Request for Proposals (RFP)

Full Lawn Care Mowing Services

Winton Woods City School District

January 8, 2016

Overview of the Winton Woods City School District

The Winton Woods City School District is a district in the Cincinnati, Ohio area. We have nine property sites spread across three municipalities: the City of Forest Park, the Village of Greenhills and Springfield Township. Sites vary in topography, acreage and mowed area.

Description of Request

The Board of Education is requesting proposals for mowing and trimming services for all of its property sites. We are requesting:

1. Cost quotes for mowing & trimming services **by site**. Quotes should be based on **24 cuts per mowing season**. Trimming services are to be done consecutively with **every other** mowing cycle and are to be included in the quote.

2. We are also requesting a full list of equipment that would be used in providing these services at our property sites.

NOTE: The actual acreage to be mowed will be less than the estimated acreage amounts listed. This is due to pavement, building structures and terrain features that occupy some of the acreage for each site as well as inaccessible areas that are not maintained and are located on some sites.

Each vendor must attend a pre-proposal meeting on Wednesday, January 20th, 2016 from 8:00 – 10:00 AM with Gary Sweetman, Director of Buildings and Grounds to tour the mowing areas of the properties. **The meeting will begin at the Winton Woods City Schools Board of Education Office.** Gary can be reached at (513) 739-4284 or (513) 619–2403 for additional info. A map of each property from the Hamilton County Auditor's site is enclosed for reference.

Proposals should be verified before submission. The District will not be responsible for errors or omissions on the part of vendors in their proposals.

Proposals submitted must cover the following:

I. **Company Background and Information**

II. **Staffing Availability and Qualifications for Service Delivery**

III. **Written employee background check & screening procedures**

IV. **A list of references, including school district clients, if applicable**

V. **Certificate of Liability ($1,000,000 per occurrence / $2,000,000 aggregate)** – must name Winton Woods City Schools as additional insured

VI. **Quote information requested (see page 1 & page 5 – Pricing List)**

Failure to submit the required informational pieces listed above may result in exclusion of the proposal.

Site Listing

(*Sites listed from south to north for ease of visitation to sites*)

Winton Woods City Schools Transportation Bus Yard & Offices
10020 Corbett Road, Cincinnati, OH 45231; (513) 619–2405

combined with

Winton Woods Primary South School
825 Lakeridge Drive, Cincinnati, OH 45231; (513) 619–2470
27 acres (**same site**)

Greenhills Community Building
8 Enfield, Cincinnati, OH 45218; (513) 619–2320
8 acres

Winton Woods Middle School
147 Farragut Road, Cincinnati, OH 45218; (513) 619–2440
34 acres

Winton Woods Primary North School
73 Junefield Avenue, Cincinnati, OH 45218; (513) 619–2390
11 acres

Winton Woods Intermediate School
825 Waycross Road, Cincinnati, OH 45240; (513) 619–2450
21 acres

Kemper Heights Elementary School
924 Waycross Road, Cincinnati, OH 45240; (513) 674–4299
15 acres

Forest View Elementary School
924 Halesworth Drive, Cincinnati, OH 45240
10 acres

Winton Woods City Schools Board of Education Office (Central Office)
1215 West Kemper Road, Cincinnati, OH 45240; (513) 619–2300

combined with

Winton Woods High School
1231 West Kemper Road, Cincinnati, OH 45240; (513) 619–2420
35 acres (**same site**)

Winton Woods Elementary School
1501 Kingsbury Drive, Cincinnati, OH 45240; (513) 619–2490
29 acres

TOTAL acreage: 190 acres (NOT all mowed area however – see NOTE on page one above)

NOTE: Winton Woods Primary South School and the Winton Woods City Schools Transportation Department Office are located contiguously on the same parcel of property (even though they have different physical addresses). Helwig Park is also on this parcel but is leased to Springfield Township for community recreational activities and is not maintained by the school district.

This is also true of Winton Woods High School and the Winton Woods City Schools Board of Education Office. Both are located on the same parcel of property.

Scope of Work

1. The length of contract shall be during the mowing season for spring, summer and fall of 2016 through December 31, 2019. The contract becomes effective February 1, 2016.
2. It is understood that quotes include all pavement, sidewalks, benches, beds, vehicles and other like common areas shall be free of grass and trimmings upon completion of each job.
3. Trimming services apply to perimeters of all district-owned buildings, playground areas and other structures, sidewalks, parking lots, curbs, street frontage, driveways, landscaping beds, fence lines and/or under and around exterior bleachers (at sites where these are located).
4. The **Pre-Proposal meeting** & tour of each site on **January 20th** with Director of Buildings & Grounds, Gary Sweetman **is required** before submitting a quote. This is so there is an understanding of all the areas that need to be mowed and trimmed at each site.
4. It is understood that there will be a point of contact from the company, available 24 hours a day, 7 days a week, including all federal holidays that will ensure a response time of 4 hours or less.
5. Invoices shall be presented to Winton Woods City Schools at a mutually agreed upon time.
6. Other details, such as parking location of vehicles and times of day for mowing to be provided will be mutually agreed upon by the district and the company.
7. The Winton Woods City School District is a tax-exempt public entity. Please do NOT include tax in your proposals.

Request for References

Provide a list of at least three (3) references, including school district clients, if applicable. List contact names, addresses, emails, phone numbers and dates of service.

Response Format

Responses must provide the following:

1. Statement of agreement to terms listed above
2. Written responses to each of the topics listed on page two of this request for proposals
3. Price for services described above listed on the enclosed pricing sheet
4. Company Terms and Conditions must also be included

Submission Deadline

All proposals must be submitted at the address listed below by **NOON** on **Wednesday, January 27, 2016**. Selection and notification will be made no later than Friday, January 29, 2016. The Winton Woods City School District reserves the right to reject any or all proposals and/or to waive any minor inaccuracy or informality in the proposal, and accept or reject any items therein.

