



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, Knox and Kokosing Lakes-Multiple Areas

CONTRACT No.: CRP30425

EFFECTIVE DATES: 12/16/2019 to 10/31/2022

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 Ohio Department of Natural Resources, Division of Wildlife, 1500 Dublin Road, Columbus, Ohio 43215.

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

Signed: _____
Matthew M. Damschroder, Director Date

TABLE OF CONTENTS

	<u>PAGE NO.</u>
<u>SPECIFICATIONS</u>	
SCOPE OF WORK	3
LOCATIONS	3
MATERIALS, SUPPLIES AND EQUIPMENT	3
HOURS AND DATES OF SERVICE	3
LITTER PICKUP	3
TRIMMING/WEED EATING	3
DRESS CODE	3
INSPECTION	3
CHEMICALS	3
OTHER PROCEDURES	4
BID SUBMISSION	4
BASIS OF PAYMENT	4
AGENCY CONTACTS	4
SERVICES PROVIDED	4-6
AREA MAPS	7-16
<u>CONTRACT ITEMS</u>	
COST SUMMARY	17-18
CONTRACTOR'S INDEX	19

SPECIFICATIONS

I. SCOPE OF WORK

This intent of these specifications is to provide lawn care services to the Knox Lake and Kokosing Wildlife Areas. Fredericktown, OH, Knox County, furnishing adequate supervision and labor to accomplish all required services. Contractor shall be deemed to have knowledge of the nature of the work and areas to be serviced.

I. LOCATIONS

- A. Knox Lake Areas, Fredericktown, OH
- B. Kokosing Wildlife Area, Fredericktown, OH

II. MATERIALS, SUPPLIES AND EQUIPMENT

Supplier shall furnish all necessary personnel, supplies and equipment to provide mowing, weed trimming and trash pickup services on the following periods/days below.

III. HOURS AND DATES OF SERVICE

- A. Services shall be performed Monday - Friday between the hours of 7:00 AM and 7:00 PM.
- B. Supplier can choose the day of the week to perform the lawn maintenance, however weekly mowing must be performed within 6-8 days of the last mowing and biweekly mowing must be performed within 13-15 days of the last mowing. Any deviation from this schedule due to weather must be approved by District 1 Fish Management.
- C. The supplier can decide the grass does not need mowed in a given week due to weather conditions like draught or severe wetness, but this must be approved by Fish Management District 1 by making a phone call to the district office.
- D. Trash pickup must be performed regardless of weather conditions.
- E. Supplier can choose the day and week to weed trim, however, consecutive trims must take place within 25 - 30 days of the last trim.

IV. LITTER PICKUP

- A. Trash pickup is all trash within site of the mowed areas including rip rap, brushy areas, ditches, fishing piers etc. Some areas will have more extensive trash pickup specified below.
- B. Large items do not need to be removed by supplier such as couches, refrigerators, tires, etc. However, the supplier must contact Fish Management District 1 and inform them of the large item so it can be removed.

V. TRIMMING/WEED EATING

Areas to be weed trimmed include posts, signs, curbs, sea walls and any other areas within the mowed sections that become unsightly with tall weed growth. Areas outside the maintained areas do not need to be weed trimmed.

VI. DRESS CODE

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

VII. INSPECTION

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

VIII. CHEMICALS

No chemicals are to be used on grounds.

SPECIFICATIONS

IX. OTHER PROCEDURES

After all mowing/trimming 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 bring any items to or on ODNR properties for disposal.

X. BID SUBMISSION

Bids must depict cost of 1 mowing event, 1 trash pickup event, and 1 weed trim event per the 8 defined maps provided. Bid submissions should be emailed to ethan.simmons@dnr.state.oh.us

XI. BASIS OF PAYMENT

Payment shall be made at quoted price monthly must submit an invoice to ethan.simmons@dnr.state.oh.us at the beginning of every month after services have been rendered. The invoice must contain the PO number which will be provided by Fish Management District 1 at the beginning of service. There will be no payment made for services not spelled out in this document.

