

MIDDLE BASS ISLAND TOWN HALL BOARD REQUEST FOR PROPOSAL FOR “ALL INCLUSIVE” LAWN CARE SERVICES AT THE MIDDLE BASS TOWN HALL AND SURROUNDING PROPERTY ON LONZ AND FOX ROADS

Introduction:

The Middle Bass Island Town Hall Board hereby requests a written proposal to provide all inclusive lawn care services at the Middle Bass Town Hall and surrounding property located on Lonz and Fox Roads, on Middle Bass Island.

General Requirements:

Three copies of a written response to this request for proposal must be submitted to the Middle Bass Island Board on or before **4:00 p.m., EST on Friday, April 22, 2011 and must remain in effect through April 30, 2011.** Proposals submitted after the above deadline shall be considered late, and will not be opened or considered.

Proposals shall be mailed in an envelope clearly marked with the following information:

Middle Bass Island Town Hall Lawn Care Proposal
Middle Bass Island Town Hall Board
c/o Teddi Pertner
PO Box 58
Middle Bass, Ohio 43446

All questions regarding this Request for Proposal shall be directed to the following:

Teddi Pertner - Project Coordinator
theonov47@yahoo.com
614-327-4818

Insurance Requirements:

Each bidder, or respondent to the lawn care project, who may have employees, contractors, or agents working on the MBI Town Hall property shall provide copies of current insurance certificates for workers' compensation (unless otherwise exempt), commercial general liability, and automobile liability coverage with a limit of not less than \$1,000,000 per each occurrence \$1,000,000 aggregate. The Middle Bass Town Hall should be listed as co-insured.

There will be no exceptions to the insurance requirement.

Contract Termination:

The Middle Bass Town Hall may, by written notice, and at any time, terminate the agreement if, in the judgment of the board, the contractor has failed to comply with the terms of the agreement. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

Contractor acknowledges that this agreement is contingent upon sufficient budget allotments, and is subject, by written notice to Contractor, to restriction or cancellation if budget adjustments are deemed necessary by the Middle Bass Town Board. In the event the contract is terminated due to such budget restructuring, Contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor.

Proposal Specifications:

Respondents shall be capable of providing the highest quality level of lawn service performed by personnel who are capable of mowing, trimming, and performing other lawn care requirements as needed. This includes, but is not limited to the provision of the following services at the Middle Bass Town Hall:

Mowing Specifications:

- Begin lawn care service on May 1 of each calendar year, weather permitting.
- Remove litter prior to mowing.
- Mow all grass areas around the building, basketball court, flag court, scoreboard and softball diamond grassy area no more than every five to ten days during the growing season (as needed).
- Cut grass to a height between 2.5 & 3.5 inches and trim around all obstacles as needed.
- Clean up all grass clippings and debris from sidewalks and landscape areas following mowing.
- Provide broadleaf weed control for dandelions and other broadleaf weeds around the Town Hall structure.

Fall/Spring Cleanup Specifications:

- Trim all trees and shrubs and remove trimmings once per year.
- Remove leaves and debris from around buildings and landscape areas twice per year (spring and fall cleanup) or as needed.

Bid Requirements:

1. All respondents shall bid a per-cut charge and a fall/spring cleanup one time charge including all applicable sales tax, to provide all of the services described in the Proposal Details section of the MBI Town Hall lawn care proposal for the 2011 growing season.
2. All respondents shall provide a certificate of liability insurance provided by their insurance carrier, written summary of their company's qualifications, years in business, and experience providing the level and type of service specified in the requirements.
3. All respondents shall provide a list of two references of clients that have a current contract for services with their company.

Term of Contract:

The term of the contract shall run for six months from May 1, 2011, thru October 30, 2011. The contract may be extended for up to two additional terms with the same fees, terms, and conditions if the board and the contractor agree.

Payments:

The Contractor will send the MBI Town Hall Board a monthly total of services provided, which will include mowing and cleanup charges. The Contractor will be paid with the autobill pay feature from KeyBank.

Award:

The MBI Town Hall Board reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. Proposals will be awarded to the best overall proposal as determined by the best interests of the MBI Town Hall. In comparing the responses to the MBI Town Hall Lawn Care Proposal and making awards, the MBI Town Hall Board may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor. Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. The MBI Town Hall Board reserves the right to award the contract to a contractor who is **not** the lowest cost; however, cost is an important factor in the selection of a contractor.

The winning Contractor will be notified on or before April 30, 2011.