Request for Proposal (RFP)

Full Lawn Care Mowing Services

Winton Woods City School District

December 3, 2012

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 and acreage.

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 per mowing quotes **by site**. Quotes should be based on 24 cuts per year. 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 list of equipment that would be used in providing these services.

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

Each vendor must attend a pre-proposal meeting on Thursday, December 27th, 2012 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.

In addition, we are requesting:

1. A quote for maintaining landscaping beds located around each of the schools, the Community Building and the Board Office. See **Optional Quote: Landscaping Services** below.

2. **An hourly rate for general landscaping services we may request to be done outside the normal mowing and/or trimming of the school property sites.**

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

Company submissions should cover the following areas:

I. **Company Background and Information**

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

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

IV. **Certificate of Liability ($1,000,000 per occurrence / $2,000,000 aggregate)**

V. **Quote information requested (see page 1 & page 6 – Pricing List)**

Site Listing

(*Listed 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

AND

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

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

AND

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

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

TOTAL acreage: 190 acres (NOT all mowable however – see 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).

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.

Optional Quote: Landscaping Services

A vendor may choose to quote the following landscaping services (listed below).

These services must be quoted on a **per occurrence basis.** Further, quotes must be clearly listed by site (if prices may vary based on local conditions and/or the size of the beds involved).

For example, the landscaping beds located in front of the Winton Woods Primary South School are fairly substantial in length. If the service of a bed of this size would vary in cost, that should be differentiated & reported accordingly. By contrast, the beds located at Winton Woods Elementary School are quite a bit smaller by comparison. An average price may be quoted as well.

A. Spring Cleanup/Bed Mulching (Does **NOT** include playground areas)

B. Bed Maintenance and Weeding (including blowing or detailing all paved areas around landscaping beds to ensure that they are clear of clippings & debris)

C. Tree/Shrub Pruning

D. Pavement/Vegetation Spraying

Scope of Work

1. The length of contract shall be during the mowing season for spring, summer and fall of 2013 through December 31, 2015.
2. It is understood that quotes include all pavement, sidewalks, benches, stops, vehicles, and other like common areas to 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, street frontage, driveways, landscaping beds, fence lines and/or under or around bleachers (where applicable).
4. The **Pre-Proposal meeting** & tour of each site on **December 27th** 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/or 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. It is understood that the same firm need not be awarded both the base quote for mowing/trimming services and the optional quote for landscaping and bed services (if quoted). The optional quote could in fact be awarded to a different firm.
8. 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, and phone numbers.

Response Format

Responses must provide the following:

1. Statement of agreement to terms listed above
2. Price for services described above listed on the enclosed pricing sheet
3. Company Terms and Conditions

Submission Deadline

All proposals must be submitted by **NOON** on **Friday, January 4, 2013**. Selection and notification will be made no later than Friday, January 18, 2013. The Winton Woods City School District reserves the right to reject any or all proposals or to waive any informality in the proposal, and accept or reject any items thereon.

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

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
(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 _____

Optional Quote: Spring Cleanup/Bed Mulching (per occurrence) _____

Optional Quote: Bed Maintenance and Weeding (per occurrence) _____

Optional Quote: Tree/Shrub Pruning (per occurrence) _____

Optional Quote: Pavement/ Vegetation Spraying (per occurrence) _____

... Attach additional pages as needed ...

APPENDIX A
SITE MAPS

Dusty Rhodes, Hamilton County Auditor

Map

Street Address 1 of 1

Parcel ID	Address	Index Order	Card
590-0243-0006-90	825 LAKERIDGE DR	Street Address	1 of 2

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New Map Search

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Zoom Level:
1x

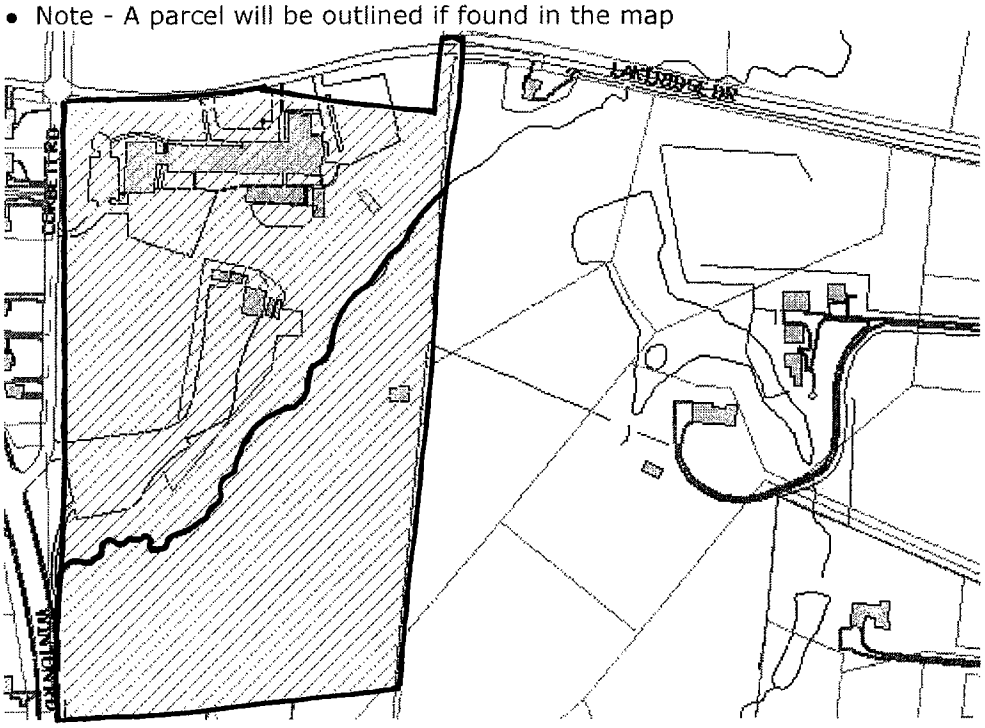
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- [x] Buildings
- [x] Condos
- [x] Parcels
- [x] Fence
- [ ] Class2 Roads
- [x] Class1 Roads
- [x] Streets
- [x] Driveways
- [x] Parking
- [x] Sidewalk
- [x] Pavement

