

Request for Quotation

The State of Ohio, through the Ohio Department of Public Safety (ODPS),
Administration Division is requesting quotations for:

**Full Service Lawn Care and Landscape services
For
Ohio Department of Public Safety / Ohio State Highway Patrol
Training Academy**

You are invited to submit a quotation for the services described in this document.

Signed quotation must arrive by 3:00 P.M. September 18, 2015.

Send to:

christina.lochbaum@dps.state.oh.gov

or

Jeffrey S. Shadburn
Chief, Procurement Services
Ohio Department of Public Safety
1970 W. Broad St.
P.O. Box 182081
Columbus, Ohio 43223
614-752-7876 (phone)

Specifications

Full Service Lawn Care and Landscape services

For

Ohio Department of Public Safety / Ohio State Highway Patrol Training Academy

740 East 17th Avenue
Columbus, Ohio 43211

I. Intent of this Scope of Work

The purpose of this request is to establish pricing for Full Service Lawn Care and Landscape services at the Ohio Department of Public Safety (ODPS) / Ohio State Highway Patrol Training Academy (OSHP), 740 East 17th Avenue, Columbus, Ohio 43211, in accordance with the specifications. The Contactor shall furnish all labor, equipment, materials, and incidental items necessary to perform the requested landscape services.

II. Inquiries

Offerors may make inquiries regarding this RFQ before 3:00 pm on September 17, 2015. Offerors may make inquiries regarding this RFQ any time during the inquiry period. All inquiries must be submitted through the "submit inquiry" button at [View Procurement Opportunity Details](#).

Arrangements can be made if an Offeror wishes to view the site. To coordinate a date and time, contact Deborah K. Bryan at: dbryan@dps.ohio.gov.

III. Contract Term

Contract shall be from the date of award through June 30, 2017.

IV. Award

Award of the Invitation will be by "Grand Total of all services" to the lowest responsive and responsible Contractor. Contractors must bid on all services to be considered for award. Failure to bid on all services will be just cause for the Contractor's bid to be considered non-responsive.

V. Background Check

Upon Contract award, the Contractor and all staff involved with this contract must undergo a complete and thorough background check, at the ODPS' expense. This will include previous work addresses for the last ten (10) years. An extensive investigation will be conducted by the ODPS prior to the assignment of the Contractor's staff to begin work onsite at the ODPS.

Background checks will be performed to determine if current or potential employees of the Contractor or subcontractor(s) have any types of convictions in the following areas:

1. Any record of violence, domestic or otherwise;
2. Drug-related convictions;
3. Theft;
4. Other offenses deemed at risk to the facility or its population.

Those employees and potential employees of the Contractor and subcontractor(s) with felony convictions or other criminal records, unless specifically approved by the ODPS, will not be permitted to be employed on this contract.

VI. Hours of Operation

Landscape services shall commence at 7:00 a.m. and end at 4:00 p.m., Monday through Friday. Work outside of these time-frames shall require a forty-eight (48) hour advance approval of the Facility Administrator.

VII. Weekly Work Report

The Contractor, their technician and/or sub-contractor shall be required to submit a weekly Work Report which is to include documentation of work orders, start & end time, areas of service, methods used, the insecticide product used and concentration or amount of material applied. These orders will become a part of the basis for proof of services/product provided and subsequently qualify services of Contractor for payment.

VIII. Daily Work Report

The Contractor and their technician shall complete a daily work report indicating area of work and task(s) completed and/or chemical applications.

1.0. General Requirements for Scope of Work

Approximate Quantities of OSHP Site Contents

OSHP Training Academy, 740 East 17th Avenue, Columbus, Ohio 43211 (the "OSHP Facility"):

3,200 sq. ft. in planting beds
44 Established Trees
405 Shrubs
172 Ornamental Grasses

Approximately 27,000 square ft. of lawn to be mowed. See site yellow highlighted and legend references on Attachments A and B).

1.1. The Contractor shall bring all tools, chemicals, and materials, etc., with them to each service call and take all items with them when finished.

1.2. At the end of every work period, all equipment utilized by the Contractor shall be removed from site. No on-site storage space is provided.

1.3. The Contractor shall submit Material Safety Data Sheets (MSDS) for each product to be used in the performance of the required work to the Facility Administrator.

1.4. All work shall be performed as to not interfere with building operation or such interference is kept to a minimum. The Contractor shall leave all areas neat and clean when finished.

