

**QSP 2024-7802;**  
**Grounds Maintenance for Campus**  
**ATTACHMENT A: SCOPE OF WORK**



**1.0 Request for Quotations**

CMHA is seeking proposals from qualified companies to provide all labor, materials, equipment, supplies and services to maintain the CMHA Campus unless specified (i.e. plantings). The Contractor shall verify the existing conditions at the campus prior to submitting a response.

All work shall be performed in a professional workmanlike manner utilizing standard horticultural practices. Quality equipment and tools shall be maintained and operated in a manner satisfactory to CMHA.

**2.0 Consultant Scope**

The Contractor(s) shall perform the routine grounds maintenance services during each service visit to Campus. It is the Contractor's responsibility to do field verification of the campus to be maintained.

The contractor selected to provide Grounds and General Facilities Maintenance for Campus will be assigned work at the discretion of CMHA based on cost, proven quality of work, availability, equipment, manpower and timeliness. Selection as a Grounds and General Facilities Maintenance Contractor is not a guaranty of a minimum or maximum amount of work.

**2.1 SERVICES TO BE PROVIDED:**

The CMHA campus consists of four buildings located in Cincinnati at:

- 1088 West Liberty Street
- 1635 Western Avenue
- 1627 Western Avenue
- 1044 West Liberty Street

CMHA intends to select one Contractor to provide the services on an as-needed basis to the campus, although CMHA reserves the right to create a "pool" of Contractor(s). The actual number of pool participants chosen will depend on the number of qualified quotes received.

**2.2 ROUTINE GROUNDS MAINTENANCE**

The following conditions will apply to the mowing and trimming areas as mandatory requirements and at no time shall the Contractor's vehicles or equipment impede driveways while performing these services for CMHA.

- 2.2.1** Mowing and Trimming will begin on the week of March 18 and be scheduled thereafter every week through the week of November 4, unless otherwise directed by CMHA. The average mowing season is approximately 28-32 weeks at the Facility Manager's discretion. The mowing shall be performed based on the growth rate of the grass and not more than one fourth of the total

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leaf height may be removed. All grass areas will be mowed in a linear manner to a uniform leaf height of three (3) inches and grass shall be mowed before the total leaf height exceeds four (4) inches.

- 2.2.2 The maximum number of days between each mowing and trimming is seven (7) days.
- 2.2.3 After the site mowing is completed, grass clippings shall be distributed evenly on the mowed area and clumps/bunches of mowed grass are to be raked and immediately removed from the mowed area.
- 2.2.4 Mowing guards shall remain down at all times during operation regardless of the grass height. This is a safety issue and failure to abide by this may result in termination.
- 2.2.5 The contractor will assure all grass-discharges are away from central A/C units, the perimeter of all buildings, sidewalks, flower beds, landscaped/mulched areas and vehicles.
- 2.2.6 Trimming (Weed Eating) shall be completed in accordance with each mowing that occurs and include the perimeter of all buildings, sidewalks, foundations, fence lines, and flower/landscape beds.
- 2.2.7 Immediately upon the completion of the area mowed and trimmed, gazebos, sidewalks and driveways will be blown clear of all grass clippings. This means you will not wait until the end of the day to blow off areas that were mowed.
- 2.2.8 Areas not mowed by mechanical means are required to be cut by hand.
- 2.2.9 **EDGING** - Edging is defined as being performed by a mechanical means and/or device and should not be confused with Trimming (Weed Eating) as noted in Section 2.2.6. Chemical edging is unacceptable.
  - 2.2.9.1 All flower/landscape beds, sidewalks, driveways, curbs and other paved areas shall be edged **2 times per month**. The first edging shall be completed by the second Monday in June and the second edging shall be completed by the second Monday in September.
- 2.2.10 **Turf Fertilization and Weed Control**
  - 2.2.10.1 All turf areas shall be fertilized no later than the end of April with Scotts First Step (or its equivalent fertilizer and pre-emergent).
  - 2.2.10.2 All grass areas shall receive a total of four treatments per year.
  - 2.2.10.3 Fall Fertilization - All grass areas shall be fertilized no later than the end of October with Scotts Winterguard (or its equivalent). Fall Fertilization must occur only after leaves and debris have been removed.

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- 2.2.10.4 All lawn treatments shall be safe for pets and children.
- 2.2.10.5 Fertilizers and weed control, when applied to turf, will be removed from sidewalks and parking areas.
- 2.2.10.6 Turf fertilization and weed control services will be performed at the discretion of CMHA. Contractor shall supply all labor, equipment, and materials. Cost of materials shall be included in the fees provided in Attachment A.