New Map Search

- Note - A parcel will be outlined if found in the map



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Map

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Parcel ID	Address	Index Order	Card
597-0030-0025-90	8 ENFIELD ST	Street Address	1 of 1

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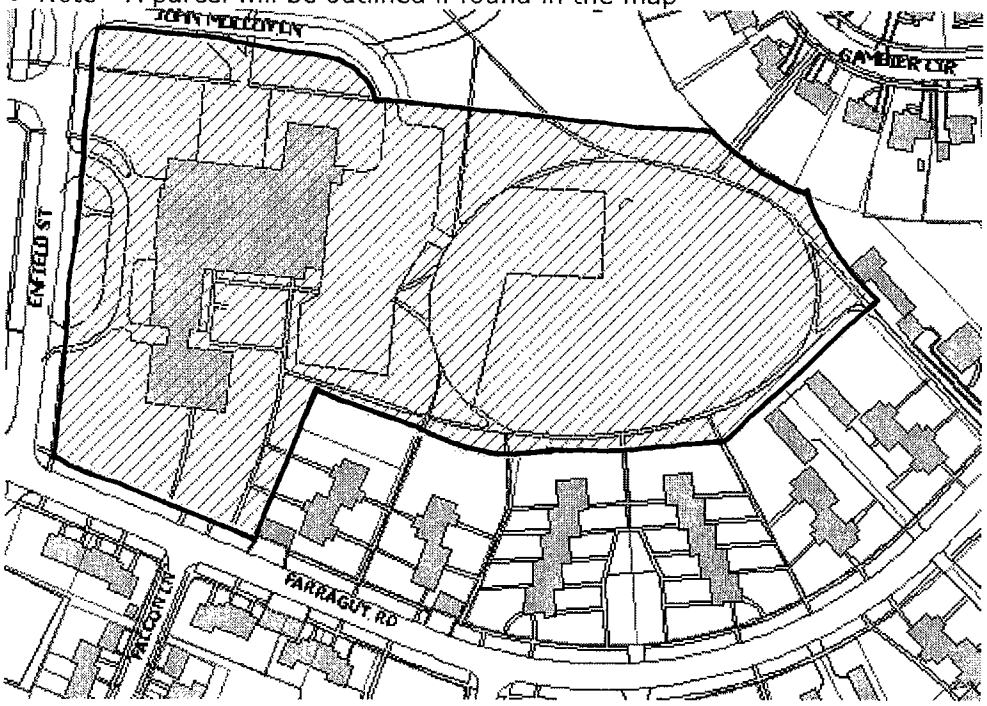
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- [x] Driveways
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- [x] Sidewalk
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Summary

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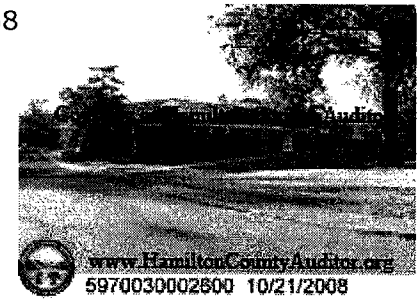
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597-0030-0026-00	147 FARRAGUT RD	Street Address	1 of 1

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Tax Dist	237 GREENHILLS-WINTON WDS-00460	**Year Built**	1968
School Dist	5 WINTON WOODS CSD	**Total Rooms**	0
Land Use	650 Board of Education Owned	**# of bedrooms**	0
Finished Square Ft.	107316	**Full Bathrooms**	0
Acreage	16.286	**Half Bathrooms**	0
Appraisal Area	GREENHILLS 59702 GREENHILLS 02		



Sales

Property Information	Owner Information	Mail Information
	Call 946-4015 if Incorrect	**Call 946-4800 if Incorrect**
FARRAGUT RD AC IRR PT LTS IN COMMUNITY BLDG TRACT	GREENHILLS EXEMPTED VILLAGE SCHOOL DISTRICT 1215 W KEMPER RD CINCINNATI, OH 45240 USA	GREENHILLS EXEMPTED VILLAGE SCHOOL DISTRICT 1215 W KEMPER RD CINCINNATI, OH 45240 USA

