



Hamilton County
Land Reutilization Corporation
www.hamiltoncountylandbank.org

**LAND BANK LAWN MAINTENANCE
REQUEST FOR QUALIFICATIONS
DUE: March 4th, 2022 by Noon**
Drop Off: Land Bank's Main Office
3 East Fourth Street, Suite 300
Cincinnati, Ohio 45202

MANDATORY INFORMATIONAL MEETING
Wednesday, February 9th, 2022
9:00 a.m.
3 East Fourth Street,
Cincinnati, Ohio 45202

Mission Statement

The mission of the HCLRC is to return vacant properties to productive use through the tools statutorily provided to the HCLRC and by leveraging the resources of the HCLRC's executive arm, the Redevelopment Authority. In cooperation with our governmental and non-governmental partners and as a result of our relationships with private developers, the HCLRC will focus on providing diverse commercial and residential opportunities through catalytic investment in neighborhoods. These investments will lead to improved community quality of life, blight and nuisance abatement, stabilization, revitalization, increased property values and will return unproductive properties to contributing, tax-paying status.

The Land Bank is looking for qualified contractors to complete lawn maintenance on Land Bank owned properties (those with and without a structure). The Land Bank will award annual contracts to multiple contractors and will distribute the work based on geographic area, contractor capacity, or in any manner that best accomplishes the work. Contracts are to be for one year, with the option to extend for additional one-year periods, if so desired by both parties. A contract for services does not guarantee that the contractor will receive a specific amount of work.

The Land Bank expects each contractor to understand its mission, its Policies & Procedures, including its Purchasing Policy, and its likely inventory. The Land Bank owns these properties in order to help facilitate nuisance abatement needs and to ultimately place the property back into private ownership and back on the tax rolls.

Cincinnati regional companies with demonstrated experience and capacity in lawn maintenance are invited to respond to this request. The Land Bank encourages participation from MBE/WBE/EDGE contractors. After the deadline, the Land Bank will review and score all submissions and select a core group of qualified lawn maintenance contractors. The Land Bank reserves the right to rescind and republish this request without award if no companies are deemed responsive.

SCOPE OF WORK

The sites were broken up into zip code areas for the ease of bidding, please take note that some areas have many sites while some may be as small as one site. Each site and Zip code as a whole should be quoted with your best price, and each zip code will be awarded by the lowest and best price.

1. Mowing each site in its entirety, front, sides and backs. (Heights 2-2.5 inches).
2. Trimming of entire site including fences and other objects within the property lines.
3. Spraying and removal of weeds in cracks of concrete sidewalks and building lines.
4. Blowing all hard surfaces including street side sidewalks.
5. Picking up litter prior to mowing and dispose of. (No mowing over trash at any time).
6. Before and after pictures must be taken with a date generated camera and put in the work order/ email program we maintain (PPS). Within 24 hours of completion of mowing. (Training will be provided).
7. Mowing will commence if warranted mid-April and no later than May 14th. GCRA has final word.
8. Mowing will take place every 10 days but may be regulated to longer period with the issues such as lack of rain fall, and or other issues into the year. This will be determined by the GCRA on a case by case situation.
9. Make contact immediately with the designated Manager of GCRA when site has been dumped and if building is not secured and when any other abnormalities are found.
10. Signing of Master Service Agreement.
11. Sites can be removed due to sale at any time throughout the contract, as well sites will be added to your contract through our purchase of property. When adding sites the contracted costs will be priced as close to an already contracted site of similar size.
12. When receiving new site(s) it's required that its surveyed within 48 hours and mowed/trimmed as needed.
13. If a site has a structure on it, the contractor shall inspect the exterior perimeter for any openings and shall report them immediately to Landbank staff.

Monthly Audits

Land Bank staff will visit properties and audit the contractor's work to ensure that it meets the contract's requirements. A significant number of properties will be chosen each month, including properties where complaints have been made or prior problems occurred. If problems are found following this audit, the Land Bank will notify the contractor and seek improvements. No invoice will be paid until a satisfactory audit has been completed. Contractor will supply a weekly schedule to the Land Bank no later than the prior week Friday by 12:00pm.

Subcontracting

Qualified contractors are prohibited from subcontracting any of the work without the written permission of the Land Bank, which must be granted before any work begins. If a contractor will be unable to complete between 100 – 200 mows each month without subcontractors, the contractor should consider that carefully before submitting a proposal under this request.

Disqualifications for performance

Contractors may be excluded from future work and may be liable for costs associated with current work if any of the following conditions occur:

- Failure to timely complete the assigned work order
- Failure to mow all portions of the parcel of land, including the tree lawn and backyard
- Failure to resolve issues discovered after a monthly audit
- Failure to notify the Land Bank when heavy debris prevents mowing
- Failure to notify the Land Bank when other circumstances prevent mowing
- Blowing or leaving clippings on the sidewalk, the street, or adjacent properties
- Failure to communicate regarding damage
- Subcontracting work without the written permission of the Land Bank
- Allowing illegal activity on the site
- Causing injury to workers, bystanders, or property during the mowing work
- Failure to abide by the Land Bank's contract

Prohibitions / Exclusions from Work

The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for non-performance or for any activity by the contractor which is inconsistent with the Land Bank's mission, goals, Policies & Procedures, or Purchasing Policy.

PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. An updated Contractor Pre-Qualification Form [attached to this Request], including documentation of required insurance and worker's compensation coverage (if not already on file). A contractor may contact the Land Bank prior to submitting an RFQ proposal for the sole purpose of determining if the current Contractor Pre-Qualification Form and other required documentation on file is sufficient.
2. Experience
 - a. An explanation of your company's experience mowing between 100 – 200 properties per month.
 - b. An explanation of any prior mowing work with the Land Bank.
 - c. An explanation of any prior lawn maintenance work with a public entity at a high volume of properties.
 - d. A list of the primary zip codes in which residential mows have been completed by the company in the past two years.
 - e. Contact information (address and phone) for at least three local references from companies that have hired you to perform mowing work.
3. Capacity
 - a. An explanation of the number of full-time, part-time, and seasonal employees your company will directly employ for this work.
 - b. A list of the equipment you own or will lease (please identify which) and will have available to complete this work.
 - c. An explanation / timeline of a typical day for your company as you perform this work (what time will you start; how many crews will you use; how many properties will you mow; how will you clean and finish each site before moving to the next; will you talk with citizens and neighbors before mowing?)
 - d. A list of other likely companies and property owners you will be working for in the coming season and the number of properties you will mow for each.

CONTRACTOR PRE-QUALIFICATION FORM

The Hamilton County Land Reutilization Corporation (the "Land Bank") is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The Land Bank has established this pre-qualification process for contractors interested in working for the Land Bank. Contracts for work are awarded only to pre-qualified contractors who meet the Land Bank's expectations.

In order to pre-qualify for Land Bank work, please complete this form in full and attach all required documents. You will then be added to the Land Bank's contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The Lucas County Land Bank reserves the right to require additional information in order to pre-qualify for Land Bank work.

BASIC INFORMATION

Business Name: _____

Primary Contact: _____

Mailing Address: _____

City, State, Zip: _____

Business Phone #: _____ Fax #: _____

Business Email: _____

BUSINESS TYPE / CLASSIFICATIONS

Sole Proprietorship LLC Corporation Other: _____
(Please specify)

MBE (Minority Business Enterprise) WBE (Women Business Enterprise)

Other: _____
(Please specify)

Union-Affiliated: _____ Non-Union
(Please specify)

How long contracting under present name: _____

REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

AREA(S) OF SPECIALTY

- Asbestos Inspection
- Board Up and Security
- Concrete
- Electrical
- Garage Doors
- Energy Efficiency Improvements
- Masonry / Brick
- Painting
- Plaster / Drywall
- Property Management Services
- Siding
- Trash Out / Cleaning Services
- Waterproofing / Foundation Services
- Lawn Maintenance
- Other: _____

- Asbestos Remediation
- Carpentry
- Demolition / Excavation
- Floor Coverings
- General Contracting
- Lead Abatement
- Mechanicals
- Pest Control
- Plumbing
- Roofing
- Gutters & Downspouts
- Tree Planting / Removal
- Windows
- Landscaping

(Please specify)

LICENSES HELD

License Number/Type: _____

Expiration: _____

License Number/Type: _____

Expiration: _____

QUALIFICATIONS

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio’s debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all Land Bank work.

MINIMUM INSURANCE COVERAGE / WORKER’S COMPENSATION

To pre-qualify for Land Bank work, your company must maintain and furnish evidence of insurance and participation in Ohio’s worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Land Bank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker’s Compensation (with statutory limit).

Your insurance carrier must provide a current Certificate of Insurance naming the Hamilton County Land Reutilization Corporation as an additional insured with certificate holder status. Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from Land Bank work until corrected.

FINAL CHECKLIST

In order to pre-qualify, the following is attached or will be provided:

- Current Certificate of Insurance with Land Bank as additional insured
- Copy of current Ohio Worker’s Compensation certificate
- Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

Signature, Authorized Representative

Printed Name

Business Name

Date

Please return completed forms to:

Hamilton County Land Reutilization Corporation
3 East Fourth St, Suite 300
Cincinnati, Ohio 45202
Fax: (513)632-3761
Email: RShouse@Cincinnatiport.org

Questions?

Call the Land Bank at (513) 632-3761

Contractor Pre-Qualification Terms and Conditions

The contractor set forth above (the "Contractor"), in consideration of being listed as a pre-qualified contractor in the database of the Hamilton County Land Reutilization Corporation (the "Land Bank") and therefore, eligible for Land Bank work, agrees as follows:

1. The Contractor warrants:
 - that all materials used in the performance of Land Bank work shall be free from defect;
 - that all work performed and funded shall be free from defect or faulty workmanship;
 - that the Contractor, at the Contractor's expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by Contractor, after notice by the Land Bank at any time up to one year from the date of final payment to the Contractor covering such work;
 - that the Contractor will furnish the Land Bank or any subsequent owner with all applicable manufacturer's and supplier's written guarantees and warranties covering materials and equipment installed or constructed; and
 - that the warranty made here will apply to all work performed by an subcontractor or agent of the Contractor.
2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran's status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran's status, or disability. Such action shall include, but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor acknowledges that the Land Bank is subject to Ohio's strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the Land Bank or its employees in consideration of or in conjunction with the award of a contract for Land Bank work.
4. The Contractor acknowledges that it has read and understands the Land Bank's Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Land Bank made in conjunction with an award of Land Bank work may make the Contractor ineligible for current or future Land Bank work at the Land Bank's sole discretion.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following **seven** boxes:

<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	<input type="checkbox"/>
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Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____

Requester's name and address (optional) _____

6 City, state, and ZIP code _____

See Specific instructions on page 2.

7 List account number(s) here (optional)

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Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number		
-	-	
or		
Employer identification number		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

• Form 1099-K (merchant card and third party network transactions)

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.