Return Mailing Address

Winton Woods City School District
ATTN: Steve Denny
1215 West Kemper Road
Cincinnati, OH 45240

For Additional Information or Clarification Contact

Steve Denny denny.steve@wintonwoods.org
Gary Sweetman sweetman.gary@wintonwoods.org

PRICING SHEET
(price per mowing – including trimming every other mowing cycle)

Winton Woods City Schools Transportation Bus Yard & Offices
AND
Winton Woods Primary South School (excepting Helwig Park)
(combined) _____

Greenhills Community Building _____

Winton Woods Middle School _____

Winton Woods Primary North School _____

Winton Woods Intermediate School _____

Kemper Heights Elementary School _____

Forest View Elementary School _____

Winton Woods City Schools Board of Education Office (Central Office)
AND
Winton Woods High School
(combined) _____

Winton Woods Elementary School _____

Hourly rate for Miscellaneous Additional Services _____

… Attach additional pages as needed …

APPENDIX A
SITE MAPS

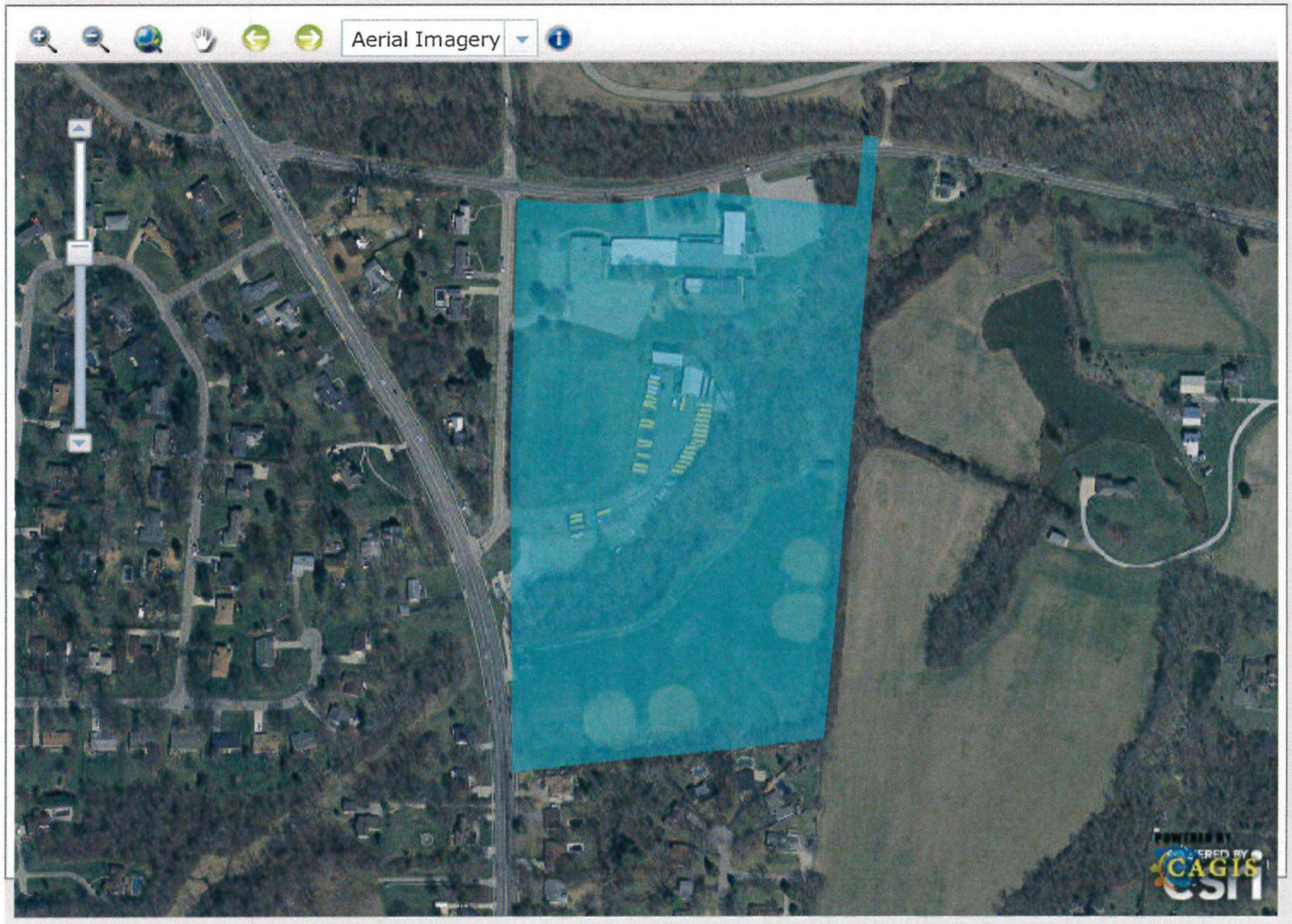
COUNTY AUDITOR ON-LINE

Hamilton County Auditor Dusty Rhodes

138 East Court St., Cincinnati, Ohio 45202 - (513)946-4000 - dusty.rhodes@fuse.net

Online Property Access | **|< First << Prev Next >> Last >|** **RETURN TO SEARCH LIST** **Property 1 of 1**

Parcel ID	Address	Index Order	Tax Year
590-0243-0006-90	825 LAKERIDGE DR	Parcel Number	2015 ▼ Payable 2016



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- Tax Lien Certificates
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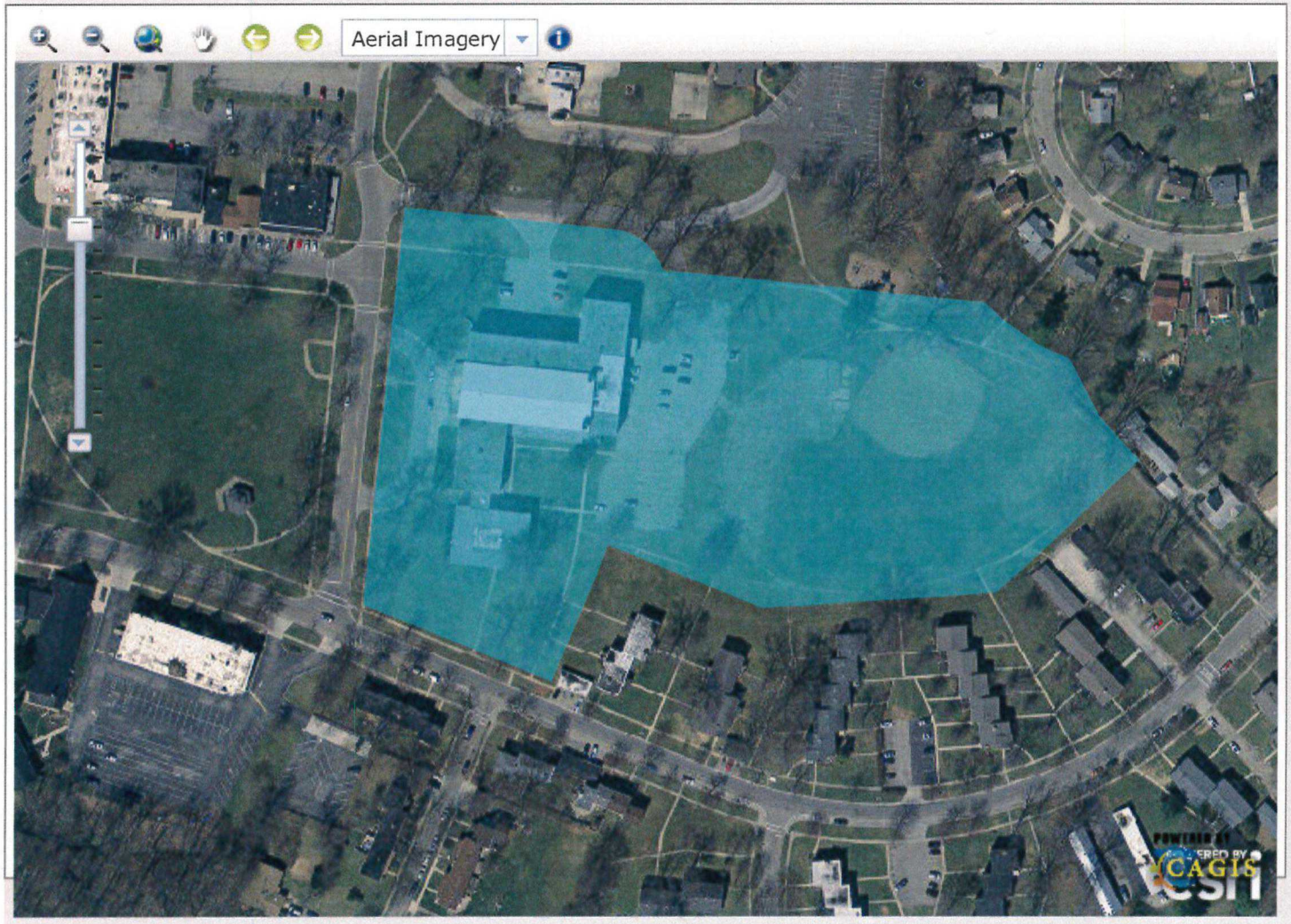
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Parcel ID	Address	Index Order	Tax Year
597-0030-0025-90	8 ENFIELD ST	Parcel Number	2015 ▼ Payable 2016