Board of Revision	No	**Other Assessments**	Yes
Rental Registration	No	**Front Ft.**	0.00
Homestead	No	**Mkt Land Value**	670,490
2.5% / Stadium Credit	No	**Cauv Value**	0
Divided Property	No	**Mkt Impr Value**	7,425,630
New Construction	No	**Mkt Total Value**	8,096,120
Foreclosure	No	**Total TIF Value**	0
Date	6/9/1999	**Abated Value**	0
Conveyance #	0	**Exempt Value**	8,096,120
Sale Amount	$0	**Taxes Paid**	$779.58
# of Parcels	0	(See Payments Tab For Details)	
Deed Type	0		
Deed Number		**Tax as % of Total Value**	0.000%

Note

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New Map Search

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Zoom In

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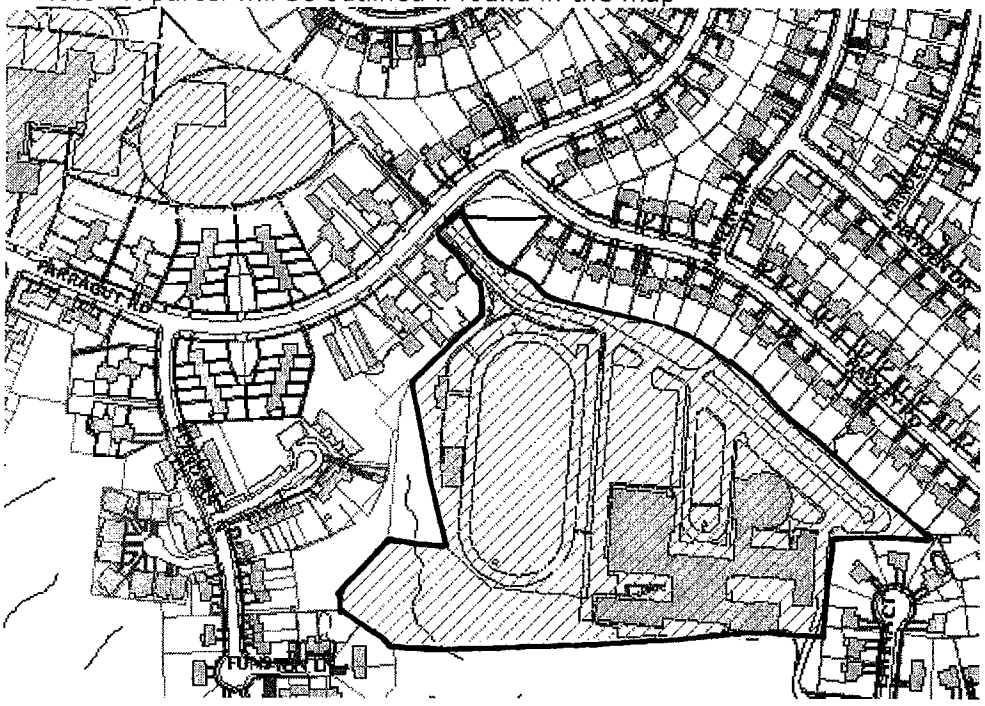
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- [x] Driveways
- [x] Parking
- [x] Sidewalk
- [x] Pavement

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597-0040-0030-90	147 FARRAGUT RD	Street Address	1 of 1

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- [x] Streets
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597-0030-0188-90	147 FARRAGUT RD	Street Address	1 of 1