**2.3 LANDSCAPING SERVICES**

Landscaping services will be performed at the discretion of CMHA. Contractor shall supply all labor, equipment, and materials for landscaping services. Cost of materials for landscaping services in Section 2.3 shall be included in the fees provided in Attachment B.

**2.3.1 Initial Clean-Up** – An initial clean-up schedule (**weather permitting, this should be in March**) shall be established and mutually agreed upon between the Facility Manager and the Contractor for services that include, but may not necessarily be limited to, the following:

**2.3.1.1 Removal of Winter Debris** - The Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas, beds, lower level window wells and storm drains on Campus.

**2.3.1.2 Removal of Weeds** - The Contractor shall remove all weeds by the roots and apply pre-emergent herbicide (preferably Preen or its equivalent) to all flower beds prior to mulching.

**2.3.1.3 Mulching** - The Contractor shall trench around all flower beds and trees using a mechanical trencher and install a two inch application of fresh mulch (preferably Black Gold or its equivalent as described in Section 2.4.1). **Additional mulching may be requested throughout the season but will be done as an additional service.**

**2.3.1.4 Tree Trimming** - The Contractor shall remove all dead and broken branches from trees and bushes. Branches that interfere or will interfere with any utility lines, equipment, buildings, fences, roof lines, parking areas, streets, pedestrian areas or walkways must be cleared up to 8 feet from the ground.

**(NOTE: the routine monthly maintenance service should not be charged in addition to the initial cleanup services.)**

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**2.3.2 Routine Maintenance**

Regular monthly landscaping maintenance of CMHA properties shall be established to maintain an attractive presentation throughout the growing season. On each visit, the Contractor must perform a complete policing of all trafficked areas including lawn, landscape beds, pathways and driveways.

Monthly maintenance of properties will occur from April 1 through September 30 (6 months total). **(NOTE: this service should not be charged in addition to the initial cleanup services.)**

**2.3.2.1 Monthly**

- a. Remove weeds and grass from foundations, adjacent to pavement and curbs, and cracks in pavement. Then spray with Round Up (or its equivalent). Application shall not exceed 3” from the foundation walls or curbs.
- b. All flower beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding and shall be kept free of debris at all times.
- c. All shrubs, evergreens, and trees shall be trimmed to contain the size in order to maintain the natural form of the plant. An “air” space between the plant and buildings shall be maintained.
- d. All shrubs, evergreens, and trees shall be pruned to remove dead or damaged branches.
- e. Mulch shall be turned in all flower beds to obtain a fresh appearance. **Two inches of mulch will be maintained at all times and may require additional applications.**
- f. Mulch shall be hardwood bark mulch or shredded hardwood bark mulch.
- g. Any vines and vegetation growing on buildings and fence lines will be removed.
- h. Contractor will remove basal shoots (a.k.a. suckers) growing at or near the base of any trees and foundations of the properties.

**2.3.3 Fall Clean-Up**

**2.3.3.1** The Contractor shall provide end of season pruning of all shrubs and bushes throughout the fall season as well as elimination of any tree branches, limbs, and leaves that may create potential hazards. **(This service should be performed in October. NOTE: the routine monthly maintenance service should not be charged in addition to the fall cleanup services.)**

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**2.3.3.2** At the first sign of frost, the Contractor shall remove all flowering annuals and cut back all perennials to the ground.

**2.4** **ADDITIONAL SERVICES** - At various times throughout the year, CMHA may have specific landscape needs that will need to be addressed and those services will be requested on an as-needed basis at the sole discretion of the Facility Manager. Since additional Services and General Facilities Maintenance will only be required on an as-needed basis there is no minimal or maximum amount of work that is guaranteed. Contractors may quote only one, any combination of, or all of the services listed in this category. However, all additional services must be priced as all inclusive (unless otherwise indicated by CMHA) on an hourly basis only and include, but not be limited to, the following:

**2.4.1 General mulching.** Hardwood Bark Mulch or Shredded Hardwood Bark Mulch (Black Gold, Red Gold, or equivalent) will be selected (subject to CMHA approval) and provided by Contractor.

**2.4.2 Seeding and placement of Straw on Bare Spots.** The Contractor is expected to remove any exposed netting as a result of previous seeding.

**2.4.3 Flower Bed Maintenance.** All flower beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding and shall be kept free of debris at all times.

**2.4.3.1** Mulch shall be turned in all flower beds to obtain a fresh appearance. Two inches of mulch will be maintained at all times and may require additional applications. See 2.4.1 General Mulching.

**2.4.4 Pruning.** All shrubs, evergreens, and trees shall be trimmed to contain the size in order to maintain the natural form of the plant. An “air” space between the plant and buildings shall be maintained.