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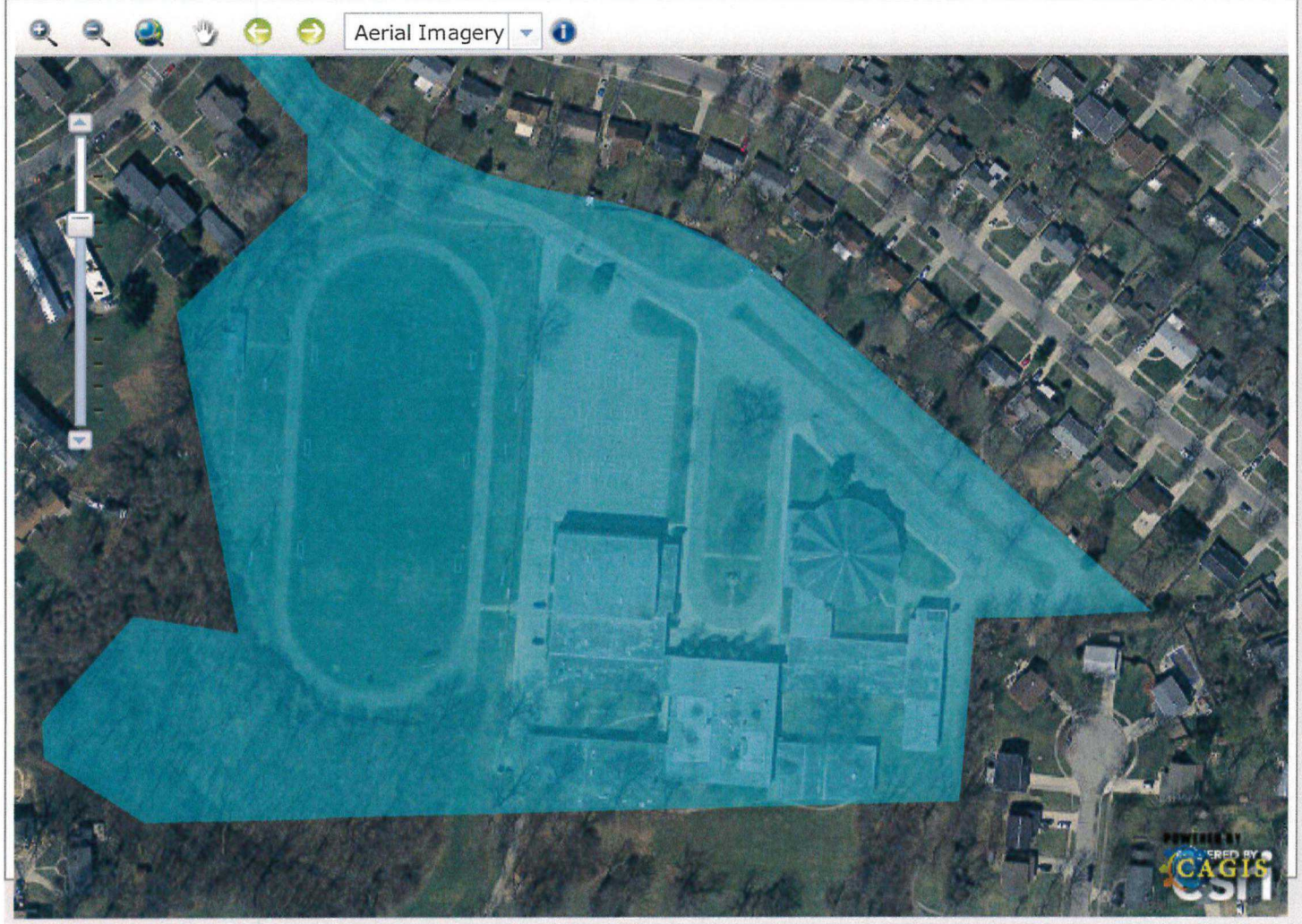
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597-0030-0026-00	147 FARRAGUT RD	Parcel Number	2015 ▼ Payable 2016