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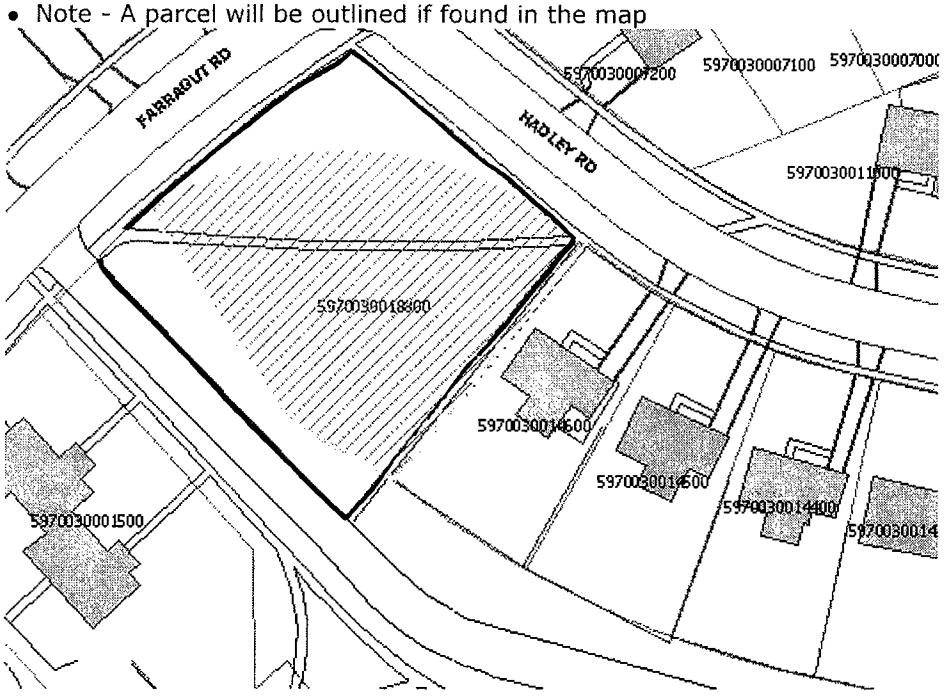
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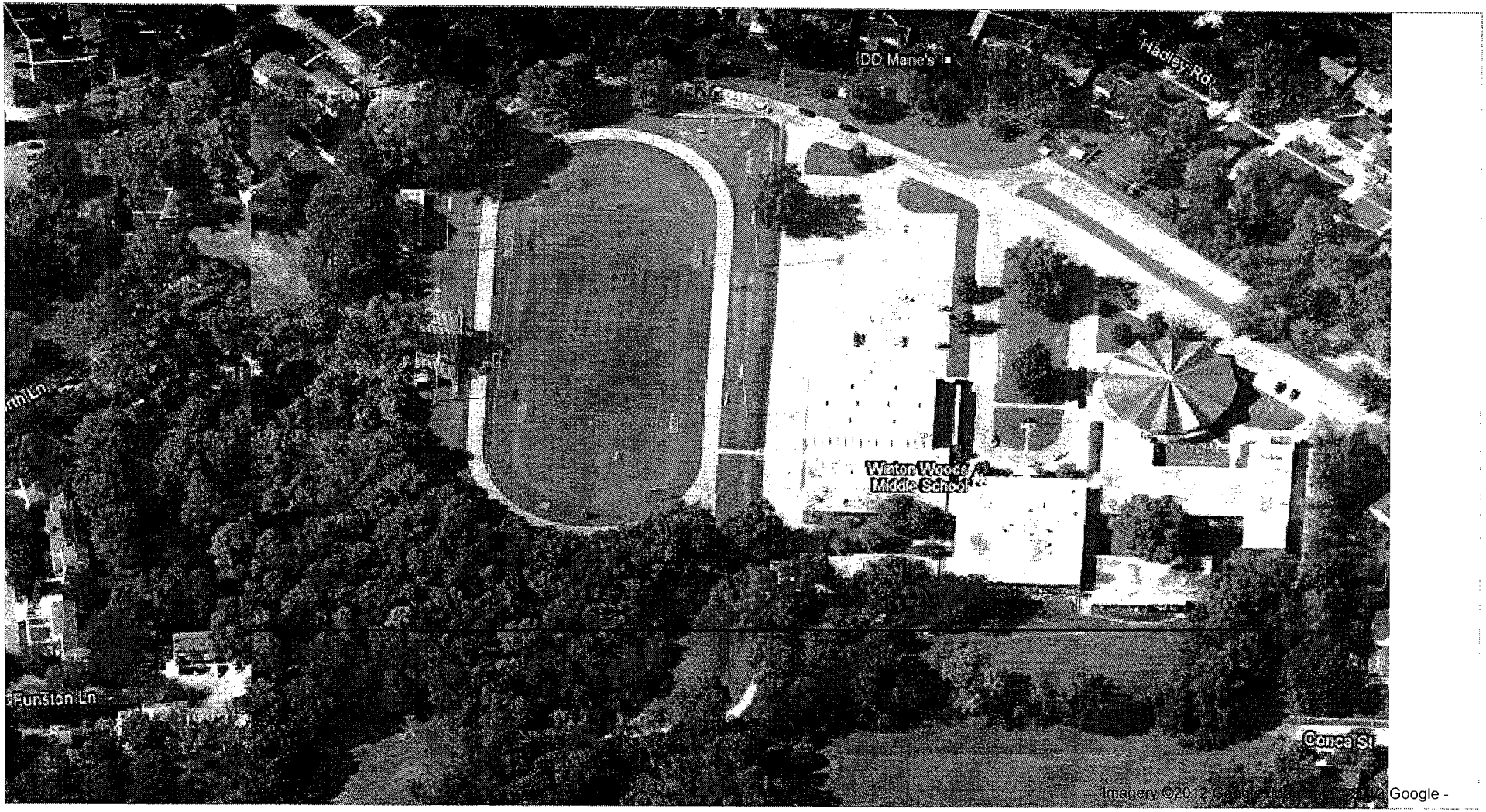
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To see all the details that are visible on the screen, use the "Print" link next to the map.

Google



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Map

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597-0050-0006-00	71 JUNEFIELD AVE	Street Address	1 of 1

