

INVITATION FOR BID
City of Columbus Department of Development
Land Redevelopment Division
Property Maintenance and Miscellaneous Services
RFQ016143

The City of Columbus Department of Development (hereinafter “City”) is seeking to establish multiple contracts for various property maintenance services for inventory held in the Land Reutilization Program (Land Bank). Interested Contractors shall submit pricing for all of the property maintenance services contained herein (“Service Categories”) and shall meet all applicable codes, standards, regulations, and worker safety rules administered by federal, state and local agencies. Failure to submit pricing for all property maintenance services shall deem the bid non-responsive.

Because properties held in the Land Bank are City properties, and the condition of City property is a reflection upon the City, both as a governmental entity and as a community, Contractors will be expected to provide service to City sites and structures in a way that enhances the City’s image by having clean, well-kept areas that exhibit civic pride as directed by the City. Work will be assigned by the City and may include some or all of the following service categories in each assignment: removal and disposal of trash and debris both inside and outside of structures; light demolition; tree and shrub maintenance and/or removal; and other miscellaneous services. Most work assigned under this contract shall be removal and disposal of trash and debris.

The City seeks to hire multiple Contractors to perform these services. The contract amount will be determined by the number of sites assigned to the Contractor, and will run from approximately October 1, 2020, through February 28, 2021, with an option to renew for one additional year. The actual number of sites assigned to each Contractor will be determined by the City. The City cannot guarantee nor predetermine the number of properties each company will be assigned nor the dollar amount of the contract to be expended.

Interested Contractors shall respond to this solicitation by submitting a complete bid through the City of Columbus’ Vendor Services Portal prior to the posted deadline. If you should need assistance with this process, please click on the link below for a video that provides detailed instructions.

<https://www.youtube.com/watch?v=t5PJqQhAhF0>

The City’s Purchasing Office Help Desk is also able to assist vendors to provide technical assistance. Please contact Vendor Services at (614) 645-8315 if you need assistance with the online bidding process, including how to submit questions during the bidding process.

The bid will be awarded to the lowest, responsive, responsible, and best bidders per the provisions of Chapter 329 of Columbus City Code and the provisions listed in this solicitation.

SECTION 1: SCOPE OF SERVICES

1. Contract Administration

- a. Contractors will have two contacts for a contract established under this solicitation, an Asset Manager per area and the Office Assistant.
 - 1) The Office Assistant will serve as the primary contact and handles all concerns related to billing, establishing Purchase Orders, and all questions regarding contract balances and Notices to Commence (work orders). As of the publication of this solicitation the contact is:

Audrea E. Hickman
City of Columbus
Land Redevelopment Division
845 Parsons Avenue
Columbus, Ohio 43206
614-645-8907
landbank@columbus.gov
 - 2) An Asset Manager is assigned to each service area and will always be listed on the "Notice to Commence" sent for a work order. The Asset Manager for the area would serve as the Contractor's primary field contact in that Service Area.

2. Service Categories

- a. Removal and Disposal of Trash and Debris
 - 1) Contractor shall remove all trash and debris from site both inside and outside any existing structure (or as directed by the City), including: trash, furniture, construction debris, appliances, tires, fallen tree limbs, and other items.
 - 2) All materials shall be removed from the site and taken to an appropriate landfill, recycling center, or dumpsite. Contractor shall follow all Federal, State, and local laws regarding the appropriate disposal of household hazardous waste, tires, oil, and similar items.
 - 3) The City shall only reimburse the Contractor for the disposal of tires and hazardous waste materials. To receive reimbursement, the

Contractor shall obtain a receipt from the landfill and submit it to the City with the invoice.

