



800 Vine Street  
Cincinnati, OH  
45202-2009

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www.CincinnatiLibrary.org

## Request For Proposal: Branch Groundskeeping Services

Dear Proposers:

The Cincinnati & Hamilton County Public Library (hereinafter referred to as the "CHPL" or "the Library") is requesting proposals from a qualified public entity or private firm, to establish a contract to provide complete professional Groundskeeping Services at -multiple Branch locations. The service provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide superior Groundskeeping as defined in this RFP document. The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting for these services.

The term is expected to be for three (3) years.

### 1. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	January 10, 2022
Deadline for Written Questions	by 4pm January 27, 2022
Responses to Questions	by 4pm January 28, 2022
Proposals are Due	on or before 4pm February 9, 2022

All dates are subject to change at the discretion of the Library.

Site Visits: Anyone is welcome to visit the sites on their own time and gather information as they see fit. Please **do not** ask staff questions as they have been instructed to refer all questions to Angela Peterson in the Facilities Department as outlined in the RFP.

It is highly recommended that each proposer visit all locations when providing costs for this Request for Proposal.

2. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this proposal to:

Angela Peterson, Facility Property Manager  
Ref.: Branch Groundskeeping Services RFP  
800 Vine Street  
Cincinnati, Ohio 45202  
Email: [angela.peterson@cincinnati-library.org](mailto:angela.peterson@cincinnati-library.org)

All communications, comments, and or questions concerning this RFP must be submitted in writing. The deadline for questions is 4pm January 27, 2022. All responses will be posted on the library's website no later than 4pm January 28, 2022 under "About the Library" "RFQs, Bids, Proposals, Groundskeeping".

A complete copy of this RFP and any additional documentation can be found at the Library's website at the bottom of the home page under "About the Library" "RFQs, Bids, Proposals Groundskeeping" at:

<http://www.cincinnati-library.org>

3. PROPOSAL SUBMISSION:

Proposals should be submitted via hand delivery or by email to:

Cincinnati & Hamilton County Public Library  
Attn.: Angela Peterson  
Ref.: Branch Groundskeeping Services RFP  
800 Vine Street  
Cincinnati, Ohio 45202  
[angela.peterson@cincinnati-library.org](mailto:angela.peterson@cincinnati-library.org)

Proposals must be **received** on or before 4pm February 9, 2022. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner.

#### 4. PROPOSAL CONTENT:

All brochures and supplemental documentation shall be included in each proposal submitted. Each vendor is required to submit the following:

- Proposer's information including but not limited to address, contact name, phone number, years in business, etc.
- References. A minimum of three references shall be included with the proposal. This should include contact names and verified, working phone numbers. References must be commercial references.
- It is assumed there will 28 cuts per year per location. If you intend to provide less than this, please specify this in your proposal.
- A sample contract you intend to use shall be submitted with your proposal. Please note that no indemnification clause will be accepted within the contract. The contract should have a three-year term and shall allow for a 30-day termination for either party.

Please see Exhibit B for insurance requirements.

#### **Scope of Work:**

##### **Spring:**

Spring clean-up:

Dead accumulated leaves, downed limbs, and general cleaning of all beds.

Removal of any trash on the property.

Install fresh new mulch at all branches no later than May 10<sup>th</sup>.

Pre-emergent installed under 2" of new fresh mulch.

Weed and feed the lawn late March/early April.

Apply a dormant oil spray on plant materials applicable in preventing scale insects as needed.

Spray evergreens and shrubs during the growing season for insect and disease controls needed.

Surface fertilizing of evergreens, ornamental trees, and shrubs when mulching.

Weekly grass cutting starts once the grass exceeds 5" in height.

Weekly visits include:

Once cuttings start, police the site for trash.

Cutting the grass to approximately 4" height. Remove any accumulation of clippings so as not to yellow the turf.

Trimming around all beds, sidewalks, fences, parking lots and driveways.

Use of weed killer where weeds are not intended to grow.

Ground ivy shall remain on the ground and not permitted to climb on other plants, on any equipment, or on any structure. It should be maintained so it remains 6" away from any structure.

**Summer:**

Start of June prune all bushes of new growth per industry standard for all plantings.

Bushes should remain in the bed and not spill over on to sidewalks or driveways.

Weekly visits include:

Policing the site for trash.

Cutting the grass to approximately 4" height. Remove any accumulation of clippings so as not to yellow the turf.

In dry times, grass should be cut only when it exceeds 5" in height.

Trimming around all beds, sidewalks, fences, parking lots and driveways.

Use of weed killer where weeds are not intended to grow.

Weed and feed lawn in mid-June.

Ground ivy shall remain on the ground and not permitted to climb on other plants, on any equipment, or on any structure. It should be maintained so it remains 6" away from any structure.

**Fall:**

Secondary pruning by mid of September per industry standard for all plantings.

Bushes should remain in the bed and not spill over on to sidewalks or driveways.

Weekly visits include:

Policing the site for trash.

Cutting the grass to approximately 4" height. Remove any accumulation of clippings so as not to yellow the turf.

Trimming around all beds, sidewalks, fences, parking lots and driveways.

Use of weed killer where weeds are not intended to grow.

Weed and feed lawn in late September.

Ground ivy shall remain on the ground and not permitted to climb on other plants, on any equipment, or on any structure. It should be maintained so it remains 6" away from any structure.

Fall clean up and removal of leaves. The expectation is that leaves will not pile up on the property for more than one week.