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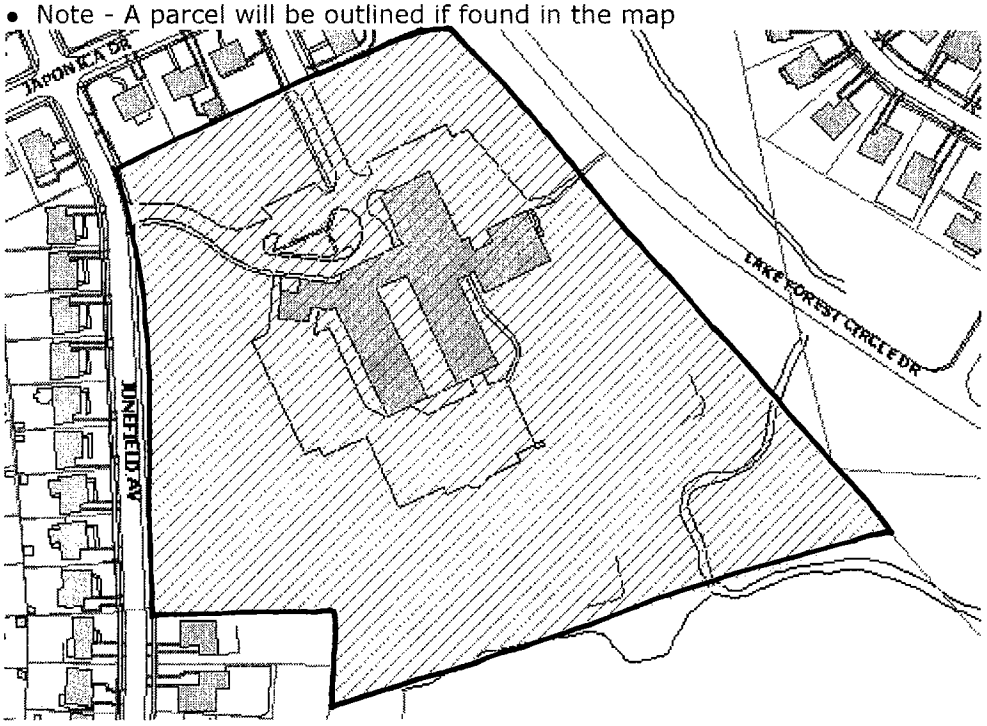
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- [x] Pavement

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591-0005-0273-90	825 WAYCROSS RD	Street Address	1 of 1

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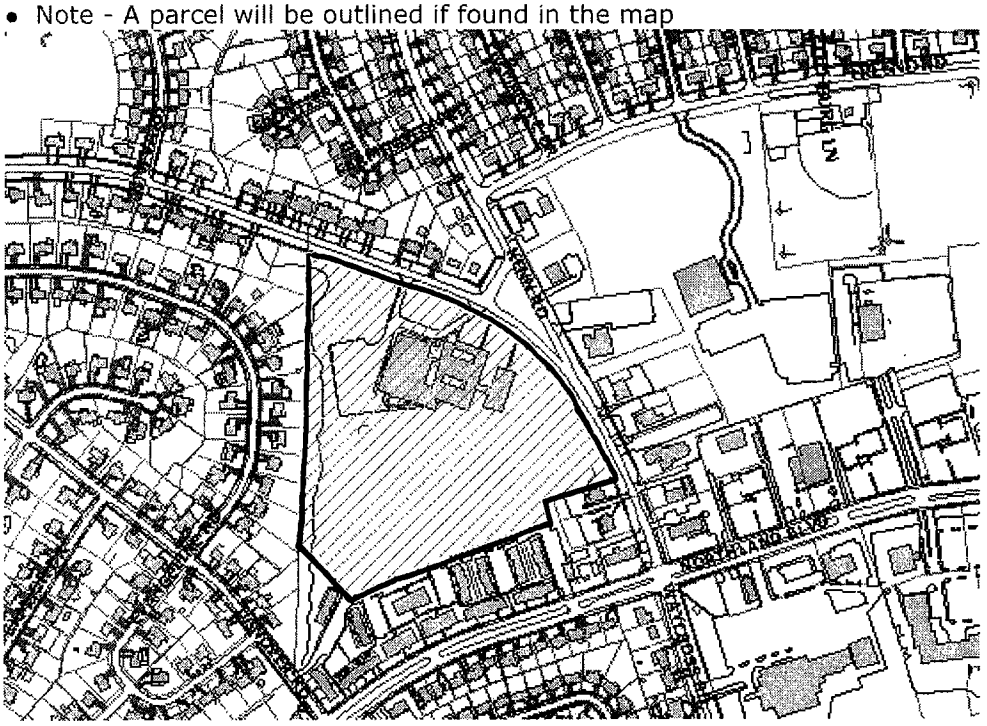
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- [x] Streets
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- [x] Sidewalk
- [x] Pavement

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Parcel ID	Address	Index Order	Card
591-0009-0335-90	924 WAYCROSS RD	Street Address	1 of 1