- 4) The recycling of materials is encouraged and the Contractor may keep recycling income. The Contractor is prohibited from salvaging plumbing lines, furnaces, water tanks, and similar attached fixtures without prior, written authorization from the Asset Manager.
- 5) Interior trash and debris removal includes all flooring within the structure, including the basement, attic, and attached/detached garage.
- 6) Charges under this category are based on the amount of trash and debris removed and disposed, with a minimum charge for up to 4 cubic yards, then a per cubic yard charge thereafter. Charges include all labor, dumpster, hauling, and landfill costs (except as noted).

b. Light Demolition of Sheds, Outbuildings, Residential Playground Equipment, and Other Interior Affixed Items

- 1) Demolition shall include the demolishing and removal of certain interior components (such as cabinets, built-ins, non-load bearing walls) and exterior structure components (such as porches or vinyl siding, swing-sets, dog kennels, sheds, etc.).
- 2) Demolition shall be performed as required by applicable building codes.
- 3) Any required permit is the responsibility of the Contractor and the cost for the permit is a reimbursable expense.
- 4) Items under this category shall not be removed without written authorization by the Asset Manager.
- 5) Work under this category may require the use of hand and power tools (sledgehammers, sawzall, ripping bar, etc.).
- 6) Charges under this category are based on the amount of trash and debris removed and disposed, with a minimum charge for up to 4 cubic yards, then a per cubic yard charger thereafter. Charges include all labor, dumpster, hauling, and landfill costs (except as noted).

c. Tree and Shrub Maintenance and Removal

- 1) Contractor shall remove trees, dead tree limbs (making cuts as close as possible to trunk or parent limb as possible) and/or remove vines from structures up to 14' off the ground.
- 2) As directed by Asset Manager, remove brush, undergrowth, hedges, stumps and trees under 4' to within 3" off ground. Prune bushes and trees from structures, footpaths, sidewalks, driveways, parking areas, and roads. Remove dead, diseased, and excess plant material as directed by Asset Manager.
- 3) Material shall be hauled to appropriate landfill or, with prior authorization by Asset Manager, may be mulched on site by a chipper machine and added to approved planting beds.
- 4) Contractor may charge by the hour as itemized on the Property Maintenance and Miscellaneous Services Bid Form for this service. Per hour price shall include all labor, dumpster, and hauling charges (except as noted).

d. Miscellaneous Services

- 1) The City has a need for miscellaneous services, including but not limited to, graffiti abatement, water removal from a structure, structure winterization, removal of dead animals, etc.
- 2) All miscellaneous services shall be done in accordance with applicable codes and regulations.
- 3) Contractor may charge by the hour as itemized on the Property Maintenance and Miscellaneous Services Bid Form for this service. Per hour price shall include all labor, dumpster, and hauling charges (except as noted). Material costs, if any, are reimbursable. Receipts are required.

3. Process and Schedule

- a. Establishment of Contracts and Assignment of Work: No work can begin until the execution of a contract and the issuance of a Purchase Order. Sites to be serviced will be provided on an "as needed" basis, generally following the acquisition of properties by the Land Redevelopment Division.
- b. "Notice to Commence": Contractor shall receive written notification to begin work from the City by email. Contractor shall confirm receipt of the "Notice to Commence" within two (2) working days or the City reserves the right to assign the work to another Contractor.

- c. Estimates: Within five (5) working day of receiving the Notice to Commence, the Contractor shall provide the City a written estimate for the work included in the Notice. Upon written approval of the estimate from the City, the Contractor shall commence work. If, during the course of work, the Contractor determines that additional work is needed beyond the original scope, the Contractor shall notify the City in writing and provide an updated estimate. Upon written approval of the updated estimate from the City, the Contractor shall commence work. City reserves the right to cancel the work based on the estimate or obtain estimates from other Contractors.
- d. Job Start Requirement: Work will be performed in a timely manner. Timely manner is defined as work beginning within seven (7) working days of issuance of the "Notice to Commence." Services identified as "URGENT" shall begin within three (3) working days of issuance of the "Notice to Commence."
- e. Job Completion Requirement: All work is to be completed within fourteen (14) calendar days from the date the "Notice to Commence" was issued. Services identified as "URGENT" must be completed within seven (7) calendars days of issuance of the "Notice to Commence," barring equipment failure and/or inclement weather. Contractor shall report any delays which prohibit completion of work in a timely manner. It is the sole discretion of the City to cancel or reassign any service to assure that work is completed within the needed time period.
- f. Failure to Meet Time Requirements: Failure to complete job assignments within the terms of this contract may result in termination of the contract or another Contractor being assigned to complete the work.
- g. Before and after photographs of filled dumpsters shall be submitted to the City before or at the same time the invoice is submitted. The invoice will not be processed until photos are received. All photographs shall be dated, and include parcel identification and corresponding street address indicated when submitted via Dropbox link, common cloud drive or other electronically stored format, emailed to landbank@columbus.gov, or as directed by the City.
- h. Authority to Stop Work: The City shall have the authority to stop work at any time in its sole discretion, including, but not limited to, when conditions are not within the specification requirements or any other applicable requirements or regulations.
 - 1) The stoppage of work shall continue until the City notifies the Contractor of termination of the work stoppage.

