



MOWING MAINTENANCE REQUEST FOR QUALIFICATIONS DUE:

March 11th, 2026

Drop Off, Mail or Email: Landbank's Main Office
221 East Fourth Street, Suite 200
Cincinnati, Ohio 45202
abancroft@cincinnatiport.org

Mission Statement

The mission of the Hamilton County Land Reutilization Corporation (HCLRC or Landbank) is to return vacant properties to productive use through the tools statutorily provided to the HCLRC and by leveraging the resources of HCLRC'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 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 Landbank is looking for qualified contractors to complete lawn maintenance on 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 to be for two years, 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 & Procedures, including its Purchasing Policy, and its likely inventory. The Landbank 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 Landbank encourages participation from small and emerging contractors. After the deadline, the Landbank will review all submissions and select a 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.

BID LISTS

Properties are broken up into Lists by geographical area or special program for the ease of bidding, please take note that some areas have many sites while some may only have a few. Each site and List as a whole should be quoted with your best price, and each List will be awarded to a single contractor. You may bid on as many or as few of the Lists as you choose.

PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. Completed Bid Cover Sheet [Attached to this Request]
2. Completed Bid Sheets
3. 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).

Scope of Work: GENERAL MOWING

General Maintenance

1. Complete Mowing

- Each site must be mowed in its entirety, including front, sides, back, and tree lawn, to a uniform height of **2–2.5 inches**.
- Grass must be cut to the property line, including fence lines, alleys, and easements, unless otherwise directed by the Landbank.

2. Trimming and Edging

- All fences, sidewalks, building lines, poles, signs, and other objects within property lines must be trimmed.
- Alleyways and back-of-lot boundaries must be included in trimming work.

3. Weed Control

- Weeds in cracks of sidewalks, driveways, curbs, and along building foundations must be sprayed and/or removed.

4. Blowing and Cleanup

- All hard surfaces (sidewalks, driveways, curbs, and street-side sidewalks) must be blown clear of clippings and debris.
- No clippings or litter shall remain on sidewalks, streets, or adjacent parcels.

5. Litter and Debris Removal

- Contractors must pick up and dispose of all litter, debris, and branches ***before mowing***.
- Mowing over trash is strictly prohibited.
- If debris is too large to remove safely, the contractor must immediately notify the Landbank.

Photo Documentation

6. Before and After Photos (Mandatory)

- Each lot must have **before and after photos** uploaded into the Slate/Tolemi system within **24 hours of completion**.
 - **Photos must include the following, every cycle:**
 - **Frontage photo:** Entire lot, curb to rear boundary (taken from across the street).
 - **Side boundary photos:** Left and right property lines, showing lot edges and neighboring property.
 - **Rear boundary photo:** Rear fence line or edge of property.
 - **Close-up photos (as needed):** Any unusual site conditions (dumping, overgrowth, structures, hazards).
 - Photos must be clear, unobstructed, and time/date stamped. Photos taken during mowing (not before/after) are **unacceptable**.
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Scheduling and Frequency

7. Seasonal Start/End

- Mowing season will typically begin in Mid-April and no later than **May 14th**. **Landbank will notify contractor when mowing commences.**

8. Cycle Requirements

- Early Season: Every **10 days**.
- Late Season: Every **14 days**.
- Adjustments (due to drought, weather, or special conditions) will be determined by the Landbank.

9. Site Additions/Removals

- Properties may be added or removed throughout the contract.
 - New sites must be surveyed within **48 hours of assignment** and mowed/trimmed as needed.
 - Pricing for new sites will align with comparable contracted sites.
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Reporting & Communication

10. Abnormal Conditions

- Contractors must report immediately when:
 - Illegal dumping prevents mowing
 - A building is unsecured or damaged
 - Hazardous materials or unsafe conditions exist
 - Unusual site issues (blocked access, flooding, etc.) are found

11. Structures on Site

- If a site contains a structure, contractor must inspect perimeter and report any openings, damage, or hazards.

12. Communication Standards

- Contractor must maintain ongoing communication with designated Landbank staff and respond to inquiries within **24 hours**.

13. Agreement Requirements

- Signing of the Landbank Master Service Agreement is required prior to work.