XII. AGENCY CONTACTS

Fish Management District 1 Primary Contact

Ethan Simmons Fish Biologist
ethan.simmons@dnr.state.oh.us 614-
644-3925

Fish Management District 1 Secondary Contact

Marty Lundquist
Fish Management Supervisor
Marty.lundquist@dnr.state.oh.us 614-
644-3925

XIII. SERVICES PROVIDED

A. Knox Lake - . A trash dumpster is located at the Marina (MapA4) for all trash picked up at the Wildlife Area, but the supplier will need to supply bags for collection.

1. Supplier shall mow, weed trim, and perform trash removal on all highlighted areas of the attached map labeled Map A with site specific details below.

a. Map A1 - Spillway Parking lot - Supplier shall mow and remove trash from the red highlighted area.

i. April - June every week

ii. July - October every other week.

iii. April - October weed trim 1 time monthly

1) Supplier shall mow and remove trash from green highlighted area

April-October 1 time monthly.

SPECIFICATIONS

- b. Map A2- Dam - Supplier shall mow and remove trash from area on the dam shaded red.
 - i. April - June every week
 - ii. July-October every other week
 - 1) Supplier shall mow/weed/ trim the upstream and downstream slope of the dam shaded in green. This area is very steep and rocky. Supplier must take precaution while maintaining this area to not put themselves or their equipment in danger of flipping or sliding into the reservoir.

April - October 1 time monthly
- c. Map A3 - Dam parking lot - Supplier shall mow and remove trash from the red shaded area

April - October 1 time monthly
- d. Map A4 - Marina parking lot - Supplier shall mow and remove trash including the parking area and fishing access areas shaded red
 - i. April - June every week
 - ii. July- October every other week
 - iii. April - October weed trim 1 time monthly
 - 1) Supplier shall perform trash pickup in green highlighted areas
 - a) April - June every week
 - b) July - October every other week
- e. Map A5 - Old Mansfield parking lot - Supplier shall mow and remove trash from red highlighted areas
 - i. April - June every week
 - ii. July - October every other week
 - iii. April - October weed trim 1 time monthly
- f. Map A6- Knox Lake Rd fishing access - Supplier shall remove trash from green highlighted areas

April - October every other week
- g. Map A7- Knox Marine - Supplier shall mow and remove trash from red highlighted areas.
 - i. April - June every week
 - ii. July - October every other week
 - iii. April - October weed trim 1 time monthly

SPECIFICATIONS

- 1) Blue highlighted area is currently maintained as grass; however, this shall not be mowed and will revert back to natural vegetation.
 - h. Map AS - Shipley Rd fishing access - Supplier shall mow and remove trash in the red highlighted areas
April - October every other week.
- B. Kokosing Wild Life Areas
1. Area 1 referred to as cross roads (Blair Rd)
 - a. Trash pickup, mow and weed eat
 - b. April - October
 - c. November - March, Trash pickup only
 2. Area 2 Yankee Rd - Trash pickup mow and weed eat
 - a. Trash pickup, mow and weed eat
 - b. April-October
 - c. November - March, Trash pickup only
 3. Area 3 Yankee Rd - Trash pickup mow and weed eat
 - a. Trash pickup, mow and weed eat
 - b. April-October
 - c. November - March, Trash pickup only
 4. Area 4 Yankee Rd - Trash pickup mow and weed eat
 - a. Trash pickup, mow and weed eat
 - b. April-October
 - c. November - March, Trash pickup only
 5. Area 5 Yankee Rd - Trash pickup mow and weed eat
 - a. Trash pickup, mow and weed eat
 - b. April-October
 - c. November - March, Trash pickup only
 6. Area 6 on Waterford Rd (County Rd 6)
 - a. Trash pickup, mow and weed eat
 - b. April-October
 - c. November - March, Trash pickup only