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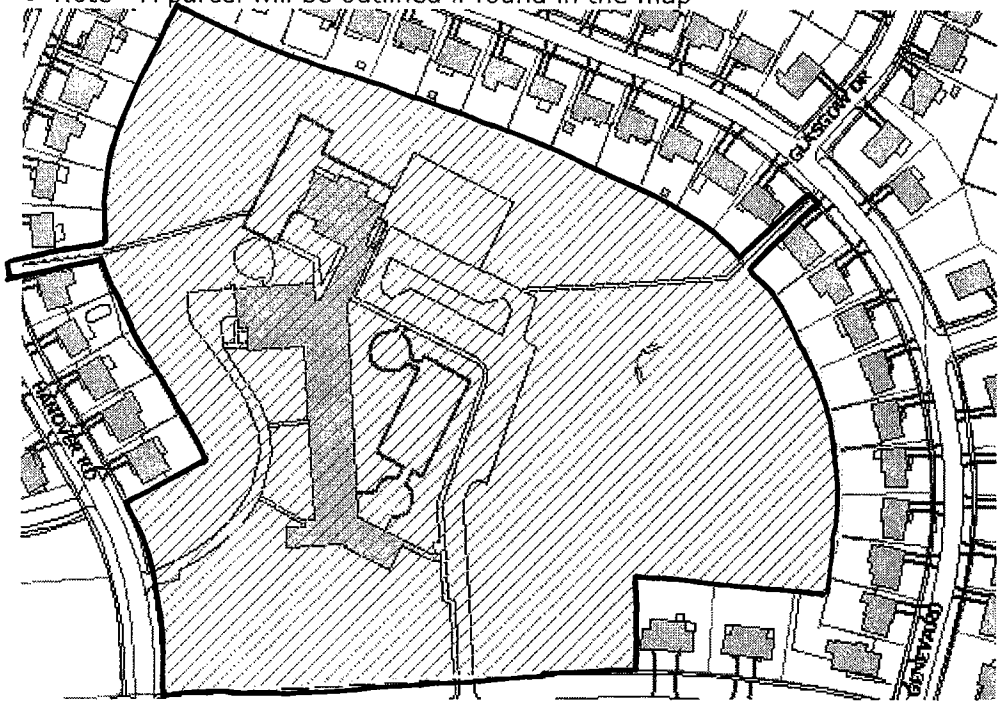
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- [x] Streets
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Parcel ID	Address	Index Order	Card
591-0A07-0039-90	9211 HALESWORTH DR	Street Address	1 of 2

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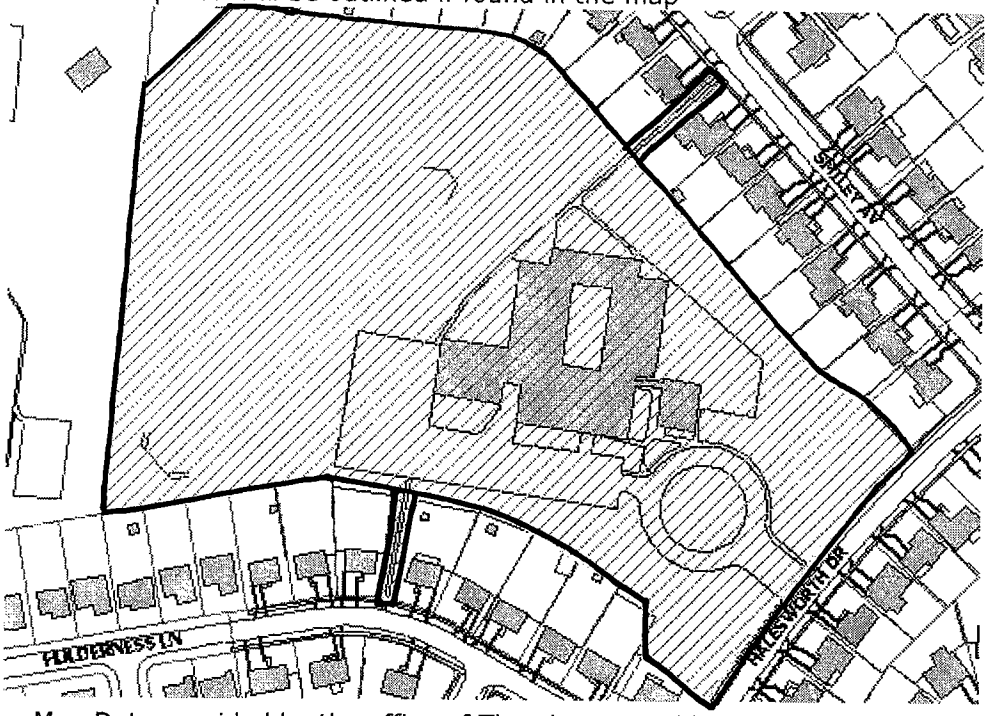
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- [x] Pavement

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Parcel ID	Address	Index Order	Card
591-0016-0084-90	1231 W KEMPER RD	Street Address	1 of 4