Disqualification for Performance

Contractors may be excluded from future work, subject to termination, and/or liable for costs if any of the following occur:

- Failure to complete mowing within assigned cycle timeline
- Failure to mow all portions of the property, including tree lawn, backyards, and property lines
- Failure to provide proper **before and after photos** (including required angles and clarity)
- Failure to notify Landbank when conditions prevent mowing (debris, dumping, access issues)
- Invoicing of properties not serviced or not assigned
- Leaving clippings, debris, or trash on sidewalks, streets, or neighboring properties

- Failure to address issues identified in monthly audits
- Failure to report property hazards, illegal dumping, or structural issues
- Subcontracting work without written Landbank approval
- Allowing illegal activity on-site during service
- Causing injury to workers, bystanders, or property through negligence
- Failure to abide by Landbank's contract, schedule, or reporting standards

Prohibitions / Exclusions from Work

The Landbank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for any reason, including but not limited to non-performance or for any activity by the contractor which is inconsistent with the Landbank's mission, goals, Policies & Procedures, or Purchasing Policy.

CONTRACTOR PRE-QUALIFICATION FORM

Please complete if you have not submitted this form in the last 3 months.

NOTE TO CONTRACTORS:

The Hamilton County Land Reutilization Corporation (HCLRC) emphasizes the importance of craftsmanship and quality materials in the performance of work. This emphasis requires a certain level of skill and experience on the part of the contractor. Consequently, the HCLRC has established a pre-qualification procedure for contractors. Contracts for work are awarded only to pre-qualified contractors.

INSTRUCTIONS:

In order to pre-qualify, the Contractor must:

- Complete the Contractor Pre-Qualification Verification Form in its entirety and submit it to the HCLRC.
- Agree to provide equal employment opportunities, as evidenced by Contractor's signature on the Equal Opportunity Employment statement (part of the Pre-Qualification Form) and agree to hire employees who may have some barriers to employment when feasible.
- Submit or have agent submit a Certificate of Insurance (attached), confirming the insurance required by the program.
- Submit copy of Worker's Compensation Certificate.
- Submit a completed W-9 Tax Form

If, in the opinion of HCLRC, the contractor meets the program's standards for qualified contractors, the Contractor's name will be placed on the list of Qualified Contractors.

HCLRC reserves the right to require additional information, including a financial statement from contractors, as a necessary prerequisite to pre-qualification.

Thank you in advance for your cooperation,

The Hamilton County Land Reutilization Corporation

PROSPECTIVE CONTRACTOR QUALIFICATIONS & EVIDENCE OF RESPONSIBILITY:

1) GENERAL CONTRACTOR INFORMATION:

Name: _____ Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-Mail: _____ Federal Tax ID#: _____

Company Name: _____ Address: _____

Contact Person: _____ Phone: _____

2) ORGANIZATION: (Check)

____ Sole Proprietorship/Owner's Name _____

____ Partnership/Partner's Name _____

____ Corporation/Company Name _____

____ Other/Specify _____

Union ____ Non-Union ____

Business Classifications* (Check All That Apply)

____ DBE (Disadvantaged Business Enterprise)

____ SBE (Small Business Enterprise)

Please attach to this form certification of any Business Classification selected

When organized? _____ When Incorporated? _____

How long contracting under current name? _____

Have you contracted under any other name(s)? Yes ____ No ____ If yes, explain

Have you ever failed to complete work awarded to you? Yes ____ No ____ If yes, explain

Have you ever defaulted on a contract? Yes ____ No ____ If yes, explain

Are you currently listed on the Federator or State debarment list? Yes ____ No ____ If yes, explain

Litigation Information:

Has any kind of judgement, including that which is the result of a regulatory proceeding, been rendered against you in the last ten years, related to those services being proposed herein? Please explain in summary.

3) **LICENSES HELD:** (If any) Please describe the type of licenses you possess and the corresponding identification number.

License Number _____ Expiration Date _____

License Number _____ Expiration Date _____

License Number _____ Expiration Date _____

Other _____

4) **EXPERIENCE:**

Please Describe extent of experience, including number of years, number and types of projects, etc.

