

**REQUEST FOR QUOTATIONS FOR
GROUNDS MAINTENANCE SERVICES
FOR THE
CUYAHOGA COUNTY BOARD OF HEALTH**

Background

The Cuyahoga County Board of Health (CCBH) seeks a qualified contractor to provide landscaping and snow plowing, removal and deicing services for its property located at 5550 Venture Drive, Parma, Ohio 44130.

Our goal is to provide a safe, functional, and accessible environment for our visitors and employees.

Duration of Services

The Cuyahoga County Board of Health is seeking services for a two-year period commencing on or about November 2, 2021 through December 31, 2023.

The Board will have the option to renew for an additional one-year extension through December 31, 2024.

Section I. Landscaping Services

Basic Services - Costs for these services must be quoted on a total cost per year. List as Year 1, Year 2 and Year 3 (Board's option to renew).

1. Lawn Maintenance/Mowing:

Turf shall be cut once every week (please include an alternate price for cutting once every two weeks).

Debris and trash is cleaned off the lawn before mowing.

All lawn areas are mowed, site and weather conditions permitting.

All grass around trees, buildings, and fences are trimmed.

Edging of walks, patios and other concrete areas shall be performed as needed.

All walks and driveways are cleaned of grass clippings and other debris.

2. Bed Maintenance

3. Seasonal Pruning of Trees and Shrubs

4. Bed Edge

5. Spring Clean Up

6. Fall Clean Up

7. Debris Removal

Ancillary Services - Please quote the following services **as alternates** – costs for these services should be quoted for each year separately for each of the eight services.

1. Aeration
2. Mulch (22 cubic yards)
3. Mulch Cultivation
4. Mulch Stain
5. Seasonal Floral
6. Tree and Shrub Program
7. Seeding
8. Spot treatment of herbicide on non-native plant material located on approximately two acres of the property.

Section II. Snow Plowing, Removal and Deicing Services

Basic Services – Costs for these services should include an outline of the total cost for the services described including all labor and materials. Provide a price breakdown as follows:

1. Snow plowing services should be quoted on a per push basis.
2. Sidewalk maintenance should be quoted on a per service basis.
3. Deicing services should be quoted on a per application basis and separately quoted for parking lot and sidewalks.

Ancillary Services – Optional work should be identified separately by category and include task and cost.

Specifications –

1. Snow plowing, removal and deicing services will be performed five (5) days per week (Monday through Friday), excluding holidays. Saturday, Sunday, and holiday services shall be performed when necessary to assure surfaces are clear for the next business day's building operations.
2. All snow removal services should be completed by 6:30 a.m. to accommodate the arrival of employees and visitors.
3. The lots are to be plowed when snow accumulates at 2 inches or higher unless otherwise specified by CCBH personnel.

4. Deicing material shall be applied to front and rear parking lots and all entrance and exit avenues (includes four walkways), in sufficient quantities to melt any frozen precipitation when slippery and/or icy conditions warrant.

Deicing shall be applied as needed, but no more than every six hours. It is the contractor's responsibility to monitor site conditions to see if additional applications are needed. If additional applications are needed, contractor must contact proper CCBH personnel for approval of additional applications.

- Calcium chloride or magnesium chloride shall be used for all concrete walkways.
 - Salt rock or a combination of salt/sand mix shall be used on parking lots.
5. If CCBH has to supply services and/or contract to another company, the costs associated will be charged back to the contractor.
 6. Snow must be properly placed to minimize loss of parking spaces and piles may not exceed four feet in height. Snow cannot be placed into the bio-retention basin located in the front of the property.
 7. Removal of snow stockpiles, as requested by CCBH.
 8. The CCBH parking lot is not designated for heavy truck traffic. Therefore, the contractor shall utilize appropriate equipment.

Equipment required for this work shall meet the following minimum sizes:

- Snow plowing parking lots - 4-wheel drive (4 x 4) with 8' plow
- Snow removal and hauling - 2 cubic yard front end loader
- Dump truck(s) with 5-yard capacity box minimum
- Skid steer loaders as required
- Hand labor with snow blower(s) or other equipment to be determined

Other Information Requested

The five items listed below must be included with quotes, in order for quotes to be considered.

1. Business establishment date.
2. Equipment and staffing information.
3. For landscaping services, include State of Ohio certification for herbicide and fertilizer application.

4. For snow removal and deicing services, describe the method of providing emergency response and standard response time.
5. Three references (CCBH form attached).

Insurance Requirements

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined herein. Where applicable, to be determined by the Board's General Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against: 1) general auto liability claims; 2) professional liability claims; 3) personal injury claims; 4) accidental death claims; 5) property damage claims; 6) economic loss claims; 7) general liability claims; and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverages for general liability, professional liability (where deemed necessary), workers' compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the General Counsel at the time of negotiation of the contract.

The common coverage and amounts that have been requested from prior contractors for these types of services is as follows:

- a) General Liability - the contractor shall carry comprehensive general liability insurance, occurrence version, in an amount of \$1,000,000 per occurrence with an annual aggregate limit of at least \$3,000,000.
- b) Professional Liability - the contractor shall carry professional liability insurance, occurrence version, providing single limit coverage in an amount of \$1,000,000 per occurrence with an annual aggregate limit of at least \$3,000,000.
- c) Workers' Compensation.

Submission of Quotes

Quotation documents are due by Friday, October 29, 2021 at 11:00 a.m.

Documents may be mailed or emailed to the following:

RFQ 2021-03 Grounds Maintenance Services

Cuyahoga County Board of Health
Attention: Rebecca Burke, Executive Assistant
5550 Venture Drive
Parma, Ohio 44130
(216)201-2001 ext. 1101
bburke@ccbh.net

RFQ 2021-03 Grounds Maintenance Services

REFERENCE SHEET

INSTRUCTIONS:

List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

**Grounds Maintenance Services
RFQ 2021-03**

EVALUATION FORM

Vendor Name: _____

Date: _____

Reviewer: _____

Total Score: _____

CRITERIA	POINT VALUE	SCORE	REVIEWER COMMENTS
1. Business Information & Summary <ul style="list-style-type: none"> ◆ Is there a concise description of the vendor; ◆ Is there a concise description of the proposed product/service; ◆ Does the vendor have experience with this product/service. 	20		
2. Project Understanding <ul style="list-style-type: none"> ◆ Conveys understanding of purpose and scope of work; ◆ Does the proposed program description meet, in full or in part, the service requests of the RFQ; ◆ Demonstrates ability to meet each of the scope of services outlined in the RFQ. 	30		
3. Pricing - There will be a total of 40 points possible for pricing quoted. <ul style="list-style-type: none"> ◆ A maximum of 10 points will be awarded for the detailed cost breakdown of all requested services; The remaining 30 points will be distributed as follows: <ul style="list-style-type: none"> ◆ 30 points lowest bid amount ◆ 25 points if pricing is within 5% of lowest bid amount ◆ 20 points if pricing is within 6% to 10% of lowest bid amount ◆ 15 points if pricing is within 11% to 15% of lowest bid amount ◆ 10 points if pricing is within 16% to 20% of lowest bid amount ◆ 5 points if pricing is within 21% to 25% of lowest bid amount ◆ 1 point if pricing is 26% or greater than the lowest bid amount or if any service requirements are missing from the proposal. 	40		
4. Additional Criteria <ul style="list-style-type: none"> ◆ Local Vendor – within Cuyahoga County (5) ◆ Diverse Vendor (5) 	10		
TOTAL	100		