DATE:</b>	<b>Friday, February 28, 2020, 9:00 a.m., EDT</b>
<b>OFFER OPENING DATE:</b>	<b>Friday, February 28, 2020, 9:00 a.m., EDT</b>

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the Fairfield County Commissioners in Lancaster, Ohio. Proposals received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

### **1.3 Additional Estimated Dates**

**CONTRACT AWARD NOTIFICATION: Tuesday, March 3, 2020**

**PURCHASE ORDER ISSUED: Wednesday, March 4, 2020**

**CONTRACT START DATE: Monday, March 16, 2020**

### **1.4 Location for Response Opening**

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

## **2 EXECUTIVE SUMMARY**

### **2.1 Purpose**

This document is a request for proposals to provide LANDSCAPING AND PLANTING BED MAINTENANCE SERVICES under Section 307.86 of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed proposals for the described work located in the downtown Lancaster, Ohio area. If a suitable offer is made in response to this RFP, the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Contractor") provide the described work.

Upon selecting the selected Offeror, the Fairfield County Commissioners shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.86. A contract for the described work shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Contractor.

## **2.2 Objectives**

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Project Criteria (see Sections 3.4 and 3.5). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

## **2.3 Calendar of Events**

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror's to check his/her email on a regular basis for posted addendums, changes and other RFP information.

# **3 GENERAL INSTRUCTION**

## **3.1 Purpose**

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

## **3.2 Contacts**

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFP. Bidders are required to provide notification by email that they have downloaded the RFP and plan to submit a proposal.

Dennis R. Keller  
Facilities Manager  
740-652-7097  
[dennis.keller@fairfieldcountyohio.gov](mailto:dennis.keller@fairfieldcountyohio.gov)

Offeror's may obtain complete sets of the Request For Proposal by downloading it from the County website at; [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us) or by requesting a printed copy at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

### **3.3 Inquiries**

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to Dennis R. Keller : dennis.keller@fairfieldcountyohio.gov. The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

### **3.4 Scope of Work**

- 3.4.1** The purpose of this RFP is to obtain proposals for regular maintenance and general upkeep of all landscaped areas and planting beds at the County Facilities listed, between March 15 and November 15.
- 3.4.2** All work is to be performed as listed under Section 3.5 PERFORMANCE CRITERIA and Section 4 SUMMARY, and to provide the Owner a complete project in compliance with all applicable laws and codes.

### **3.5 Performance Criteria**

The landscaping and planter bed maintenance services sought by the Fairfield County Commissioners hereunder includes the following:

- 3.5.1** All ornamental shrub material must be trimmed, thinned, and cut back to an acceptable height so as not to impede public traffic or visual safety around the buildings.
- 3.5.2** Remove all weeds or foreign plants from landscape and planter beds on a weekly basis, at minimum.
- 3.5.3** Apply herbicide/pesticide products to all landscape beds as necessary. If restricted chemicals are used, treatments must be made after 5:00 PM on weekdays or any day that the County building is closed. Proper signage of all treated areas must be posted.
- 3.5.4** Apply fertilization to all plant material as required.
- 3.5.5** Edge all beds with a 3" deep edge and remove soil.
- 3.5.6** In planting beds requiring new mulch or additional mulch, apply mulch at a depth of 1.5"- 2.0", prior to May 15, using a double processed black hardwood mulch #1952, or equal.
- 3.5.7** If existing mulch in planting beds exceeds 3" thickness, or is significantly higher than the adjacent lawn or sidewalk, remove excess mulch and use proper tools to flip, turn, and loosen the existing mulch. Apply a thin layer of new mulch to these beds to enhance the color.

**3.5.8** Dispose of all waste off-site.

**3.5.9** Provide installation of any new/replacement plant material as directed by the Facilities Manager, on a cost per job basis.

**3.5.10** If needed, division of plant growth at County sites is encouraged with the approval of the Facilities Manager. All live plant material remains the property of Fairfield County and will be used at other County building locations as directed by the Facilities Manager.

**3.5.11** No mowing of lawn areas is included.

### **3.6 BASIS OF PROPOSAL**

**3.6.1** Submit a lump sum amount for the total cost of the work in each item or as requested on the attached Bid Form.

### **3.7 PROPOSAL SUBMISSION**

**3.7.1** Submit a proposal amount on the original RFP Proposal Form furnished by the Fairfield County Commissioners, in this document.

**3.7.2** Sign Proposal with name typed below signature.

**3.7.3** An RFP proposal submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.

**3.7.4** Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.

**3.7.5** Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.

**3.7.6** Submit sealed proposals in an opaque envelope plainly marked on the outside with the Request for Proposal title, bid date and time, and name of the Offeror.

**3.7.7** If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP ENCLOSED" on the face of the RFP envelope.

**3.7.8** Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor  
210 East Main Street  
Lancaster, Ohio 43130

**3.7.9** Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.

**3.7.10** Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

### **3.8 RFP EVALUATION CRITERIA AND PROCEDURE**

**3.8.1** The Fairfield County Commissioners will award a Purchase Order for the contracted work amount as permitted by these instructions. The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period of eight (8) months.

