

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: Lawn Care Services, Ross Lake

CONTRACT No.: CRP30277

EFFECTIVE DATES: 07/01/2018 to 06/30/2020

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to the Contract Number listed above by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, [contract terms and conditions, supplemental terms and conditions](#), pricing schedules, specifications, and any attachments incorporated by reference and accepted by DAS become a part of this Mandatory Contract.

This Mandatory Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This mandatory contract is available to the Ohio Department of Natural Resources, 360 East State Street, Athens, OH 45701.

This contract award by Office of Procurement from Community Rehabilitation Program is in accordance with Sections 125.60 to 125.6012 of the Revised Code.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as initially advertised or described.

State agencies may make purchases under this Mandatory Contract up to \$2500.00 using the State of Ohio Payment Card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This mandatory contract and any amendments thereto are available from the DAS Web site at the following address:

[www.procure.ohio.gov](http://www.procure.ohio.gov)

Signed: \_\_\_\_\_  
Robert Blair, Director Date

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## SPECIFICATIONS

### I. SCOPE OF WORK

The intent of these specifications is to provide mowing services and litter/debris pick-up furnishing adequate supervision and labor to accomplish all required mowing services. All work shall be performed in accordance with the specifications and schedules set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the area representative. Contractor shall be deemed to have knowledge of the nature of the work and areas to be mowed.

### II. LOCATION

Ross Lake  
East and West Hydel Roads  
Chillicothe, OH 45601

### III. DATES OF SERVICE

- A. Vendor shall furnish all necessary personnel, supplies and equipment to provide mowing and litter/debris pickup services on the following periods/ days listed below.
- B. Grounds Maintenance (Mowing and Trimming):
  - 1. April-November: Trim and mow the area two (2) to three (3) times per month not to exceed 18 visits during this time period. \*
  - 2. Litter and Debris Pickup
- C. January-December: Remove Litter and debris from the area four (4) to seven (7) times per month not to exceed 90 services during this time period.

### IV. WORKING HOURS

Services shall be performed Monday – Friday between the hours of 7:00AM and 5:00PM.

### V. SERVICES PROVIDED

Per Occurrence

- A. Grounds Maintenance
  - 1. Mow all lawn areas.
  - 2. Trim around buildings, signs and parking lots.
- B. Litter/Debris Pickup
  - Remove litter and debris from the area.

### VI. DRESS CODE

Employees of the vendor must wear suitable clothing to perform services.

### VII. BASIS OF PAYMENT

Payment shall be made at quoted price per occurrence.

### VIII. INSPECTION

Area personnel may inspect the performance of work after each occurrence.

\*Weather and growing conditions are a variable that can affect the frequency of these visits for the designated time period.

## **SPECIFICATIONS**

### **IX. EQUIPMENT**

All equipment used to perform work outlined in these specifications shall be of acceptable quality to complete all tasks requested.

### **X. CHEMICALS**

No Chemicals are to be used on grounds.

### **XI. OTHER PROCEDURES**

After all mowing/trimming/litter pickup operations have been completed. the premises shall be left in an orderly condition at the end of each occurrence.

At no time shall the vendor of record bring any items to or on ODNR properties for disposal.

**END OF SPECIFICATIONS**

**COST SUMMARY**

ITEM NUMBER	ITEM	PRICE PER
34638	Lawn Care Services, Ross Lake, East and West Hydell Roads, Chillicothe, OH 45601	\$203.88 / per occurrence
34647	Lawn Care Services, Litter Pick-up, Ross Lake, East and West Hydell Roads, Chillicothe, OH 45601	\$62.73 / per day

**Submit Invoices to:**  
Ohio Department of Natural Resources  
360 East State Street  
Athens, OH 45701

**CONTRACTOR INDEX**

**CONTRACTOR AND TERMS:**

**CONTRACT NO:** CRP30277

OAKS ID: 0000043405  
First Capital Enterprises  
505 East 7<sup>th</sup> Street  
Chillicothe, OH 45601

**TERMS:** Net 30 Days

**CONTRACTOR'S CONTACT:**

Telephone: (740) 779-2519

Joan DePugh

Email: [jdepugh@firstcapitalenterprises.com](mailto:jdepugh@firstcapitalenterprises.com)