2.0. Services Required

Services shall be provided according to the specifications of this scope of work for the OSHP Facility and is covered below. Differences between service levels shall be identified following the listing of specific services.

The Contractor shall provide professional services for the following:

- Mowing & Trimming
- Edging
- Mulching
- Fertilization & Insect Control
- Aeration
- Over seeding
- Repair of grass areas
- Pruning of trees and shrubs

- Weeding
- Clear Debris
- End of Season Cleanup

Services for the remainder of FY16 shall be from the date of award through June 30, 2016.

2.1. Mowing and Trimming

Contractor shall mow and trim lawn areas at the OSHP Facility for approximately **twenty eight (28) cuts per season** between **April 15th** and **November 30th** annually as detailed below:

Mow and trim weekly from **April 15th** through **July 31st** assuring that grass is maintained to **three (3) inches** in height. Mow and trim every other week commencing the second week in August during hot, dry weather and maintain turf to **four (4) inches** in height to avoid turf stress.

Keep all walkways, parking lots, entryways, and courtyard areas free of grass cuttings and debris. Mow in direction to avoid blowing cuttings onto parked cars. (Notify Facility Administrator of mowing schedule so cars can be moved if necessary).

All trimmed areas shall be accomplished at the direction of Facility Administrator and may include use of chemical treatment to control growth.

Note: Mowing shall not be performed when it may be detrimental to turf health. Not more than 1/3 total blade shall be removed during any mowing event. Mowing will be suspended during drought conditions as determined by the Facility Administrator. The Contractor will be held accountable for any turf damage caused by improper or unauthorized mowing.

2.2. Edging

All sidewalks curb lines, concrete slabs and planting bed edges shall be mechanically edged to maintain a neat, clean appearance. Plant beds and tree rings shall be edged prior to mulch application each year. Sidewalks curb lines and concrete slabs shall be edged once per month from April to October each year.

All edging debris shall be swept or blown clean and or otherwise disposed of. This shall be reflected in your unit price for edging.

2.3. Install double-shredded Dark Hardwood mulch April 15th – May 10th

Contractor shall furnish and install double-shredded hardwood mulch applied at a depth of two inches (2") in all beds and tree rings on the property between April 15th and May 10th annually.

At the conclusion of mulch installation, walks and curbs adjacent to work areas that are used for bulk storage are to be swept or blown clean.

2.4. Fertilization & Insect Control

2.4.1. Insect Control

Chemical weeding and pest control products are to be applied by a pesticide applicator licensed by the Ohio Department of Agriculture in the appropriate category and in accordance with State and Federal Regulations and requirements. Contractor shall adhere to requirements for dormant oil sprays and preventive pesticide applications. Contractor shall use only EPA approved chemicals, rates and methods of application per manufacturer specifications and shall not apply herbicides during drought conditions.

April

Apply dormant oil sprays, any fungicide sprays and perform trunk injection treatments for all non-native trees, as appropriate.

May-June

Apply systemic ornamental sprays consisting of broad spectrum insect and miticide sprays as well as fungicide treatments.

Mid July to September

Apply general broad-spectrum insect, disease and miticide sprays. Apply a white grub insecticide if grubs are present between July 1st and July 31st.

2.4.2. Fertilizer Application to Turf

Turf shall be fertilized at the OSHP Facility with a well-balanced slow-release fertilizer a minimum of four times per year as follows to avoid burn:

- a) Do not apply more than 1 1/2 pounds of actual nitrogen per 1,000 square feet at one time
- b) Spread uniformly
- c) Do not overlap or spill fertilizer
- d) Apply fertilizer only when foliage is dry
- e) Water after application. Pulverized materials are more likely to burn than pelleted or granulated materials.

Application 1 - March 15th to April 15th:

Apply a balanced granular fertilizer (19-00-06) with pre-emergent herbicide to provide for crabgrass and dandelions control. Also apply a broadleaf herbicide as weather conditions dictate.

Application 2 – May 15th to June 15th:

Apply a balanced granular fertilizer (19-00-06) with pre-emergent herbicide to provide for crabgrass and dandelions control. Also apply a broadleaf herbicide to ensure a weed free lawn.

Application 3 - September 15th to October 15th:

Apply a complete balanced granular fertilizer (32-00-10) with slow release nutrients and iron to provide continued feeding and uniform color.