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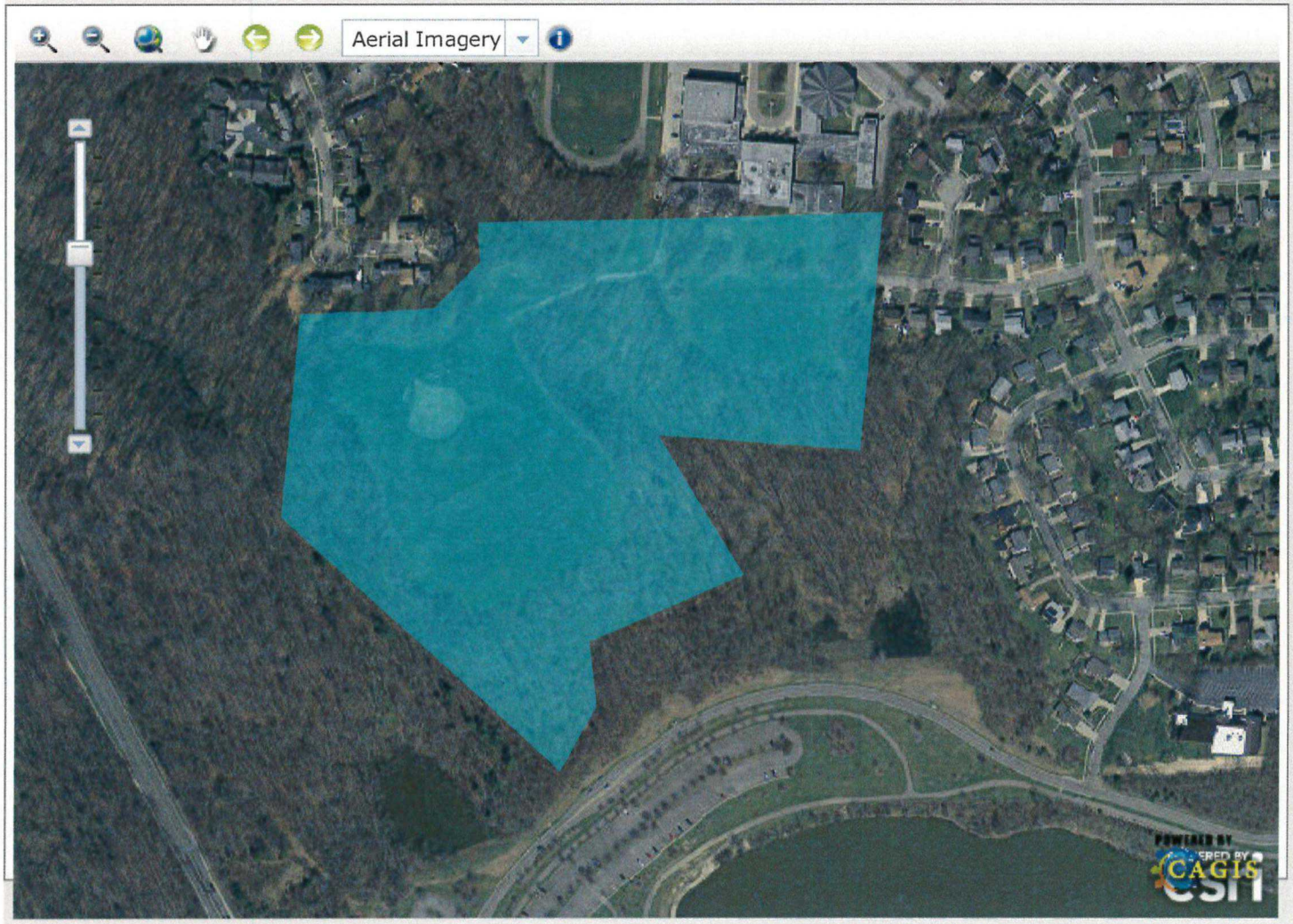
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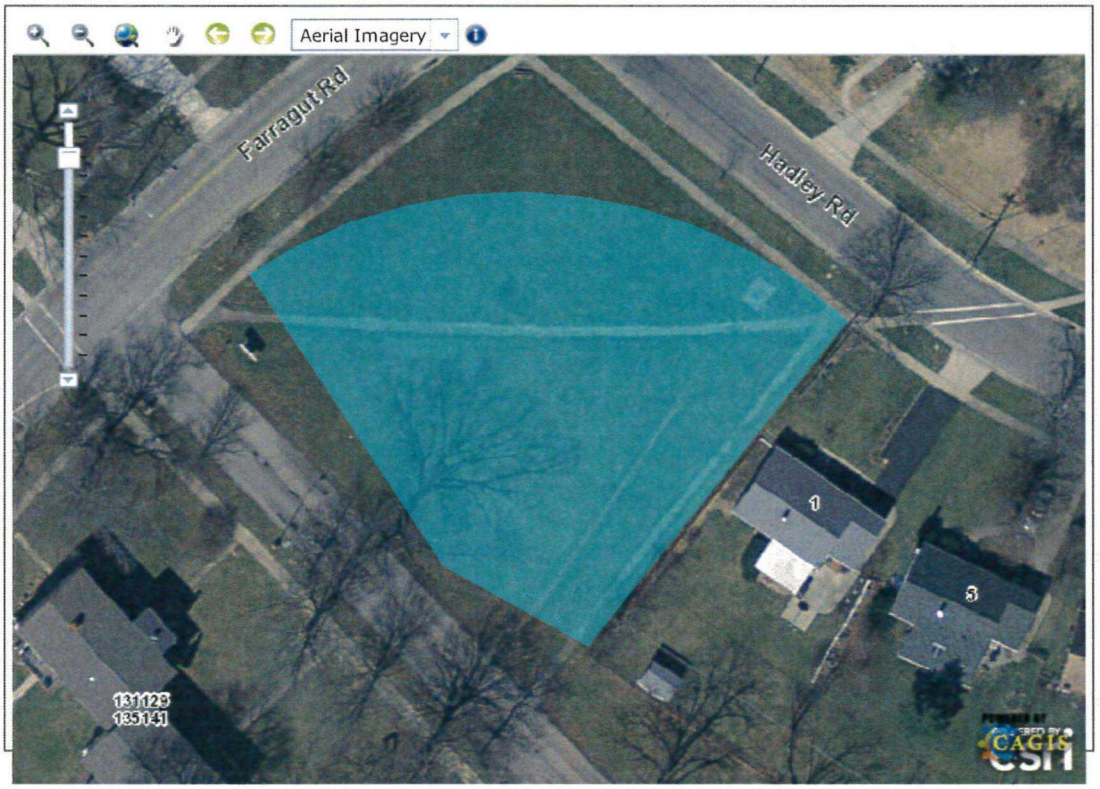
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Parcel Number

