



Hamilton County
Landbank

**THE PORT/LANDBANK LAWN MAINTENANCE
REQUEST FOR QUALIFICATIONS**

DUE: February 12, 2020 by 12:00 p.m.

Drop Off: The Port/Landbank's Main Office
3 East Fourth Street, Suite 300
Cincinnati, Ohio 45202

MANDATORY INFORMATIONAL MEETING

Wednesday, January 15th, 2020
9:30 a.m.

MISSION STATEMENT

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

OVERVIEW

The Landbank seeks qualified contractors to complete lawn maintenance on Landbank owned properties (those with and without a structure). The Landbank 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 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 Landbank expects each contractor to understand its mission, its Policies and Procedures, including its Purchasing Policy, and its likely inventory. The Landbank owns property in order to help facilitate nuisance abatement needs and to ultimately return the formerly abandoned, blighted property to productive use through the disposition to a responsible end user.

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

SCOPE OF WORK

The sites are broken up into zip code and neighborhood 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 as each zip code will be awarded by the lowest and best price. There is no obligation to bid on every zip code.

The following requirements shall be adhered to for all sites:

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 and disposing of litter prior to mowing. (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. The Landbank determines and notifies contractors when mowing shall commence.
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 Landbank on a case-by-case situation.
9. Make contact immediately with the designated Manager of the Landbank when a site has been dumped on, if the building is not secured, and/or 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 must be surveyed within 48 hours of assignment 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

Landbank staff will visit properties and audit the contractor's work to ensure that it meets all contract 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 Landbank 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 Landbank 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 Landbank staff, which must be granted before any work begins. If a contractor is unable to complete between 100 – 200 mows each month without subcontractors, the contractor should consider that carefully before submitting a proposal under this request.

DISQUALIFICATION 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 Landbank when heavy debris prevents mowing
- Failure to notify the Landbank 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 Landbank
- Allowing illegal activity on the site
- Causing injury to workers, bystanders, or property during the mowing work
- Failure to abide by the Landbank's contract
- Failure to communicate about illegal dumping or the need for barricades at properties with structures

PROHIBITION/EXCLUSIONS FROM WORK

The Landbank 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 Landbank'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 Landbank prior to submitting a 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 Landbank.
 - 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 or email) 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 you will mow; how you will clean and finish each site before moving to the next; whether you have experience or capacity to communicate with citizens and neighbors about your work at the property and the Landbank's ownership of it.)
 - 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.

CONTACT INFORMATION

All inquiries about this RFP shall be directed to the Port's Facilities Manager, Ron Shouse via email (rshouse@cincinnatiport.org) or phone (513-632-3761).

CONTRACTOR PRE-QUALIFICATION FORM

The Hamilton County Land Reutilization Corporation (the "Landbank") 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 Landbank has established this pre-qualification process for contractors interested in working for the Landbank. Contracts for work are awarded only to pre-qualified contractors who meet the Landbank's expectations.

In order to pre-qualify for Landbank work, please complete this form in full and attach all required documents. You will then be added to the Landbank'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 Hamilton County Landbank reserves the right to require additional information in order to pre-qualify for Landbank 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

- | | |
|--|--|
| <input type="checkbox"/> Asbestos Inspection | <input type="checkbox"/> Asbestos Remediation |
| <input type="checkbox"/> Board Up and Security | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Demolition / Excavation |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Floor Coverings |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> General Contracting |
| <input type="checkbox"/> Energy Efficiency Improvements | <input type="checkbox"/> Lead Abatement |
| <input type="checkbox"/> Masonry / Brick | <input type="checkbox"/> Mechanicals |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Plaster / Drywall | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Property Management Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Gutters & Downspouts |
| <input type="checkbox"/> Trash Out / Cleaning Services | <input type="checkbox"/> Tree Planting / Removal |
| <input type="checkbox"/> Waterproofing / Foundation Services | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Other: _____ | |
| <i>(please specify)</i> | |

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 Landbank work.

MINIMUM INSURANCE COVERAGE/WORKER’S COMPENSATION

To pre-qualify for Landbank 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 Landbank):

- 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 Landbank work until corrected.

FINAL CHECKLIST

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

- Current Certificate of Insurance with Landbank 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 Street, 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 Landbank work, agrees as follows:

1. The Contractor warrants:
 - that all materials used in the performance of Landbank 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 Landbank 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 Landbank 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 a 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 Landbank 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 Landbank or its employees in consideration of or in conjunction with the award of a contract for Landbank work.
4. The Contractor acknowledges that it has read and understands the Landbank'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 Landbank made in conjunction with an award of Landbank work may make the Contractor ineligible for current or future Landbank work at the Landbank's sole discretion.

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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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 for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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 1099-K (merchant card and third party network 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, later.