**3.8.2** The Agreement will be awarded on the basis of the lowest and best proposal.

**3.8.3** The Fairfield County Commissioners reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

**3.8.4** The Fairfield County Commissioners may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

## **4 SUMMARY**

### **4.1 Additional Requirements**

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Safety Requirements
- d. Final Clean-up

## **4.2 General Requirements**

- 4.2.1** The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.
- 4.2.2** The Contractor shall hold a current Commercial Pesticide license with the Ohio Department of Agriculture and be knowledgeable of current chemical rules and regulations as deemed necessary by the Pesticide Regulation Department of the Ohio Department of Agriculture.
- 4.2.3** The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.
- 4.2.4** All workers must be US citizens or hold current US work certificates.
- 4.2.5** The Contractor shall NOT permit workers to smoke, consume alcohol, or use illegal drugs during their work activities on County property.
- 4.2.6** The Contractor shall require workers to wear proper clothing, including shirts and shoes, during work activities. No clothing with offensive language or gestures imprinted on it will be permitted.
- 4.2.7** The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period of eight (8) months.

## **4.3 Coordination**

- 4.3.1** The Contractor shall coordinate all contract work activities to meet the schedule requirements with the authorized representative of the Fairfield County Commissioners, and provide a written schedule of the work.

## **4.4 Safety Requirements**

- 4.4.1** The Contractor shall comply with all worker safety regulations required by law.
- 4.4.2** The Contractor shall provide all necessary equipment and precautions to keep the public safe in the immediate area during work activities.
- 4.4.3** The Contractor shall take every precaution to prevent fires or any other hazards.

## **4.5 Final Clean-Up**

- 4.5.1** The Contractor shall perform periodic clean-up during the progress of the work, and maintain all surrounding areas in a clean condition.
- 4.5.2** Upon final completion of the work, the Contractor shall perform sweeping of the roadway, sidewalk, and surrounding parking areas to remove all dirt, mud, mulch, or debris.

# **PROPOSAL FORM**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPOSAL SUBMITTED TO:      The Fairfield County Board of Commissioners  
210 East Main Street, Third Floor  
Lancaster, Ohio 43130

TOTAL AMOUNT OF PROPOSAL FOR 1-YEAR CONTRACT: \_\_\_\_\_

TOTAL AMOUNT OF PROPOSAL FOR 2-YEAR CONTRACT: \_\_\_\_\_

Year 2020 Amount: \_\_\_\_\_ Year 2021 Amount: \_\_\_\_\_

A. By submitting a response to this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees to the following:

1. To enter into a Contract or Purchase Order agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To comply with all project schedule requirements as noted.

B. I have attached the following required documents to this proposal:

1. NON-COLLUSION AFFIDAVIT
2. EEO CERTIFICATION
3. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY
4. DRUG FREE WORK PLACE

NOTE: All RFPS submitted to the Board of Fairfield County Commissioners must follow the guidelines in Section 3.7 - **PROPOSAL SUBMISSION**.

Signature of OFFEROR: \_\_\_\_\_

Typed Name of OFFEROR: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# CONTRACT FORM B

## NON-COLLUSION AFFIDAVIT

State of Ohio            )  
                                  ) SS:  
Fairfield County        )

I \_\_\_\_\_ being first duly sworn, deposes and says that  
he/she is \_\_\_\_\_ (Sole Owner, a Partner, President, Secretary, etc.)  
of \_\_\_\_\_

the party making the proposal; that such proposal is not made in the interest of or on behalf of any disclosed person, partnership, company, association, organization, or corporation, that such proposal is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead profit, or cost element of such bid price, or of that of any other bidder or to secure any advantage against Fairfield County; that all statements contained in such proposal are true; and further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, of the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, public official or employee, organization, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in this general business.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

SWORN to and SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in \_\_\_\_\_ County, State of Ohio.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

# CONTRACT DOCUMENT C

## Contractor Equal Employment Opportunity Certification

During the performance of this contract, the undersigned agrees as follows:

1. The undersigned will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The undersigned will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The undersigned agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this equal opportunity (federally assisted construction) clause.
2. The undersigned will, in all solicitations or advertisements for employees placed by or on behalf of the undersigned, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The undersigned will send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the undersigned's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The undersigned will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The undersigned will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the undersigned's non-compliance with the equal opportunity (federally assisted construction) clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part, and the undersigned may be declared ineligible for further Government contracts of federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as provided by law.
7. The undersigned will include this equal opportunity (federally assisted construction) clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No 11246 of September 24, 1965, so that such provision will be binding upon each subcontract or vender. The undersigned will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor, as a result of such direction by the administering agency the undersigned may request the United States to enter into such litigation to protect the interest of the United States.

---

(Signature)

---

(Date)

---

(Name and Title of Signer, Please Print)

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(Firm or Company Name)

# CONTRACT FORM D

## AFFIDAVIT OF CONTRACTOR OR SUPPLIER FOR NON~DELINQUENCY OF PERSONAL PROPERTY TAXES PER O.R.C. SECTION 5719.042

STATE OF OHIO                    )  
  ) SS  
COUNTY OF FAIRFIELD        )

TO:     Fairfield County Commissioners

The undersigned, being first duly sworn, having submitted a bid for;

\_\_\_\_\_

hereby states that we were not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

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

\_\_\_\_\_  
Contractor (Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_

Seal

## CONTRACT FORM E

### DRUG FREE WORKPLACE

This is to certify that the undersigned Contractor complies with the Drug Free Workplace Act of 1988:

1. Any individual contractor must agree not to engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of this contract.
2. All organizations covered by the Drug-Free Workplace Act of 1988 are required to provide a drug-free workplace.

In the event of the Contractor's non-compliance with the drug free workplace certification, contracts may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contracts.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature of Contractor

\_\_\_\_\_  
Company Name

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