- 2) If the work stoppage is based on the Contractor's failure to satisfy the required conditions within the scope of work or other applicable requirements or regulations, then any standby time required to resolve violations shall be at the Contractor's expense until the work is deemed satisfactory to the City or other authorized representative.
 - i. Inspections: The City reserves the right to inspect any site during or after the time work is being done at the site to assure quality and response time of the Contractor.
4. Invoices and Payment:
 - a. The Contractor shall only invoice amounts based on completion of the services as requested, up to the approved estimates, and according to the pricing provided in the agreed upon Property Maintenance and Miscellaneous Services Bid Form. Invoices shall be sent to:

City of Columbus
Land Redevelopment Division
Attn: Audrea E. Hickman
845 Parsons Avenue
Columbus, Ohio 43206
landbank@columbus.gov
614-645-8907
 - b. Invoice Format: For payments under this Contract, the selected Contractor shall provide invoices electronically via email to landbank@columbus.gov with the following:
 - 1) Company name and "remit to" address matching vendor profile.
 - 2) Purchase order number.
 - 3) Invoice number (must be original for each invoice) and included as the email subject.
 - 4) Parcel number(s) and address(es) for all sites serviced.
 - 5) Date(s) of service for each parcel.
 - 6) Brief description of service performed at each address.

- 7) Required supporting documents included with each invoice: before and after pictures and pictures of filled dumpsters. The following receipts shall be submitted if seeking reimbursement for these expenses: tire disposal, hazard material disposal, permit fee, and approved material costs for Miscellaneous Services.
- 8) Invoices shall be emailed to the City as a PDF document.
- 9) Payments for services shall only be made upon the receipt of proper invoices and supporting documents, after verification that the Contractor has met the specifications of the services required, and following a site visit by the assigned Asset Manager or other City representative.

5. Uniforms

- a. Employees shall wear a uniform (e.g. t-shirt) identifying all workers as employees of the Contractor. Workers shall wear a shirt at all times.

6. Minimum Requirements

- a. At the time of contract, the Contractor shall possess insurance and workers' compensation insurance as described below. Do not submit this with the bid.

Workers' Compensation:

The Contractor shall comply with all Worker's Compensation laws of the State of Ohio.

Insurance:

Contractor shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured.

Bodily Injury Liability		Property Damage Liability	
Each Person	\$500,000	Each Accident	\$500,000
Each Accident	\$1,000,000	All Accidents	\$1,000,000

- b. At the time of contract, Contractors shall have a valid City of Columbus contract compliance number. If you have not completed the application process to obtain certification in your Vendor Services account, please do so or contact the City of Columbus, Office of Diversity and Inclusion at 614-645-4764, 1111 East Broad St, Suite 203, Columbus, OH 43205.
- c. Contractors shall provide no less than three references showing experience in providing similar, scattered site lawn maintenance over the

past two years in the name of the company submitting the proposal. This shall be submitted with the bid.