Application 4 – November 1st - November 20th:

Apply a heavy application of balanced fertilizer (32-00-10) after leaf growth has stopped for the season to promote root development winter hardiness and early spring green up without a radical flush of growth.

October to November

Perform deep root feedings and apply anti-desiccant sprays for winter protection on non-deciduous plants. Perform granular feeding for all evergreens, deciduous shrubs, grasses and perennials.

2.5. Aeration

Contractor shall perform Aeration of turf surfaces to remove turf soil plugs to a depth of 2 to 4 inches over the entire lawn using a piston driven aerator with 5/8 inch diameter core cutters. Aerator shall have up and down coring motion leaving clearly defined holes by pulling the cores from the soil. This task is to be performed during the period from **September 25th to October 20th**.

2.6. Over seeding

Contractor shall furnish and apply to over seed/renovate the entire lawn area twice, once in each direction by slice or slit process, with the following seed mixture at the rate of 3-4 lbs / 1,000 square feet during the period from **September 25th to October 20th**.

(a) 70% improved Kentucky Bluegrass with a minimum of two (2) seed types selected from the following cultivars: *Adelphi, Glade, Merit, Parade, Ran 1, or Touchdown*.

(b) 30% Tall Fescue with a minimum of two (2) seed types selected from the following cultivars: *Apache, Finelawn 1, Jaguar, Mustang, or Tribute*.

2.7. Repair grass areas

At the direction of the Facility Administrator, the Contractor shall provide and apply topsoil and seed to damaged areas of the lawn (approx. 5,000 SF per season). These areas may be the result of tree removals, unplanned excavations, vehicle damage, drought, etc.

2.8. Pruning of trees and shrubs

Trees

All trees shall be pruned in early spring between March 15th and March 31st, conforming to the National Arborist Association Class II standard pruning procedures. ANSI A300 is the accepted method of pruning. Prune deciduous trees and remove dead and dying branches to retain natural shape and growth. Maintain proper heights and clearances for vehicular and pedestrian traffic.

Perennial Grasses

Perennial grasses shall be sheared to 6" in the spring prior to new growth.

Perennial Plantings

Contractor shall cut perennial plants between November 15th and November 30th annually.

Sucker Growth

Contractor shall remove sucker growth from the bottom of non-native trees 4 times per year, in April, June, September & October as necessary.

Junipers

Contractor shall prune Junipers in designated beds so growth does not extend over curb lines between April 1st and April 15th annually.

Shrubs

Contractor shall prune shrubs three (3) times during the growing season, once each in April, July and September.

2.9. Weeding

Contractor shall remove all weeds in flower beds, tree rings, sidewalks, curbs, gutters and islands in the parking lot weekly or as the weeds emerge between May 1st and October 31st annually. Dispose of weeds off-site. Pre and post-emergent herbicides may be used at the Contractor's option. **Preferred chemical for non-selective weed control is Rodeo® or equivalent.** No additional payments will be made for herbicide applications. **Plant material, other than weeds, killed by application of herbicides will be replaced at the Contractor's expense.**

The cost of all weed control work shall be included in the contract price for landscape maintenance. This task will only be considered complete when weeds from all beds, tree rings, sidewalks, curbs, gutters and islands in the parking lot are removed. Inspections by the Facility Administrator will be performed to determine if this task has been satisfactorily completed each week.

2.10 Clean Debris

Contractor shall remove prior to mowing all litter, fallen leaves and branches weekly during the period from **March 1st to November 30th** annually.

Rake leaves from all walkways, parking lots, entryways, and courtyards weekly during period of March 1st to November 30th. The Contractor will pile the leaves for composting in a location designated by OSHP.

2.11 End of Season Cleanup

Final cleanup of leaves and debris and prepare landscape for winter between **November 15th** and **December 15th**.

3.1 Mandatory Content of RFQ Response:

3.1.1 Quotation / Cost Summary:

Offerors will complete the Quotation/Cost Summary form/table found in Attachment 1 and identify all resources and costs associated with performing the work.

Offerors may not reformat these forms. Each Offeror must complete the Cost Summary forms in the exact format provided. Any reformatting may cause the State to reject the Offeror's quotation.

These forms and associated instructions are what the State projects as the final Cost Summary forms at the present time. The State reserves the right to modify the Cost Summary forms and instructions at the time qualified Offerors are invited to submit their not-to-exceed fixed price quotation. Completed Cost Table forms are to be provided when the quotations are submitted.