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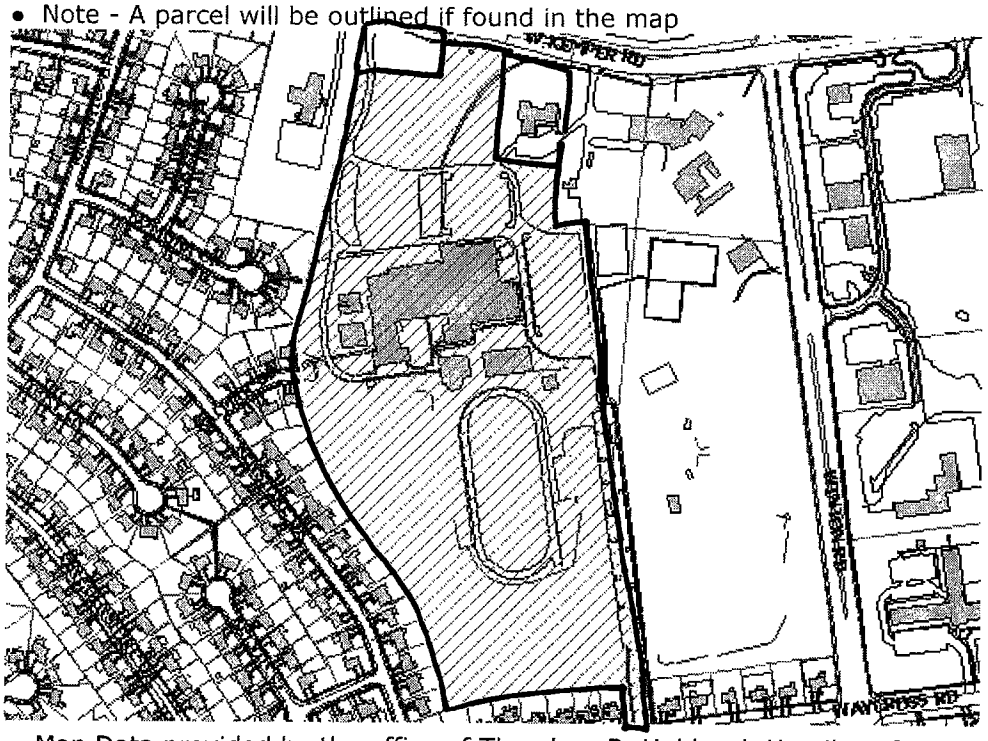
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591-0016-0513-00	1215 W KEMPER RD	Street Address	1 of 1

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New Map Search

Click Map To:

Zoom In

Zoom Level:

1x

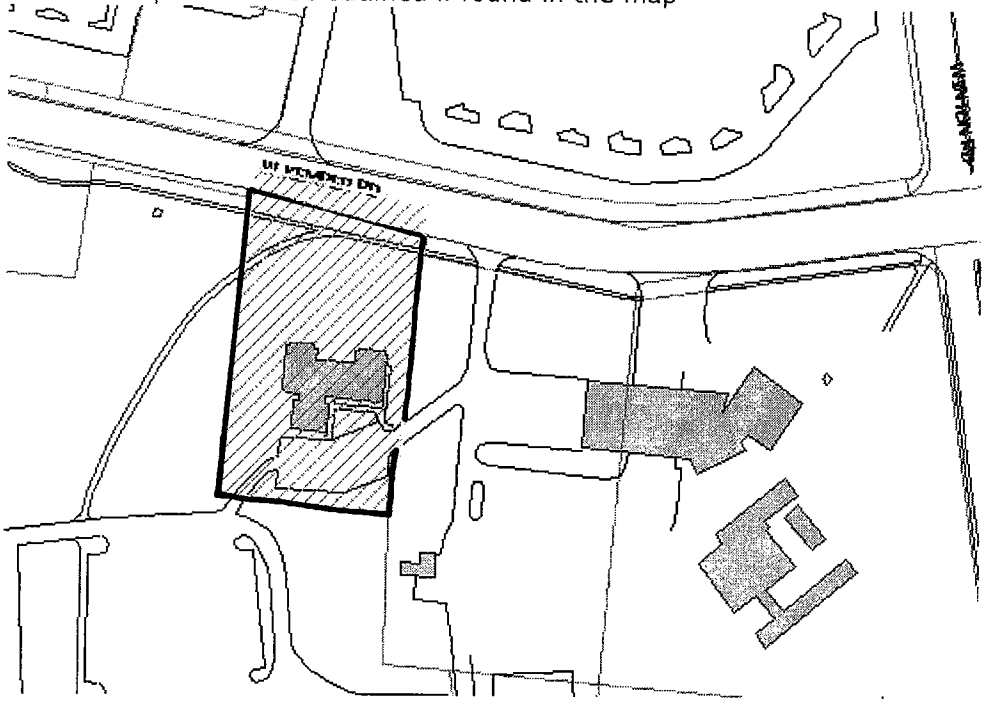
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Map Layers:

- [x] Rivers
- [x] Stream
- [x] Buildings
- [x] Condos
- [x] Parcels
- [x] Fence
- [ ] Class2 Roads
- [x] Class1 Roads
- [x] Streets
- [x] Driveways
- [x] Parking
- [x] Sidewalk
- [x] Pavement

New Map Search

- Note - A parcel will be outlined if found in the map



- Map Data provided by the office of Theodore B. Hubbard, Hamilton County Engineer

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Data updated on 11/26/12

Dusty Rhodes, Hamilton County Auditor

Map

Street Address
1 of 2

Parcel ID	Address	Index Order	Card
591-0016-0001-90	1215 W KEMPER RD	Street Address	1 of 1

Parcel Info
Summary
Residential
Levy Info
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Click Map To:

Zoom In

Zoom Level:

