

# **Oak Hills Local School District**

## **Request for Proposal**

### **Lawn Services**

**December 19, 2018**

#### **Description of Request**

The Oak Hills Local School District is requesting proposal for lawn care service (including all court yards). Areas to be serviced are on page 2 of this document. The areas to be mowed do not include the turf area at the high school stadium.

For contractors interested in walking the properties, please call or email John Beckemeyer (beckemeyer\_j@ohlsd.org) by January 1, 2019 (513-574-3200). Mr. Beckemeyer will show all interested contractors the properties on January 3rd at 8AM (please gather at the District Office 6325 Rapid Run Road, Cincinnati, OH 45233). The responsibility of verifying acreage to be serviced rests with the contractor.

The District may select a contractor based on, but not limited to, items such as quality, references and financial considerations.

#### **Scope of Work**

1. Twenty eight (28) cuttings throughout the mowing season.
2. Mulching all beds one time per year (in the spring) and ongoing maintenance.
3. Trimming of shrubs/landscape beds & pre-immersion for weed control.
4. Trim curbs, sidewalks, fences, poles, etc. after each of the twenty eight (28) cuttings.
5. Remove all grass and trimmings from pavement, sidewalks, benches, and other like common areas upon the completion of each cutting.
6. The contractor will be responsible for the removal of fallen leaves, branches etc.
7. In good faith, the contractor shall maintain a 3 inch cutting height.
8. The contractor also agrees to work with the district where special circumstances require the contractor to work special hours due to class schedules, testing dates or other special circumstances.
9. The contractor must keep a safe distance from any student activities taking place on the premises while mowing or trimming.
10. The contractor must have in place an alternative plan in the event of failure of any mowing equipment. A point of contact from the contractor must be provided, available 24 hours a day, 7 days a week, including holidays that will ensure a response time of 4 hours or less.

### Building / Land Data

Buildings	Grades	Acres
Oak Hills High School	9th - 12th	35
	3 lots purchased S side	3
3154 Ebenezer Road	South	0.441
3146 Ebenezer Road	South	0.441
3138 Ebenezer Road	South	0.441
3128 Ebenezer Road	South	0.441
3326 Ebenezer Road	North	0.614
3354 Ebenezer Road	North	0.663
3380 Ebenezer Road	North	0.296
3390 Ebenezer Road	North	0.379
Bridgetown Middle School	6th - 8th	12
3880 Race Road		0.147
Delhi Middle School	6th - 8th	9.2
Rapid Run Middle School	6th - 8th	27
CO Harrison Elementary	K - 5th	18.8
JF Dulles Elementary	K - 5th	14.4
Delshire Elementary	K - 5th	7
Oakdale Elementary	K - 5th	10.3
Springmyer Elementary	K - 5th	10
District Office		Included with RRMS
Transportation		Include with JF Dulles
Wesselman Road		0.79
		151.353

**Terms**

1. Twenty-eight (28) cuts per district property specified in the agreement (the contractor will also provide an hourly rate for additional requests).
2. The contractor shall bear the cost of the School Employee Retirement System (SERS).
3. The contractor will invoice the district in eight (8) even billings on the first day of the following months (April, May, June, July, August, September, October, November). Payment shall be made to the contractor within 30 days of receiving the invoice.
4. The contractor shall maintain liability insurance in the amount of one million dollars (\$1,000,000) and will provide a Certificate of Liability Insurance to the Director of Operations that names the Oak Hills Local School District as an additional insured.
5. The contractor shall also provide proof of Ohio Bureau of Workers' Compensation coverage for employees engaged in working on the school site.
6. The contractor shall be responsible for all workers compensation claims (including legal fees).
7. The contractor shall comply with all Board of Education school policies and procedures.

**References**

Potential contractors shall provide a list of at least five (5) references, including school district and/or commercial clients, list of reference names & reference contact information.

**Submission and Deadline**

Potential contractors shall complete the Proposal Submission Form (next page). Proposals shall be received by 10:00 AM on Wednesday, January 9, 2019.

**Tentative Timeline**

- December 19, 2018 RFPs publicly distributed (Community Press, Online, Enquirer)
- January 3, 2019 Contractors may walk grounds with Director of Operations  
Report at 8AM - Oak Hills LSD 6325 Rapid Run Rd, Cinti OH 45233
- January 9, 2019 RFP submission Deadline - 10AM  
RFPs publicly opened 10:15AM  
OHLSD 6325 Rapid Run Rd, Cinti OH 45233

**Sealed** Proposal forms shall be submitted to:

Oak Hills Local School District  
Attn: Mr. John Beckemeyer  
Director of Operations  
6325 Rapid Run Rd.  
Cincinnati Ohio 45233  
Fax: 513 598-2956

Site review or questions contact:

John Beckemeyer,  
Director of Operations  
513-598-2941  
beckemeyer\_j@ohlsd.org  
Cincinnati, OH 45033

**OAK HILLS LOCAL SCHOOLS  
LAWN SERVICES  
PROPOSAL SUBMISSION FORM**

Contractor Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

**Cost Proposal (3.5 year agreement):**

**1. Year 1 (6 months) → July 1, 2019 - December 31, 2019**      \$ \_\_\_\_\_

**2. Year 2 (12 months) → January 1, 2020- December 31, 2020**      \$ \_\_\_\_\_

**3. Year 3 (12 months) → January 1, 2021- December 31, 2021**      \$ \_\_\_\_\_

**4. Year 4 (12 months) → January 1, 2022- December 31, 2022**      \$ \_\_\_\_\_

**5. TOTAL of #1 - #4 ----->**      \$ \_\_\_\_\_

**6. Additional hourly rate for the term of the agreement**      \$ \_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_