3.1.2. A Contract between the Ohio Department of Public Safety and the Contractor:

The Offeror must submit a completed and signed contract signature page found in Attachment 2.

3.1.3. Offerors must complete the New Vendor Forms found in Supplement 1. The forms are to be submitted with the RFQ Response

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PRICE SCHEDULE

SERVICE	ESTIMATED OCCURANCE for FY16	PRICE PER OCCURANCE for FY16	ESTIMATED OCCURANCE For FY17	PRICE PER OCCURANCE for FY17
Mowing & Trimming: All Lawn Areas <i>April 15th – November 30th</i>	12		28	
Edging: Plant Beds and Tree Rings prior to Mulch Application			1	
Edging: Sidewalks, Curb Lines and Slabs <i>April - October</i>	2		7	
Mulch: Install Double Shredded Dark Hardwood Mulch w/ Clean-up <i>April 15th – May 10th</i>			1	
Pesticide Application: Apply Dormant Oil Sprays, Any Fungicide Sprays, and Perform Trunk Injection Treatments for all Non-Native Trees <i>April</i>			1	
Pesticide Application: Insect, Mite & Fungicide <i>May - June</i>			1	
Pesticide Application: Broad Spectrum Insect, Miticide Spray, Fungicide Treatment & Apply White Insecticide Between July 1 st – 31 st , if grubs are present <i>July - September</i>	1		1	
Fertilizer Application to Turf: Application 1 <i>March 15th – April 15th</i>			1	
Fertilizer Application to Turf: Application 2 <i>May 15th – June 15th</i>			1	
Fertilizer Application to Turf: Application 3 <i>September 15th – October 15th</i>	1		1	
Fertilizer Application to Turf: Application 4 <i>November 1st – November 20th</i>	1		1	
Fertilizer Application to Turf: Deep Root Feedings, Sprays & Granular <i>October - November</i>			1	
Aeration: Aerate All Lawn Areas <i>September 25th – October 20th</i>	1		1	
Over Seeding: Over Seeding at Seed Mixture at the rate of 3-4 lbs / 1,000 Sq. Ft. <i>September 25th – October 20th</i>	1		1	
Repair Grass Area (5000 Sq. Ft.)	1		1	
Pruning: Trees <i>March 15th – March 31st</i>			7	
Pruning: Perennial Grasses <i>In Spring Prior to New Growth</i>			1	
Pruning: Perennial Plantings <i>November 15th – November 30th</i>	1		1	
Pruning: Sucker Growth <i>April, June, September & October</i>	2		4	
Pruning: Junipers <i>April 1st – April 15th</i>			1	

Pruning: Shrubs <i>April, July & September</i>	1		3	
Weeding: Hand Pull or Spray <i>May 1st – April 15th</i>			3	
Clean Debris: Rake & Remove Leaves & Branches <i>Weekly, March 1st – November 30th</i>	12		28	
End of Season Clean-up <i>November 15th – December 15th</i>	1		1	
Grand Total:				

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A CONTRACT BETWEEN
THE OHIO DEPARTMENT OF PUBLIC SAFETY
AND

(CONTRACTOR)

THIS CONTRACT, which results from this RFQ, is between the State of Ohio, Department of Public Safety (the "State"), and _____ (the "Contractor").

If this RFQ results in a contract award, the Contract will consist of this RFQ including all attachments, written amendments to this RFQ, the Contractor's quotation, and written, authorized amendments to the Contractor's quotation. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is this one page attachment to the RFQ, which incorporates by reference all the documents identified above. The terms and conditions for the Contract are contained in this RFQ. If there are conflicting provisions between the documents that make up the contract, the order of preference for the documents is as follows:

1. This RFQ, as amended;
2. The documents and materials incorporated by reference in the RFQ;
3. The Contractor's quotation, as amended, clarified, and accepted by the State; and
4. The documents and materials incorporated by reference in the Contractor's quotation.

Notwithstanding the order listed above, purchase orders, change orders, and amendments issued after the contract is executed may expressly change the provisions of the contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the contract.

This contract has an effective date of the later of _____, 201_, or the occurrence of all conditions precedent specified in the Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY

By:

By: John Born, Director

Title:

Ohio Department of Public Safety

Date:

Date:

SUPPLEMENT 1
NEW VENDOR INFORMATION

The required new vendor forms can be found at the following links:

http://media.obm.ohio.gov/oss/documents/New+Vendor+Information+Form_11+05+2014.pdf

<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103>