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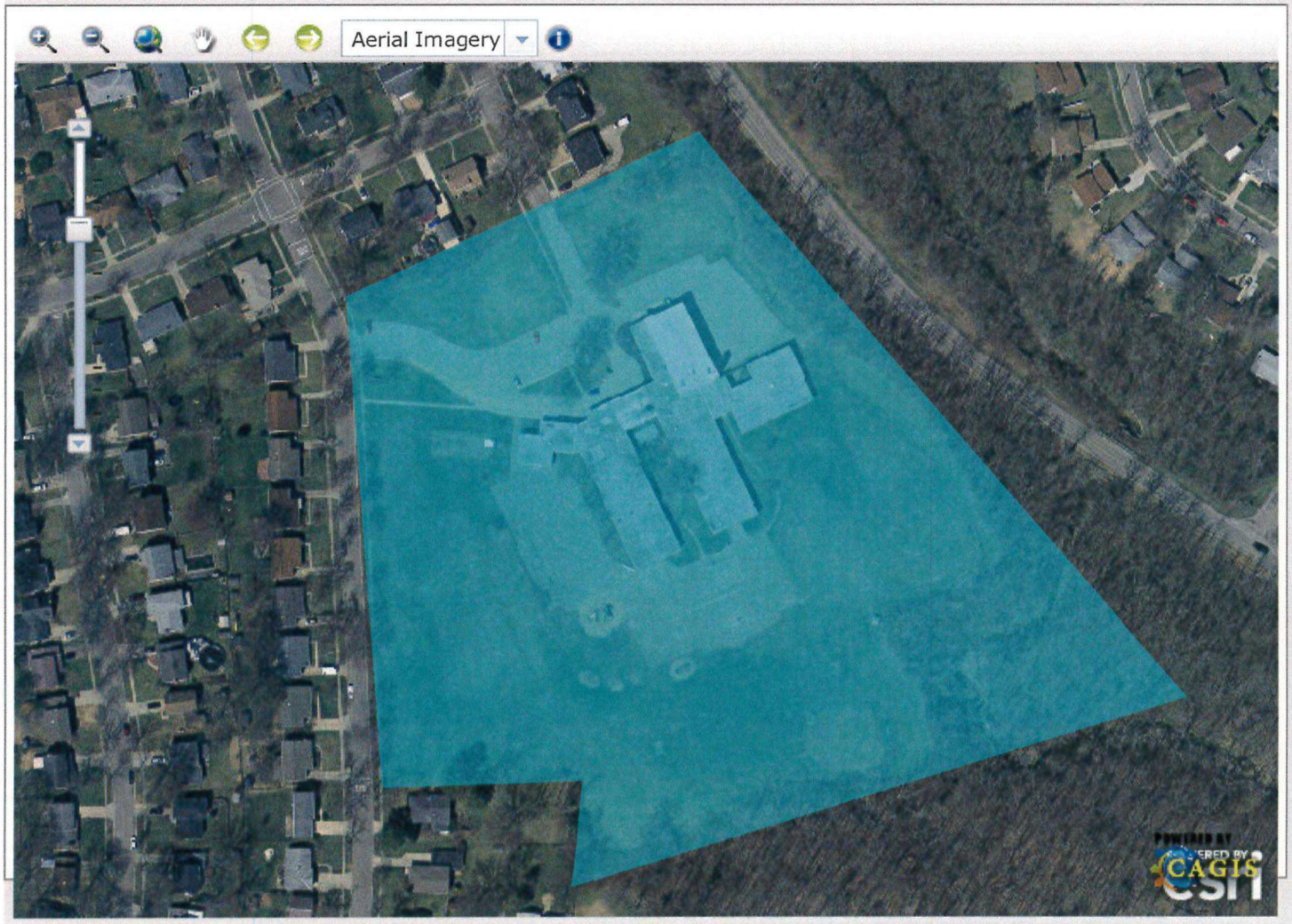
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Parcel ID	Address	Index Order	Tax Year
597-0050-0006-00	71 JUNEFIELD AVE	Parcel Number	2015 ▼ Payable 2016



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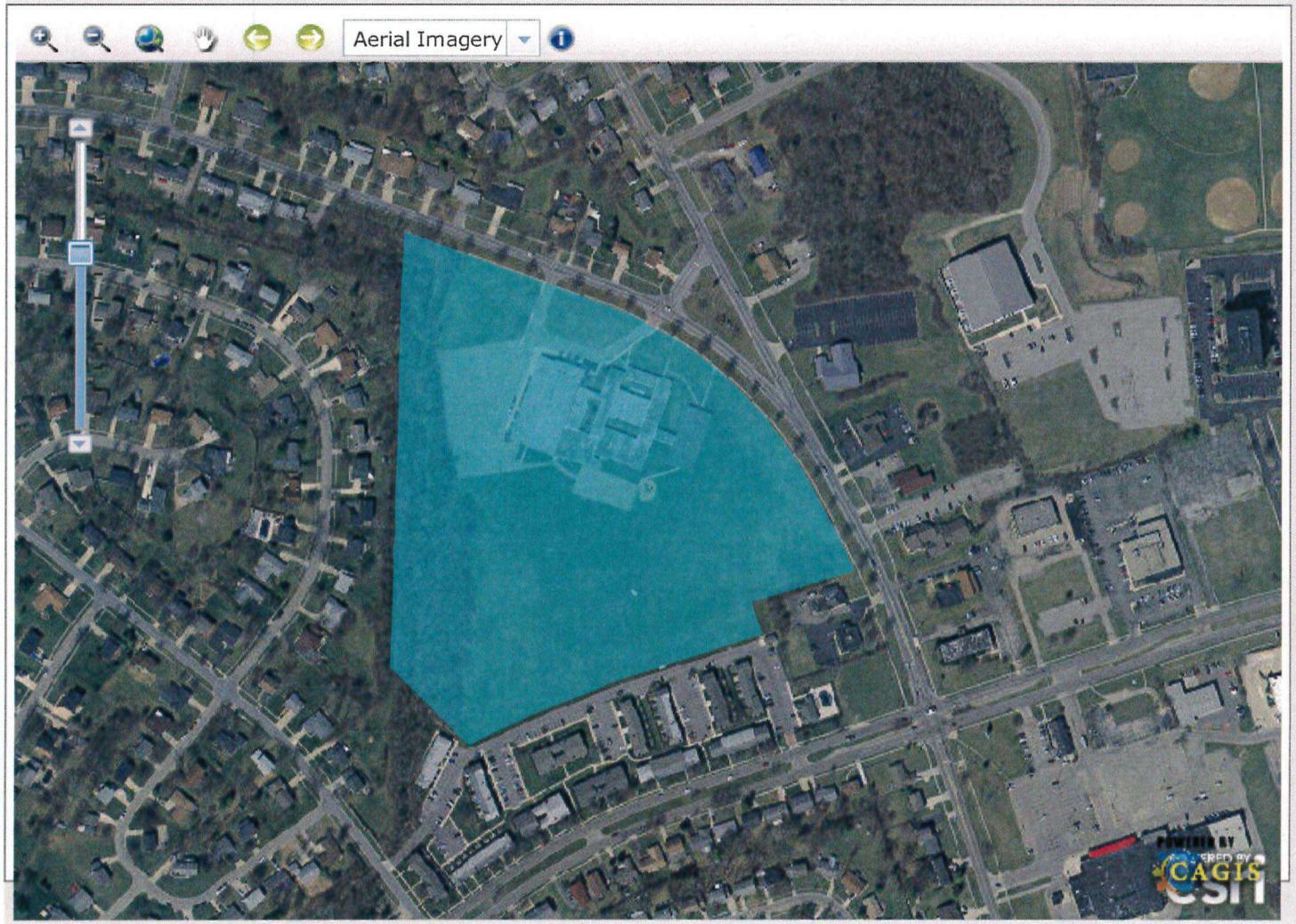
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591-0005-0273-90	825 WAYCROSS RD	Parcel Number	2015 ▼ Payable 2016



