

Request for Proposals for
Grounds Maintenance
Proposal #R118-04



Response Due: August 31st 2018

Inquiries and proposals should be directed to:
George Phillips-Olivier
1801 Superior Ave Suite 400
Cleveland, OH 44114

Introduction

The Council for Economic Opportunities in Greater Cleveland, (CEOGC) is a nonprofit organization and the Community Action Agency for Cuyahoga County that assists residents in achieving their full potential. The Council delivers education, personal and professional development programs and support services to residents of Cuyahoga County. Programs include Early Head Start (birth to three), Head Start (three to five years of age); individual assessments for classes and coaching sessions on topics including parenting, anger management and life skills; and professional development; job readiness, customer service training and job placement. The Council also delivers the Home Energy Assistance Program (HEAP).

CEOGC is seeking proposals for the provision of lawn maintenance and snow removal services at the following CEOGC owned or operated facilities:

Snow Plowing Service Sites

Buckeye	12100 Buckeye Road Cleveland, OH 44120
Carl B. Stokes	1883 Torbenson Ave. Cleveland, OH 44102
George Forbes	14209 Euclid Ave. East Cleveland, OH 44112
Louis Stokes	4075 East 173 rd Street Cleveland, OH 44128
Puritas	14402 Puritas Ave. Cleveland, OH 44135

Landscaping Service Sites

Buckeye	12100 Buckeye Road Cleveland, OH 44120
Carl B. Stokes	1883 Torbenson Ave. Cleveland, OH 44102
George Forbes	14209 Euclid Ave. East Cleveland, OH 44112
Louis Stokes	4075 East 173 rd Street Cleveland, OH 44128
Puritas	14402 Puritas Ave. Cleveland, OH 44135
Villa	5620 Broadway Cleveland, OH 44127

It is the intent of CEOGC to enter into a three (3) year contract, with an option for two additional years to be determined by CEOGC.

Prospective bidders may bid on lawn maintenance and/or snow removal services at one, two, or all of the above locations.

This RFP does not commit CEOGC to pay any cost in the preparation of the bidder's proposal.

This RFP does not commit CEOGC to award a contract(s) for any of the services identified in this RFP. CEOGC reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of CEOGC to do so.

Proposal Submission Instructions:

All proposals must be sealed and date and time stamped in the CEOGC main office located at: 1801 Superior Suite 400 Cleveland, OH 44114. The deadline for submission is 12:00pm on August 31st, 2018:

Proposals must be submitted in the legal name of the organization. CEOGC will only contract with the legal entity named in the proposal. Four (4) signed copies of the proposal should be included in the sealed packet. Proposals received after the noon cut-off time will not be considered, and will be returned or destroyed.

Specifications:

Equal Opportunity Requirements

It is the policy of CEOGC and their Board to ensure that Minority Business Enterprises (MBE's), Women-owned Businesses (WBE's) and Small and Disadvantaged businesses (SDB's) are provided maximum opportunity to participate in all professional service contracts administered by CEOGC; therefore, in conjunction with the performance of services under the proposed contract, all Responders shall agree to comply with any applicable CEOGC policies concerning Minority Business Enterprises (MBE's), Women Business Enterprises (WBE's); and/or Small Disadvantaged Businesses (SDB), as such policies may be adopted or amended. CEOGC has not established a minimum threshold for participation; however, CEOGC affirmatively promotes Equal Opportunity in all CEOGC professional services contracts.

All MBE's to be utilized for CEOGC contracts must be certified as an MBE or WBE by any Federal, State or local jurisdiction in order for their participation to be acknowledged as such. All certifications must be current. Provide a description of the work to be performed by each firm and the proposed percentage of the total contract dollar amount that will be awarded to each firm.