- d. Quality Assurances: The Contractor shall employ only skilled, proficient workers and provide sufficient supervision in the performance of services. All work shall be done in accordance with all Federal, State, and local laws. Contractor shall be responsible for clean-up of the job site including all trash and debris, building materials and proper disposal of all materials to an appropriate land fill or solid waste site.
 - e. Contractors shall provide City staff opportunity to inspect equipment within seven (7) working days of receiving written request from the City to inspect equipment. A Staffing and Equipment List shall be submitted with the bid.
 - f. Contractor shall have an active e-mail account and access to Microsoft Excel.
 - g. The Contractor shall not subcontract any part of the contract without the written approval of the City.
 - h. The Contractor shall maintain payroll records, documents and other evidence directly pertinent to employment and/or payment to workers carrying out the services contracted with the City. The City, or its duly authorized representative, shall have access to such payroll records, documents, and other evidence for the purpose of verification, audit, inspection, and copying within seven (7) days of receiving written request from the City to view such documentation, at no cost to the City.
7. Service Evaluation, Contract Violations and Corrections, Damages, and Termination
- a. Service Evaluation: On an as needed basis, or at a minimum, at the end of the contract term, the Asset Manager shall complete a "Quality of Service Evaluation" form to review and grade the quality of work provided by the Contractor. The evaluation will provide feedback to the Contractor on how the Contractor is meeting the Scope of Services.
 - 1) Contractors receiving a poor evaluation may have sites removed. Multiple poor evaluations may result in the termination of the contract.
 - 2) A copy of the Service Evaluation form is available to the Contractor upon request.

- b. Contract violations and corrections: If, after the inspection by the Asset Manager, the site does not meet standards in the Scope of Services, the Contractor shall be notified by the Asset Manager through e-mail. The Contractor shall make corrections within five (5) business days of notification. Failure to respond or correct within five (5) business days may be grounds for termination of the contract.
 - 1) Repetitive violations of the Scope of Services or the terms and conditions of the contract will not be tolerated and may result in the removal of sites or termination of the contract.

- c. Damages: The Contractor shall be responsible for all damages to persons or property that occurs as a result of Contractor's fault or negligence in connection with the execution of the work under this contract. Contractor shall be responsible for the proper care and protection of all work performed.
 - 1) Precautions shall be taken by the Contractor to avoid damage to assigned lots. Any damage to the structure, turf, beds, fences, windows, etc., as a result of the Contractor providing services under this contract shall be remediated within three (3) working days of the incident at no cost to the City. The City shall determine the type of remediation and the decision of the City shall be final.
 - a) Shrubs and trees shall not be damaged while carrying out the assigned work.
 - b) Contractor will be held financially liable for any damage it causes to shrubs and trees. Reimbursement amount for damage will be determined by City utilizing the Guide for Plant Appraisal published by the Council of Tree and Landscape Appraisers.

 - 4) Any damage done to adjacent structures or nearby automobiles or other personal property as a result of the Contractor providing services under this contract shall be remediated with the property owner within three (3) working days of the damage, at no cost to the property owner.

 - 5) Any injury done to a person as a result of the Contractor providing services under this contract shall be remediated upon demand by the injured party at the time of settlement between the parties.

 - 6) All incidents of injury by the Contractor shall be reported to the Asset Manager immediate after the incident and all incidents of damage shall be reported to the Asset Manager immediately if

significant, or within 24 hours of the incident if minor. Failure to report any injury or damage may result in termination of the contract.

SECTION 2: QUALIFICATIONS TO BID - By submitting a bid, the contractor is attesting all of the following are true:

1. Contractor possesses the previous experience, current capability, staff, and equipment necessary to perform the Scope of Services in a timely manner, and to invoice for the services performed with the required supporting documentation.
2. Contractor possesses all licenses, permits, and credentials necessary to perform the services listed in the Scope of Services.
3. Contractor meets all Minimum Requirements as identified in the Scope of Services.
4. Contractor has not submitted more than one (1) bid for the same work from an individual or entity under the same or different name, or corporation under the same name, or corporations with one (1) or more of the same persons as officers or directors of such corporations, or corporations which are holding companies, parent companies or holding companies that are subsidiaries of such corporations. The City may request a list of company officers or any other information to make this determination and failure to provide such information may result in disqualification.
5. Contractor has not previously breached a City contract or had inferior or substandard performance on City projects.
6. Contractor shall not have open or active violations of Columbus City Code at the time of the bid.