5) **INSURANCE:** (See Attached) NOTE: CERTIFICATION OF INSURANCE TO BE PROVIDED BY AGENT

Insurance company _____

Agent Name _____ Phone Number _____

Address _____

Liability Insurance Policy Number _____ Expiration Date _____

Auto Insurance Policy Number _____ Expiration Date _____

6) **PROJECT EXPERIENCE:** Provide the following information on your largest project

Type of Work _____

Primary Contract Amount _____

Term of Work _____

Location of Current Project(s) _____

References: Please provide no fewer than three business references where contract performance has taken place within the last 12 months.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7) ***EQUIPMENT & FLEET DETAILS:***

Number Of Mowers: _____

Type Of Mowers (Zero-Turn, Walk-Behind, etc.):

Age And Condition Of Equipment:

Back-Up Equipment Availability For Breakdowns (# Of Extra Mowers)

8) ***Service Area & Response Time:***

Geographic Coverage (Counties/Zip Codes):

Average Response Time For New Work Orders:

Emergency Or Expedited Service Capability (Y/N): Yes ____ No ____

9) ***Inspection & Quality Control:***

What Is Your Company's Internal Inspection Process for Completed Work?:

Response Time for Complaints or Re-Work:

EQUAL OPPORTUNITY EMPLOYMENT

This is to certify that the undersigned Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, creed, color, sex or national origin. Such actions shall include, but not limited to employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of the Contractor's non-compliance certification, contracts for work through the Hamilton County Land Reutilization Corporation (HCLRC) Renovation Program may be cancelled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further Renovation Program contracts.

<u>Name</u>	<u>Authorized Signature of Contractor</u>
<u>Company</u>	<u>Please Print Name</u>

Please return completed forms to:

Hamilton County Land Reutilization Corporation
221 East Fourth St, Suite 200
Cincinnati, Ohio 45202
Email: drobinson@cincinnatiport.org

Questions?
Call Dominic at (513) 991-7855

Scope Of Work: 2026-2027 LANDSCAPING

General Maintenance

6. Complete Mowing

- Each site must be mowed in its entirety, including front, sides, back, and tree lawn, to a uniform height of **2–2.5 inches**.
- Grass must be cut to the property line, including fence lines, alleys, and easements, unless otherwise directed by the Landbank.

7. Trimming and Edging

- All fences, sidewalks, building lines, poles, signs, and other objects within property lines must be trimmed.
- Alleyways and back-of-lot boundaries must be included in trimming work.
- Ensure edges along sidewalks, driveways, and flower beds are crisp and clean after trimming.

8. Weed Control

- Weeds in cracks of sidewalks, driveways, curbs, and along building foundations must be sprayed and/or removed.

9. Blowing and Cleanup

○ Surface Cleanup

After mowing, all hard surfaces—including sidewalks, driveways, curbs, decks, patios, porches, and any outdoor living areas—must be blown clear of clippings and debris.

10. Litter and Debris Removal

○ Mandatory Walk-Around Inspection

The contractor must inspect the entire property before mowing to identify hazards, debris, and any obstacles. Report any unsafe conditions immediately.

○ Litter & Debris Removal

All litter, branches, and trash must be removed before mowing. Mowing over debris is strictly prohibited.

- If debris is too large to remove safely, the contractor must immediately notify the Landbank.
- Final Walkthrough:
- After mowing and cleanup, the contractor should do a quick walk-around to verify no missed areas, clippings, leaves, or trash remain

11. Seasonal Needs

- **Spring**
 - Refresh all landscaping beds and apply a fresh layer of black mulch where needed.
 - Replace any dead or damaged shrubs to maintain curb appeal.
- **Summer**
 - Inspect Landbank landscaping beds to confirm mulch applied in spring remains neat and intact.
- **Fall**
 - Rake or leaf-blow the property thoroughly, bag leaves, and dispose of them properly.