COST SUMMARY

ITEM NUMBER	ITEM	PRICE PER
37571	Lawn Care, Mow and Trash Pickup, Spillway Parking Area, Map #1 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$62.00 / per Occurrence
37572	Lawn Care, Weed and Trim, Spillway Parking Area, Map #1 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$27.00 / per Occurrence
37573	Lawn Care, Mow and Trash Pickup, Spillway Parking Area, Map #1(Green), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$32.00 / per Occurrence
37574	Lawn Care, Mow and Trash Pickup, Dam, Map #2 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$62.00 / per Occurrence
37575	Lawn Care, Weed and Trim, Dam, Map #2, Knox Lake Wildlife Area, Fredericktown, OH 43019	\$480.00 / per Occurrence
37576	Lawn Care, Mow and Trash Pickup, Marina Parking Lot, Map #4 Knox Lake Wildlife Area, Fredericktown, OH 43019	\$62.00 / per Occurrence
37577	Lawn Care, Weed and Trim, Marina Parking Lot, Map #4 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$38.00 / per Occurrence
37578	Lawn Care, Trash Pickup, Marina Parking Lot, Map #4 (Green), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$30.00 / per Occurrence
37579	Lawn Care, Mow and Trash Pickup, Old Mansfield Road Parking Lot, Map #5 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$60.00 / per Occurrence
37580	Lawn Care, Weed and Trim, Old Mansfield Road Parking Lot, Map #5 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$32.00 / per Occurrence
37581	Lawn Care, Trash Pickup, Old Mansfield Road Lot, Map #5 (Green), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$22.00 / per Occurrence
37582	Lawn Care, Trash Pickup Only, Knox Lake Road Pull Off, Map #6 (Green), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$32.00 / per Occurrence
37583	Lawn Care, Mow and Trash Pickup, Knox Marine Parking Lot, Map #7 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$60.00 / per Occurrence
37584	Lawn Care, Weed and Trim, Knox Marine Parking Lot, Map #7 (Red), Knox Lake Wildlife Area, Fredericktown, OH 43019	\$42.00 / per Occurrence
37585	Lawn Care, Trash Pickup and Mow, Shipley Road Fishing Access, Map #8 (Red), Fredericktown, OH 43019	\$26.00 / per Occurrence

COST SUMMARY

ITEM NUMBER	ITEM	PRICE PER
37586	Lawn Care Services, Area One Cross Roads (Blair Rd) Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$44.00 / per Occurrence
37587	Lawn Care Services, Area One Cross Roads (Blair Rd) Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$17.00 / per Occurrence
37588	Lawn Care Services, Area Two Yankee Road, Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$75.00 / per Occurrence
37589	Lawn Care Services, Area Two Yankee Road, Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$22.00 / per Occurrence
37590	Lawn Care Services, Area Three Yankee Road, Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$34.00 / per Occurrence
37592	Lawn Care Services, Area Three Yankee Road, Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$15.00 / per Occurrence
37593	Lawn Care Services, Area Four Yankee Road, Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$35.00 / per Occurrence
37594	Lawn Care Services, Area Four Yankee Road, Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$15.00 / per Occurrence
37595	Lawn Care Services, Area Five Yankee Road, Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$75.00 / per Occurrence
37596	Lawn Care Services, Area Five Yankee Road, Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$22.00 / per Occurrence
37598	Lawn Care Services, Area Six Waterford Rd (County Road 6), Trash Pickup and Mow, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$33.00 / per Occurrence
37599	Lawn Care Services, Area Six Waterford Rd (County Road 6), Trash Pickup, Koskosing Lake Wildlife Area, Fredericktown, OH 43019	\$15.00 / per Occurrence

Submit Invoices to:

Ohio Department of Natural Resources, Division of Wildlife
1500 Dublin Road
Columbus, Ohio 43215

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

OAKS ID: 0000076868

The Center for Individual & Family Services
741 Scholl Road
Mansfield, OH 44907



CONTRACT NO: CRP30425

TERMS: Net 30 Days

CONTRACTOR'S CONTACT:

Barbara J Moore

Telephone: (419) 774-2201

Email: mooreb@catalystlifeservices.org