1x

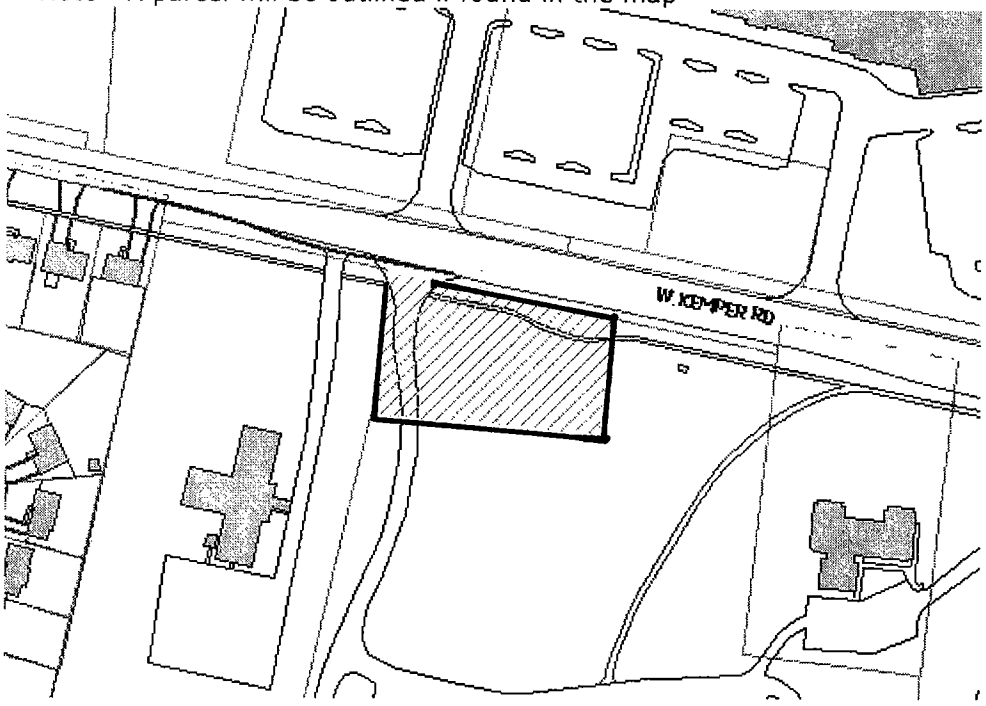
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Map Layers:

- [x] Rivers
- [x] Stream
- [x] Buildings
- [x] Condos
- [x] Parcels
- [x] Fence
- [ ] Class2 Roads
- [x] Class1 Roads
- [x] Streets
- [x] Driveways
- [x] Parking
- [x] Sidewalk
- [x] Pavement

New Map Search

- Note - A parcel will be outlined if found in the map



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Map

Street Address
1 of 1

Parcel ID	Address	Index Order	Card
591-0020-0035-90	1501 KINGSBURY DR	Street Address	1 of 1

Parcel Info
Summary
Residential
Levy Info
Improvements
Commercial
Transfer
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New Map Search

Click Map To:

Zoom In

Zoom Level:

1x

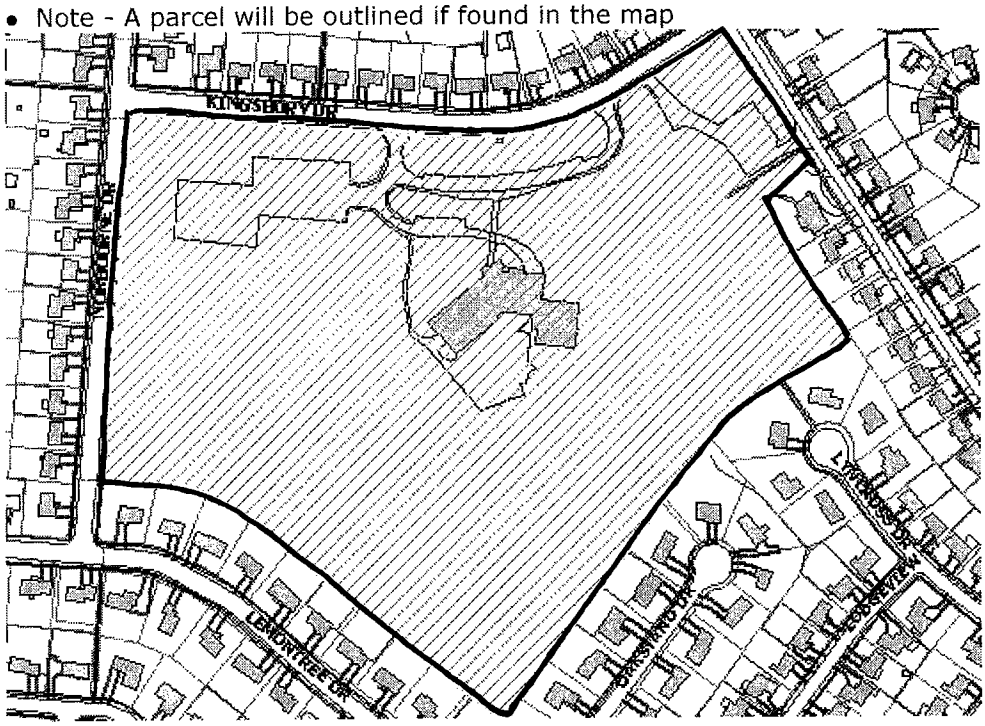
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Map Layers:

- [x] Rivers
- [x] Stream
- [x] Buildings
- [x] Condos
- [x] Parcels
- [x] Fence
- [ ] Class2 Roads
- [x] Class1 Roads
- [x] Streets
- [x] Driveways
- [x] Parking
- [x] Sidewalk
- [x] Pavement

New Map Search

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