Snow Removal

Please cost out snow removal and salting per event for the following:

- 0" to 2" of snowfall
- 2.1" to 4" of snowfall
- 4.1" to 6" of snowfall
- Over 6" of snowfall

Please refer to the attached site maps for more detailed information as each site is different and may pose different and unique snow removal challenges, however the standard and expectation for each site to be considered "cleared" is as follows:

- All lots; sidewalks pedestrian right of ways, public safety vehicle access points and bus loading areas to be cleared by 7:00am (unless the storm is in progress)
- Access to trash and recycle areas to be cleared and plowed.
- Salt or de-icing compound to be used in high traffic areas as needed on sidewalks, and on sloped driveways or roadways.
- Plowed snow must be placed in areas so as to not obstruct or obscure the view of parents of loading and unloading of children. Some sites may have designated areas in which to place removed snow to maintain clear sight-lines.
- Plow driver must be on 24 hour call and call-backs, during heavy snow periods.

Prospective vendors are asked to provide a list of the snow removal equipment you have or plan to use on our properties. Please indicate the type; model number, and the number of pieces of equipment you have or plan to use for this contract.

Please indicate the type of de-icing product you plan to use in service of this contract. If you plan to use salt, please indicate if this is purchased in bulk or in bags. If you plan to use another type of de-ice, please indicate the type and brand.

Please provide details of your snow removal plan after you have had a chance to survey the sites you have selected to bid on for this contract. This plan should indicate where the snow will be pushed; how it will be removed; the anticipated time of arrival (estimated) and alternative plans in case of a prolonged snow event.

Specifications:

Lawn Maintenance Services: April 15th – November 1st

Lawn maintenance services for the six (6) sites referenced above must include the following services:

- Once weekly grass cutting of entire facility grounds
- Trim all grass areas cut
- Blow grass from all sidewalks every cut
- Edging of every sidewalk every cut
- Weed removal from beds as needed
- Annual trimming of shrubs as needed
- Annual fertilization/weed control program
- All landscaping work must be performed at times when no children are present due to potential issues with allergies. (Evenings or weekends)

The above mentioned services will be considered the “routine” services performed, and a part of this RFP. Any additional services performed or requested are not covered under the terms of this RFP and are to be invoiced separately.

Please cost out the above mentioned “routine” services at each of the six (6) identified sites, and list each site cost on a weekly basis. Please identify the types of equipment you will use by brand and model, and the numbers of pieces of equipment you have.

All work performed outside the scope of this RFP must have the prior written approval of the Director of Facilities for CEOGC.

The contractor must show proof of Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000 each occurrence for bodily injury and property damage. CEOGC must be listed as “Additional Insured” on general liability policy with respect to the services provided under this contract.

The contractor shall be responsible for maintaining the work area in a safe environment, in compliance with all applicable rules and regulations and codes or permits required for contracted work.

Any damage to playground equipment; railings; shrubbery; sod buildings; pavements; etc., caused by the Contractor or their operators shall be corrected by the contractor to the complete satisfaction of CEOGC prior to final contract payment.

It is the responsibility of the contractor to obtain any permits needed to perform required work.

Bid Evaluation

CEOGC will determine which responses are to be considered for evaluation and will determine the successful vendor. A team led by the Facilities Director, following the policies and procedures outlined by CEOGC, will conduct the evaluation process.

CEOGC reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFP process.

Invoicing

Invoices are to be submitted monthly. All invoices should be sent to the CEOGC main office location to the attention of the Director of Facilities:

CEOGC
Post Office Box 603815
Cleveland, OH 44103
Attn: Robert Hamilton

Attachments

Please list three (3) business references that you have performed landscaping services for in the past three (3) years. List the name of the company, and the name of the person responsible for the management of the contract.

1) _____

2) _____

3) _____

Price Work Sheet

Snow Removal

Site	0" to 2"	2.1" to 4"	4.1" to 6"	Over 6"
Buckeye				
Carl B. Stokes				
George Forbes				
Louis Stokes				
Puritas				

Please use the table above to indicate your price for snow removal for per-event snow removal by each site.

Site

Buckeye	
Carl B. Stokes	
George Forbes	
Louis Stokes	
Puritas	

Please use the table above to quote your price for seasonal snow removal for each site as opposed to a per-event price quote.

Landscaping Services

Site

Buckeye	
Carl B. Stokes	
George Forbes	
Louis Stokes	
Puritas	
Villa	