Photo Documentation

7. Before and After Photos (Mandatory)

- Each lot must have **before and after photos** uploaded into the Slate/Tolemi system within **24 hours of completion**.
- **Photos must include the following, every cycle:**
 - **Frontage photo:** Entire lot, curb to rear boundary (taken from across the street).
 - **Side boundary photos:** Left and right property lines, showing lot edges and neighboring property.
 - **Rear boundary photo:** Rear fence line or edge of property.
 - **Close-up photos:**

1. Any unusual site conditions (dumping, overgrowth, structures, hazards).
 2. close-up photos of cleanup areas (decks, patios, sidewalks) to confirm compliance.
- Photos must be clear, unobstructed, and time/date stamped. Photos taken during mowing (not before/after) are **unacceptable**.
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Scheduling and Frequency

10. Seasonal Start/End

- Mowing season begins no later than **May 14** and may commence earlier at Landbank's discretion (mid-April).

11. Cycle Requirements

- Early Season: Every **7 days**.
- Late Season: Every **10 days**.
- Adjustments (due to drought, weather, or special conditions) will be determined by the Landbank.

12. Site Additions/Removals

- Properties may be added or removed throughout the contract.
 - New sites must be surveyed within **48 hours of assignment** and mowed/trimmed as needed.
 - Pricing for new sites will align with comparable contracted sites.
-

Reporting & Communication

14. Abnormal Conditions

- Contractors must report immediately when:
 - Illegal dumping prevents mowing
 - A building is unsecured or damaged
 - Hazardous materials or unsafe conditions exist

- Unusual site issues (blocked access, flooding, etc.) are found

15. Structures on Site

- If a site contains a structure, contractor must inspect perimeter and report any openings, damage, or hazards.

16. Communication Standards

- Contractor must maintain ongoing communication with designated Landbank staff and respond to inquiries within **24 hours**.

17. Invoicing

- Invoices must match the **weekly updated lists provided by the Landbank**.
- Only properties verified as cut and documented with proper photos may be invoiced.
- Missing, incomplete, or late photo documentation will result in invoice rejection.

18. Agreement Requirements

- Signing of the Landbank Master Service Agreement is required prior to work.

Disqualification for Performance

Contractors may be excluded from future work, subject to termination, and/or liable for costs if any of the following occur:

- Failure to complete mowing within assigned cycle timeline
- Failure to mow all portions of the property, including tree lawn, backyards, and property lines
- Failure to provide proper **before and after photos** (including required angles and clarity)
- Failure to notify Landbank when conditions prevent mowing (debris, dumping, access issues)
- Invoicing properties not serviced, missed during cycle, or without proper photo documentation
- Leaving clippings, debris, or trash on sidewalks, streets, or neighboring properties

- Failure to address issues identified in monthly audits
- Failure to report property hazards, illegal dumping, or structural issues
- Subcontracting work without written Landbank approval
- Allowing illegal activity on-site during service
- Causing injury to workers, bystanders, or property through negligence
- Failure to abide by Landbank's contract, schedule, or reporting standards

BID COVER SHEET – 2026 MOWING SEASON

(Please complete all fields)

Contact Information

Company Name: _____

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Office Address: _____

Capacity & Experience

Maximum Number of Lots Desired: _____

Crew Workdays (Circle or Write): Mon / Tue / Wed / Thu / Fri / Sat / Sun

Notes: _____

Preferred Geography (if any): _____

Describe your experience mowing 100-200 properties a month.

Describe any past maintenance work for a public entity with a high volume of properties

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?)

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.

List Name (Property Count)	Total Bid (\$)	Did Not Bid	List Name	Total Bid (\$)	Did Not Bid
Landscaping (14)			South Cumminsville-Millvale (52)		
Care-Regular (16)			South Fairmount (128)		
Avondale-HCLRC (141)			Walnut Hills (105)		
Avondale-UCI (114)			West End, Lower Price Hill, Camp Washington (48)		
Bond Hill-Roselawn (15)			West Price Hill (58)		
College Hill-Northside (36)			Westwood, East Westwood (39)		
East Price Hill (133)			Out of City-West (42)		
Evanston (45)			Out of City-Central (34)		
Mt Auburn, Over-the-Rhine, CUF (37)			Port – Industrial (29)		
North Fairmount (132)			HCLRC – Industrial (11)		
Pleasant Ridge, Kennedy Heights, Madisonville, East End (13)			Port – Commercial (35)		
Sedamsville-Riverside-Sayler Park (94)					