**2.4.4.1** All shrubs, evergreens, and trees shall be pruned to remove dead or damaged branches.

**2.4.5 Installation of new plantings** - Plantings will be selected by Contractor subject to CMHA approval.

**2.4.6 Removal of leaves and debris** from the lawns and flower beds. The removal of all fallen leaves, twigs, and branches from the properties are to be performed on an as-needed basis whether or not “Fall Clean Up” has commenced.

**2.4.7 Removal of dead shrubs** - Dead shrubbery will be removed completely including the root. After the removal of the shrub, the Facility Manager will decide if the Contractor will replace the shrub or prepare the soil for the addition of seed and straw.

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**2.4.8 Removal of Trees** - The Contractor may be asked to remove small and medium sized trees due to various reasons, including the stump.

- Small Tree = Less than one foot in diameter
- Medium Tree = Less than 2 foot in diameter

**2.4.9 Watering** – The Contractor may be asked to water Trees and lawns by sprinklers and by hand during excessive heat days where the temperature stays above 90 degrees for three or more days in a row. The use of Treegator bags or equivalent is permitted for small and newer plantings.

**2.4.10 Pressure washing sidewalks and driveways.** All equipment will be provided by the Contractor; for larger sites and where water access may be limited, the Contractor will be responsible for transport of water to those locations.

**2.4.11 General Mowing and Trimming Services.** On occasion CMHA may need to have general mowing and trimming services provided at the request of CMHA on an as-needed basis. The Contractor must quote an hourly rate that includes the provision of all labor, materials and equipment to provide this service.

Contractor must be able to respond to these additional requests within a 24-hour timeframe.

**2.4.12 Snow Removal Services** – On occasion CMHA may have a specific need for snow removal due to special circumstances (e.g. a reasonable accommodation request). The snow removal may consist of removal of snow from:

- Sidewalks all the way to the entry door
- Driveways
- Parking areas and cleaning out around parked cars to not block any vehicles

Sidewalks, stoops, and steps shall be treated with Ice Melt or equal environmentally safe, concrete-friendly ice melting solution or granule capable of melting ice even at extremely low temperatures and all surfaces that vehicles travel on are to be treated with Salt. Contractor will provide salt and Ice Melt, and all other labor, materials and equipment to provide this service.

Contractor must be able to respond to these additional requests within a 2-hour timeframe.

**2.4.13 Landscape Fabric** – CMHA may request landscape fabric. Landscape fabric shall be porous; material shall allow air, water, and nutrients through while keeping weeds out. Rolls shall be three feet wide. Prior to placement

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of landscape fabric, weeds and other debris shall be removed. Fabric shall be secured with fabric anchors.

**2.5 INTENTIONALLY BLANK**

**2.6 GENERAL REQUIREMENTS**

**2.6.1 INSPECTION**

**2.6.1.1** The Facility Manager or other designated CMHA employee will perform an inspection within 48 hours of the vendor turning in the form. If discrepancies are discovered the Facility Manager will contact the vendor by phone and/or email of the corrective actions needed immediately upon completion of the inspection. (The vendor is responsible to monitor their phone messages or emails. Failure to perform this action may result in late payment of invoices.) If the Facility Manager approves the job, the vendor may submit their invoice.

**2.6.2 SITE**

The property lines of the sites are shown on the Fee Submission Form. However, the Contractor is also responsible for services to the roadway including but not limited to the lawns and landscapes between the sidewalks and the streets, the public sidewalks, and the curbs.

**2.6.3. SITE CLEAN-UP**

**2.6.3.1** Contractor(s) shall during each service visit, including but not limited to prior to and after any mowing, clean-up the entire property, including but not limited to all landscape service areas, parking lots, walkways, sidewalks, driveways, window sills and wells, around dumpsters, thoroughfares and streets, and legally dispose of off-site all trash, leaves, limbs, litter, and debris immediately after each service.

**2.6.3.2** Contractor(s) shall clean all site drainage devices, including but not limited to, area drains, grates, curb openings, drainage swells, sidewalk culverts, etc., during every service routine visit to ensure proper operation.

**2.6.3.3** It shall be the sole responsibility of the Contractor to properly remove and legally dispose of all debris removed from CMHA properties. Contractors may not utilize CMHA waste containers for disposing of any debris.

**2.6.4. DAMAGES**

The Contractor is responsible for any and all damage to hose-bibs, downspouts, wrought iron fencing, underground cables, or any CMHA property, including vehicles. Cost of such items may be deducted from the contractor's invoice.

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**2.6.5. EQUIPMENT**

**2.6.5.1** A comprehensive listing of the Contractor's current equipment is required with your proposal.

**2.6.5.2** The Evaluation Team may request to view a Proposer's equipment as identified in your proposal prior to awarding a contract.