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591-0009-0335-90	924 WAYCROSS RD	Parcel Number	2015 ▼ Payable 2016

Aerial Imagery



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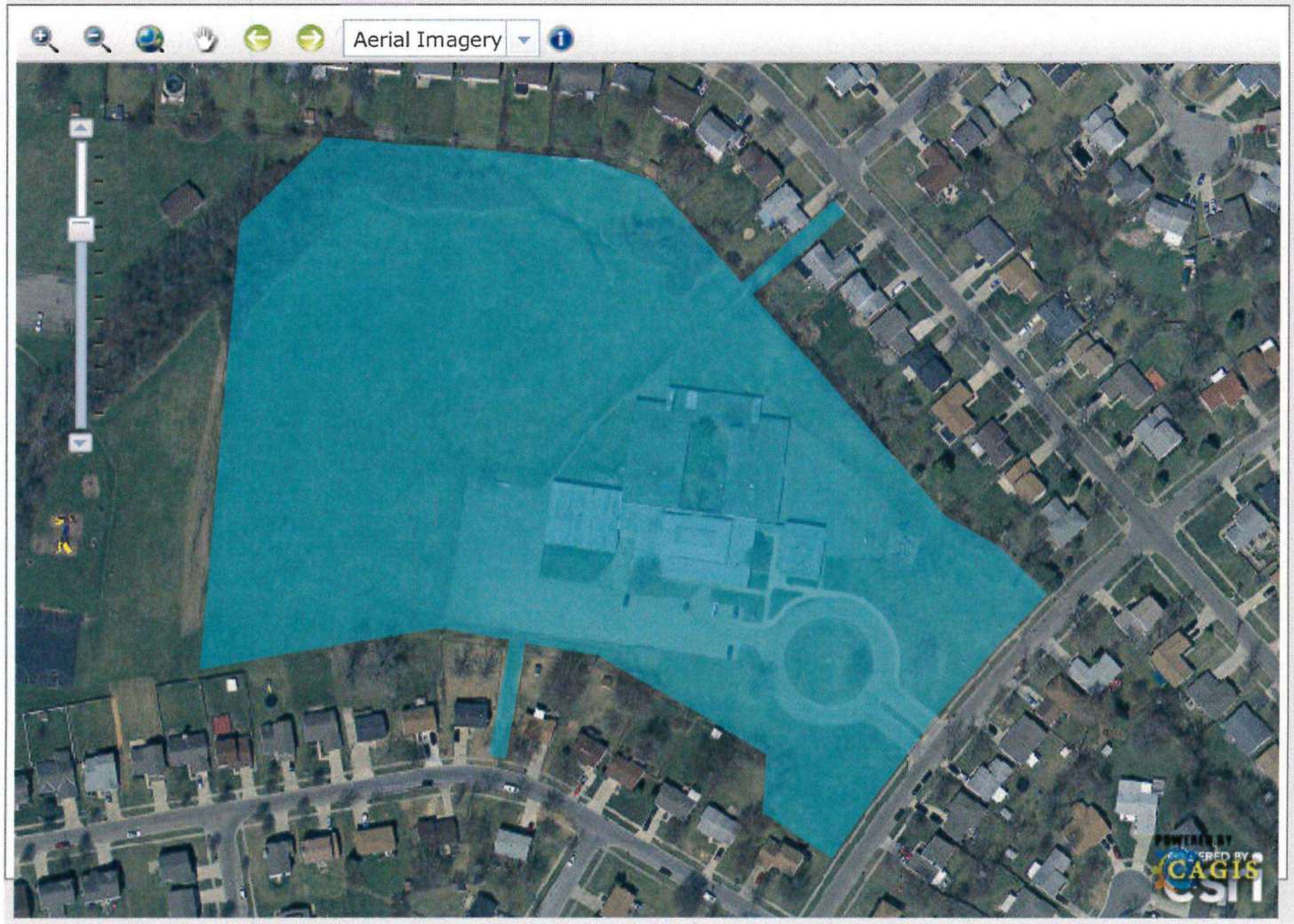
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Parcel ID	Address	Index Order	Tax Year
591-0A07-0039-90	9211 HALESWORTH DR	Parcel Number	2015 ▼ Payable 2016



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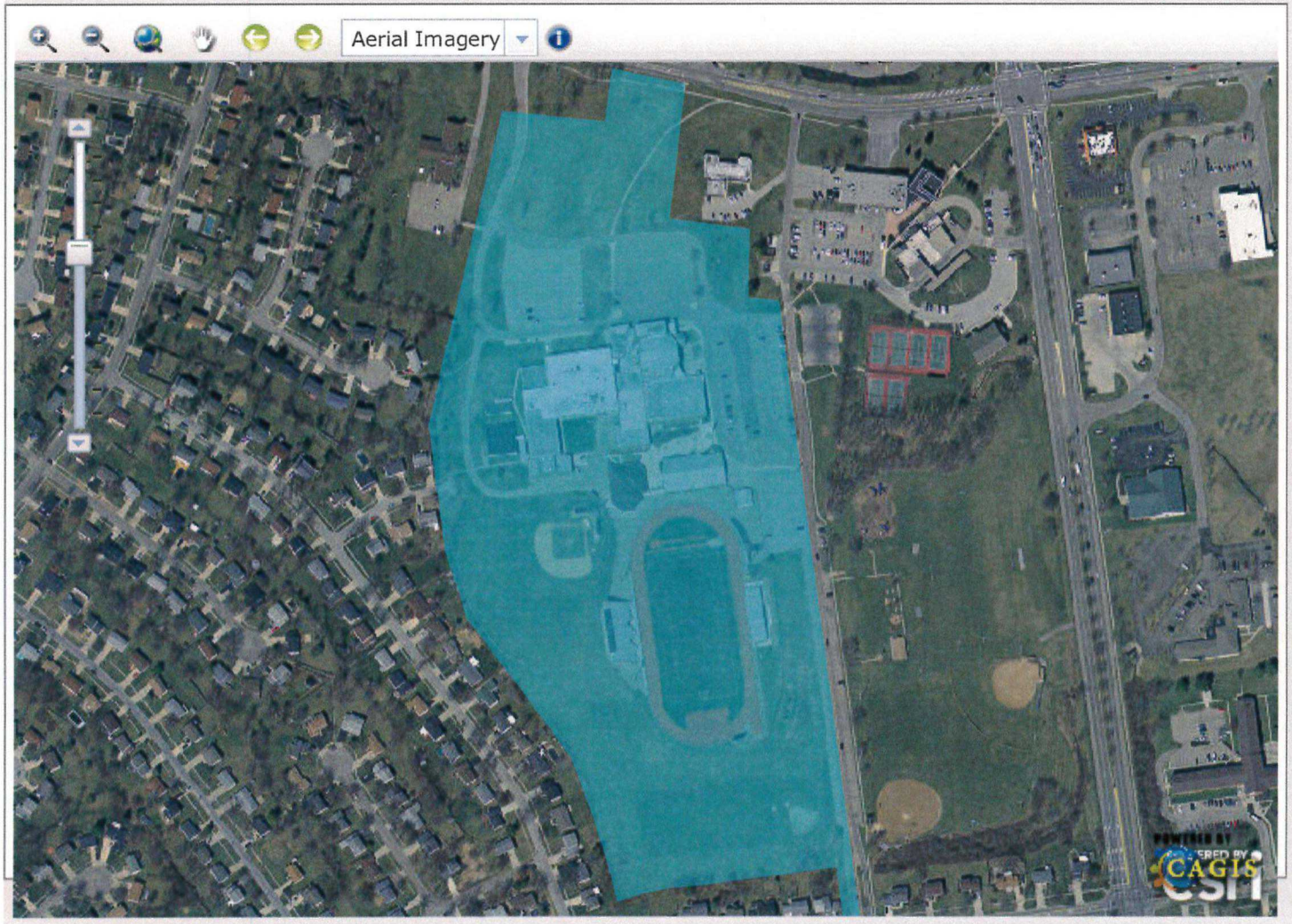
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591-0016-0084-90	1231 W KEMPER RD	Parcel Number	2015 ▼ Payable 2016