SECTION 3: EVALUATION CRITERIA - Contractors are to quote firm, fixed prices for the duration of the contract which may result from this solicitation. Bids shall be awarded to the lowest, responsive, responsible, and best contractor per Columbus City Code Chapter 329. The factors used to determine the lowest, responsive, responsible, and best contractor are as follows:

1. Lowest Price
 - a. Bids will be evaluated based upon the summation of all bid prices on the Bid Form. Depending upon the number of bids received, the City will determine the number of contracts to award and contracts will be awarded to the lowest contractors who are also responsive, responsible, and best as described below.

- b. City reserves the right to reject any bid it deems too low to successfully provide the service.
2. Responsive
- a. Bids will be deemed responsive if all required information is submitted with the bid. The City reserves the right to seek clarification of a bid and still deem it responsive.
3. Responsible
- a. Per Columbus City Code Section 329.18(c)(8)-(10), the City shall determine the responsibility of a contractor as follows:
 - (8) *In determining the responsibility of a contractor, consideration shall be given to the following:*
 - (a) *Contractor's record of unsatisfactory judgments, as defined in [Section 329.01](#), with any applicable federal, state or local laws or regulations; affirmative action programs which the City is required by law to enforce in connection with funds to be spent under the procurement contract; whether the contractor is a local contractor; and the contractor's compliance with any minority business enterprise, female business enterprise or equal business opportunity programs or good faith efforts to comply with such programs adopted by the City;*
 - (b) *Whether the contractor employs a local workforce, as defined in [Section 329.01](#); and*
 - (c) *That the contractor shall pay a responsible wage and provides its employees a health insurance benefit as defined in [Section 329.01](#) to the employees proposed to directly perform the work specified in the City bid solicitation.*
 - (9) *For the purpose of subsection (8)(b) and (c) only, exemption from these considerations is provided for contractors that employ twenty five (25) or fewer full-time people.*
 - (10) *For the purpose of subsection (8)(b) and (c) only, exemption from these considerations is provided for contractors where the City solicits the bids for these services in accordance with [Section 329.19\(d\)](#) procurement of materials supplies, equipment, and*

services other than construction and professional services not exceeding fifty thousand dollars (\$50,000.00).

4. Best

- a. Contractor has the capacity, equipment, and personnel needed to fully perform the contract requirements. As a part of the bid, Contractor shall submit a Staffing and Equipment List (page 11) identifying the equipment and personnel the Contractor will use to fulfill any City contract.

Contractor is experienced and reliable to perform the work. Contractor has demonstrated experience in similar, scattered site lawn care contracts, and received positive statements from the references provided.

SECTION 4: DOCUMENTS TO BE SUMMITTED WITH BID

1. Property Maintenance and Miscellaneous Services Bid Form
2. Staffing and Equipment List
3. Experience References Form

SECTION 5: BIDDING INSTRUCTIONS

Interested Contractors shall respond to this solicitation by submitting a bid through the City of Columbus' Vendor Services Portal. Bids submitted outside of Vendor Services shall not be accepted. If you have questions about the solicitation, please see page 16 of the Vendor Services User Guide for detailed instructions on how to add a vendor question to this solicitation. If you should need assistance with the submittal process in general, please click on the link below for a video that provides detailed instructions.

How to Register as a New Business

<https://www.youtube.com/watch?v=TG97PAHd3mk>

How to View and Submit a Bid

<https://www.youtube.com/watch?v=t5PJqQhAhF0>

And much more!!

<https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA>

The Purchasing Office Help Desk is also happy to speak with any vendors, to provide technical assistance. Please contact Vendor Services at (614) 645-8315 if you need any help with the online bidding process. Questions regarding this bid shall be submitted on the Vendor Services portal by 12:00 pm (local time) on Wednesday August 12th, 2020. Phone calls will not be accepted, and no contact shall be made with the City about this solicitation outside of the Vendor Services Portal. Responses and

any necessary addenda will be posted as an amendment to this solicitation on the City's Vendor Services portal no later than 12:00 pm on Thursday August 13th, 2020. Bids are due at 12:00 p.m. (local time) on Tuesday, August 18th. Contractors are to quote firm and fixed prices on the bid.