**Winter:**

One last final clean-up of landscape and lawn in the first two weeks of December.

Decorative grasses should be cut in the last week of December and removed from the property.

It is highly recommended that each proposer visit all locations when providing costs for this Request for Proposal.

Exhibit A

Groundskeeping Proposed Pricing

Please indicate annual cost per location you wish to provide a quote for services as outlines above. Should you choose to provide services to all locations, please submit one price at the bottom on the line provided. You can price any location(s) you wish.

Location:	Annual Cost to Maintain:
Avondale 3566 Reading Road Cincinnati, Ohio 45229	
Clifton 3400 Brookline Ave Cincinnati, Ohio 45220	
Corryville 2802 Short Vine Street Cincinnati, Ohio 4521	
Distribution Center 1130 Findlay St Cincinnati, Ohio 45214	
Northside 4219 Hamilton Ave Cincinnati, Ohio 45223	
Norwood 4325 Montgomery Rd Cincinnati, Ohio 45212	
West End 805 Ezzard Charles Dr Cincinnati, Ohio 45203	
College Hill 1400 W. North Bend Road Cincinnati, Ohio 45224	
Forest Park 655 Waycross Road Cincinnati, Ohio 45240	
Grosbeck 2994 Galbraith Road Cincinnati, Ohio 45239	
North Central 11109 Hamilton Road Cincinnati, Ohio 45231	
Wyoming 500 Springfield Pike Cincinnati, Ohio 45215	
Blue Ash 4911 Cooper Road Cincinnati, Ohio 45242	

Madeira 7200 Miami Ave Cincinnati, Ohio 45243	
Pleasant Ridge 6233 Montgomery Road Cincinnati, Ohio 45213	
Sharonville 10980 Thornview Dr Cincinnati, Ohio 45241	
Reading 8740 Reading Road Cincinnati, Ohio 45215	
Deer Park 4020 East Galbraith Road Cincinnati, Ohio 45236	
St. Bernard 10 McClelland Ave. Cincinnati, Ohio 45217	
Symmes Township 11850 Enyart Road Cincinnati, Ohio 45140	
Anderson 7450 State Road Cincinnati, OH 45230	
Hyde Park 2747 Erie Ave Cincinnati, Ohio 45208	
Madisonville 4830 Whetsel Ave Cincinnati, Ohio 45227	
Mariemont 3810 Pocahontas Ave Cincinnati, Ohio 45227	
Mt. Washington 2049 Beechmont Ave Cincinnati, Ohio 45230	
Oakley 4033 Gilmore Ave Cincinnati, Ohio 45209	
Cheviot 3711 Robb Ave Cincinnati, Ohio 45211	
Covedale 4980 Glenway Ave Cincinnati, Ohio 45238	
Delhi Township 5095 Foley Road Cincinnati, Ohio 45238	

Green Township 6525 Bridgetown Rd Cincinnati, Ohio 45248	
Harrison 10398 New Haven Road Cincinnati, Ohio 45030	
Monfort Heights 3825 W. Fork Road Cincinnati, Ohio 45247	
Price Hill 970 Purcell Ave Cincinnati, Ohio 45205	
Westwood 3345 Epworth Ave Cincinnati, Ohio 45211	
All locations above	

Submitted By:

Company Name &  
Address: \_\_\_\_\_

Years in Business &  
Phone number: \_\_\_\_\_

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

Name and Title: \_\_\_\_\_

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

Reference #1

\_\_\_\_\_  
Name Phone Number

Reference #2

\_\_\_\_\_  
Name Phone Number

Reference #3

\_\_\_\_\_  
Name Phone Number



## Exhibit B

### INSURANCE REQUIREMENTS FOR ROUTINE SERVICE PROVIDERS

#### APPLICABLE TO ALL VENDORS:

- Evidence of Insurance (Acord 25)
- Notice of Cancellation (60 Days)

#### General Liability

- Commercial General Liability with a limit of not less than \$1M per occurrence; \$2M Products and Completed Operations Aggregate and \$2M General Aggregate
- Include Premises and Products/Completed Operations
- Ohio Employers Liability with a limit not less than \$1M each accident

#### Automobile

- Automobile Liability (with a limit of not less than \$1M combined single limit for Bodily Injury and Property Damage)
- Include coverage on any auto

#### Umbrella/Excess Liability

- Umbrella/Excess Liability limits to apply excess of underlying Commercial General Liability, Automobile Liability and Ohio Employers Liability (preferred with a limit not less than \$5M but not required)

#### Workers Compensation and Employers' Liability

- \$1,000,000 limit in each of the categories.

#### Workers Compensation Certificate for State of Ohio

#### Certificate Holder:

Cincinnati and Hamilton County Public Library  
800 Vine Street  
Cincinnati, Ohio 45202

#### APPLICABLE IN CERTAIN CIRCUMSTANCES AS INDICATED:

#### Service providers associated with hazardous substances

- Include Broaden Pollution Liability (CA 9948) and MCS-90 Endorsements
- Environmental Coverage for Transported Cargo (Pollution Legal Liability)

#### Professional Liability

- Required for suppliers of professional services. Limit of at least \$1M

#### Motor Truck Cargo Coverage

- Required for circumstances where PLCH owned property is being transported by third parties

#### Environmental

- Required for application of pollutants-Herbicide and Pesticides; transporting of pollutants; brownfield work or excavation; non-owned disposal sites