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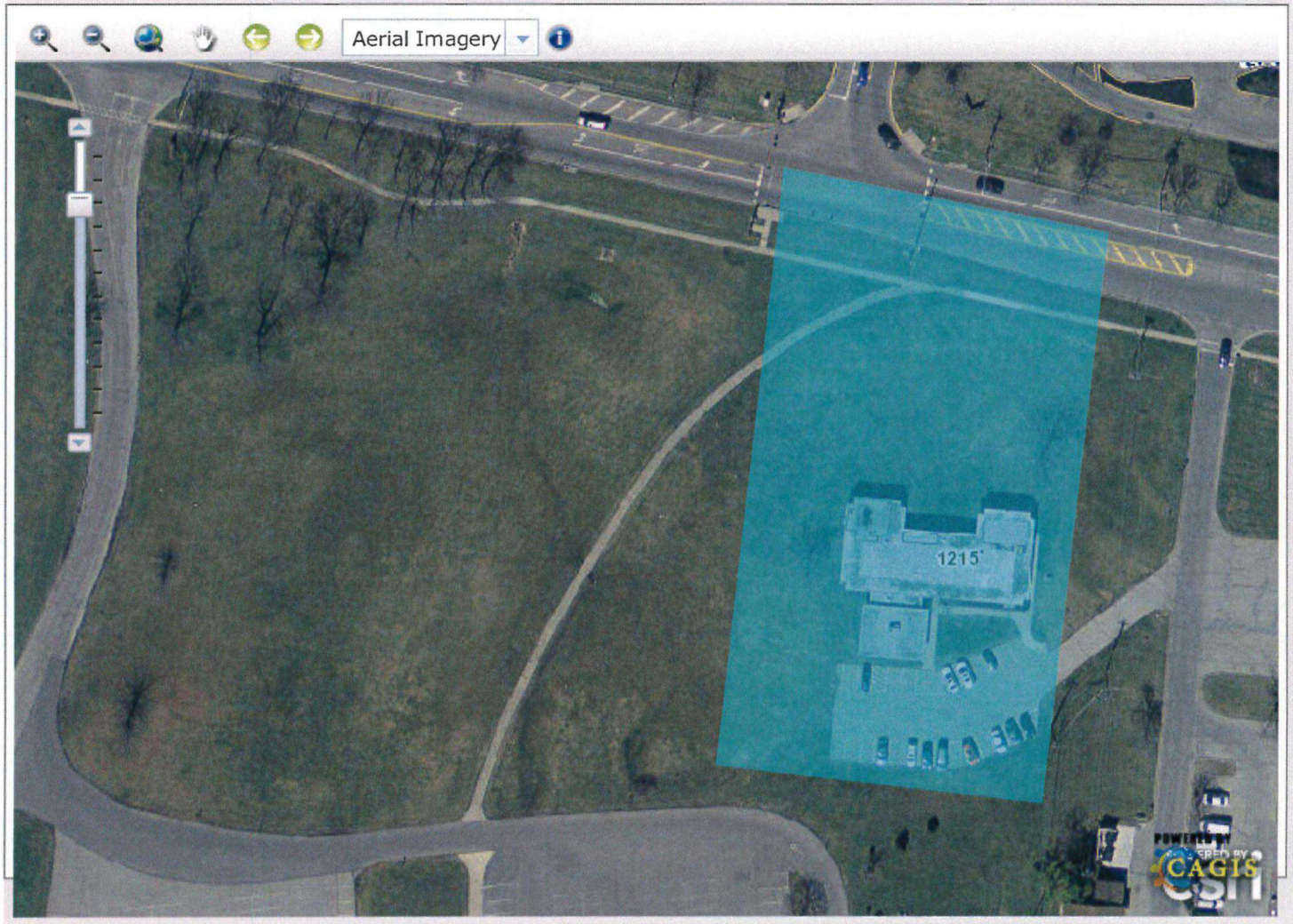
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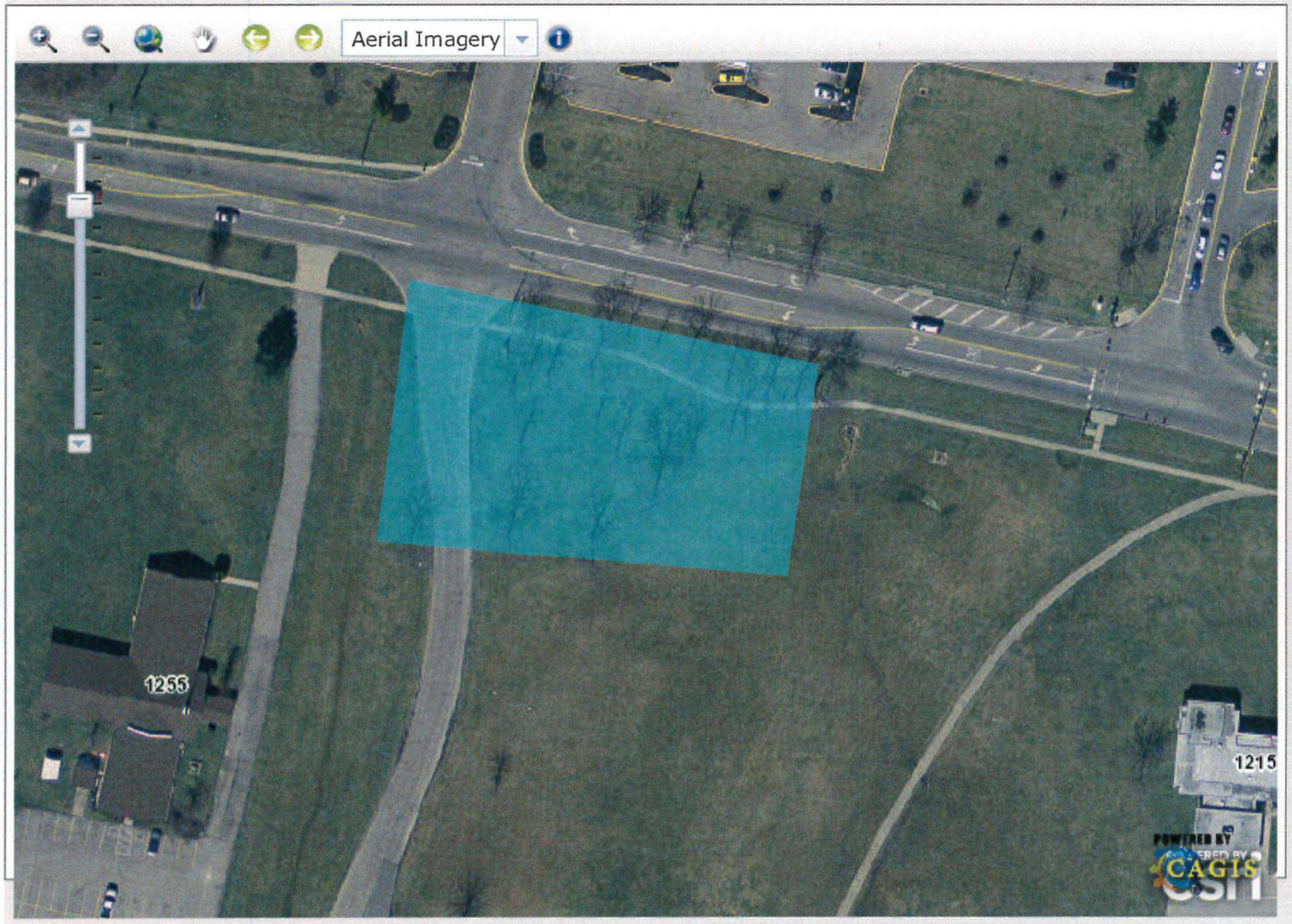
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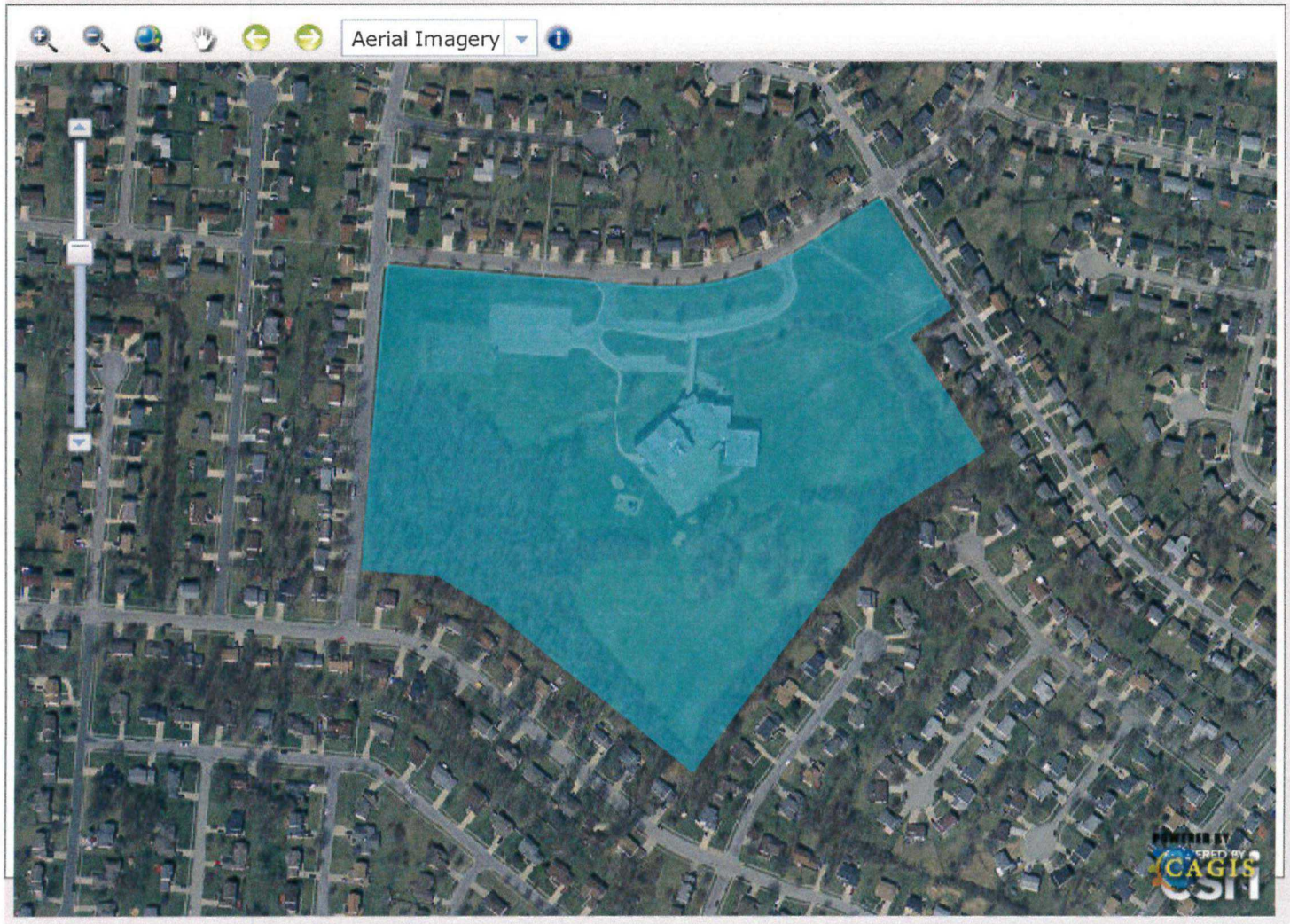
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Parcel ID	Address	Index Order	Tax Year
591-0020-0035-90	1501 KINGSBURY DR	Parcel Number	2015 ▼ Payable 2016



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