Line 10 – enter \$0 as your bid price and scan as an attachment on Line 10 the documents listed in Section 4. These scanned documents are your bid and will be included in the contract that will be provided by the City.

SECTION 6: CONTRACT

Upon evaluation of the bids, the City shall notify the Contractors of the status of the bid. The vendor awarded the contract will be asked to submit a current copy of their Workers' Compensation certificate and insurance certificate, as required in the terms and conditions on the Vendor Services Portal. The City shall prepare a contract for the Contractor's signature, email the contract to the Contractor for signature, and the Contractor shall return the Workers' Compensation and insurance certificates with the signed contract.

Property Maintenance and Miscellaneous Services Bid Form

RFQ016143

1. Company Information

Company Name: _____

Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

2. Pricing Schedule

1. Removal and Disposal of Trash and Debris Summary of Work – the contract language shall govern		
Price to remove all interior and/or exterior trash and debris per specifications including all labor, dumpster, hauling and landfill charges, except as noted.	\$_____.00 Minimum charge (up to 4 cubic yards) \$_____.00 Per additional cubic yard (over 4 cy and as verified by dump and/or recycling receipts)	Contractor shall submit before and after photographs of filled dumpsters, and dumping or recycling receipts as verification of proper disposal. Contractor shall provide written estimate charges above the minimum charge and obtain written authorization before start of work.
Landfill receipts must be submitted for reimbursement of tires and hazardous materials.	Only land fill charges for tires and hazardous material will be reimbursed.	
2. Light Demolition of Sheds, Outbuildings, Residential Playground Equipment and Other Affixed Items – the contract language shall govern		
Price to remove out buildings, such as sheds and small garages; residential playground equipment, kennels, and similar items.	\$_____.00 Minimum charge (up to 4 cubic yards) \$_____.00 Per additional cubic yard (over 4 cy and as verified by dump and/or recycling receipts)	Contractor shall submit before and after photographs of filled dumpsters, and dumping or recycling receipts as verification of proper disposal. Contractor shall provide written estimate charges above the minimum charge and obtain written authorization before start of work.

3. Tree and Shrub Maintenance and Removal – the contract language shall govern

Tree, hedge, and shrub maintenance; removal of vines from structures; and small tree, undergrowth, and brush removal including all labor, dumpster, and hauling charges.	\$____.00 Per hour, per worker	Contractor shall provide written estimate charges above the minimum charge and obtain written authorization before start of work.
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4. Miscellaneous Services – the contract language shall govern

Charge to miscellaneous labor services, not including materials.	\$____.00 Per hour, per worker	Contractor shall provide written estimate charges above the minimum charge and obtain written authorization before start of work.
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Staffing and Equipment List

Company Name _____

Total number of employees:

Full time	Part time

Identify equipment available for this contract. Attach additional sheets if needed.

Equipment (attach extra sheets as necessary):

Equipment Description	Quantity	Owned	Leased	Rented

Experience References Form

Company Name _____

Provide work experience below which qualifies you to provide the services. The information you provide should support the minimum qualifications for each Service Category. Minimum qualifications may be met with one contract or multiple smaller contracts running concurrently with each meeting the minimum number of sites maintained. Each experience you reference shall be currently in progress or have been completed within the past two (2) years.

Provide all information as requested below. The City may contact these businesses and use any information obtained in the decision making process. Current or former contracts with the Land Redevelopment Division may also be used toward this requirement.

Reference #1

Business Name: _____

Address: _____

Contact: _____

Telephone: _____

Email: _____

Contract Dates: _____

Description of Work Performed: _____

Reference #2

Business Name: _____

Address: _____

Contact: _____

Telephone: _____

Email: _____

Contract Dates: _____

Description of Work Performed: _____

Reference #3

Business Name: _____

Address: _____

Contact: _____

Telephone: _____

Email: _____

Contract Dates: _____

Description of Work Performed: _____