**2.6.6. ROUTINE GROUNDS MAINTENANCE AND LANDSCAPING SCHEDULES AND TIMES**

**2.6.6.1 Selected** Contractor shall, within 10 days after signing the Contract, submit a schedule for routine service detailing when the planned services will be completed throughout the season. The schedule must be submitted and approved by the Facility Manager. Such Schedule shall list the date (or at a minimum, the day(s) of the week and time that all work will commence and be completed in its entirety. This schedule, once submitted, can only be altered with the prior written approval of the Facility Manager. A copy of the schedule shall also be submitted to the procurement department by the Contractor. If Contractor is unable to make the scheduled service (i.e. equipment failures and/or other conflicts) Contractor shall notify the Facility Manager and follow up with an alternate date within 12-24 hours. Failure for notification may result in delay in payments and/or termination. Contractor shall not invoice CMHA until the Facility Manager approves the work.

**2.6.6.2** Contractors are required to contact management within 12-24 hours of performing the service for final inspection by the Facility Manager. Failure to notify the Facility Manager as required may result in delay of payments and/or termination. After the inspection, the Facility Manager will call or email the vendor for any unsatisfactory or incomplete work to be completed. Notification of any unsatisfactory or incomplete work shall be provided within 48 hours of the contract notification to the Facility Manager of job completion. After corrections, the Contractor shall notify the Facility Manager though email/phone call that the property is ready for inspection again. Upon completion of the work and Facility Manager approval, Facility Manager will advise if there are performance deductions (see Section 2.6.7) and the vendor may submit their invoice.

**2.6.6.4** Contractor will be required to provide their current cell phone numbers, a minimum of a second phone number, contact names and email addresses to the Facility Manager with the submittal of the schedules. Any calls or emails received by the Contractor from the Facility Manager must be returned within 24 hours. Failure to do so may result in termination. Time is of the essence for services to be completed due to marketing and curb appeal issues.



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**2.6.6.5** Due to the nature of CMHA’s services to the community, it is imperative that the Campus is well maintained at any given time. Therefore, time is of the essence for proper completion of services.

In some instances, due to the nature of work to be completed, it may become necessary for the completion of work to take longer than the allotted time. Such instances should be considered by the contractor and submitted in the schedule to the Facility Manager. CMHA shall have sole discretion in determining the amount of time to be extended due to these circumstances.

**2.6.7. STAFF and WORK CREWS**

**2.6.7.1** Contractor shall have work crews, qualified by training and Experience, to perform the work required. Each crew member shall wear identifiable apparel (i.e. T-Shirts, Uniforms, Safety Vests) which identify them as a member of a Contractor’s workforce while on CMHA Property.

**2.6.7.2** Contractor’s personnel shall be neat and conduct all work in a professional manner.

**2.6.7.3** Contractor’s personnel shall be courteous and respectful of CMHA staff and residents.

**2.6.8 SAFETY**

**2.6.8.1** Contractor(s) shall practice acceptable safety precautions, follow industry safety standards, and use only industry approved safety equipment in the performance of all duties. Contractor shall maintain at all times all equipment in proper and safe operating conditions in accordance with the manufacturer’s specifications. Contractor must be cognizant of safety at all time and take necessary safety precaution, so as to not cause harm to any persons or property while performing services under this RFP or any resulting contract. Contractor(s) shall exercise extreme caution around pedestrians and parked cars. Contractor(s) will cover cost of damages done by Contractor(s) as broken windows, doors, car damage, and damage to landscaping due to lack of knowledge on proper maintenance, etc.

**2.6.8.1.1** Contractors are required to wear hearing and eye protection while servicing CMHA properties.

**2.6.9 PERFORMANCE STANDARDS**

CMHA reserves the right to deduct the following amounts from the Contractor(s) invoices for failure to perform according to the specifications of this RFP and any pursuant contract agreement.

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- 2.6.9.1** 20% Deduction for failure to trim and edge all grass to a uniform height not to exceed between 3 and 4 inches so to prevent growth over or on any sidewalks, fence lines, streets, parking areas, building foundations, dumpster pads, shrub beds, ground cover beds, planting beds, and any other man-made or natural abutment.
- 2.6.9.2** 30% Deduction for partial mowing of site.
- 2.6.9.3** 30% Deduction for failure to pick up and legally dispose of off-site all trash, litter and debris over the entire lawn and service area prior to and after each mowing or service visit.
- 2.6.9.4** 20% Deduction for failure to comply with any requirements for Spring Clean-Up, Routine Maintenance, Fall Clean-Up, Additional Services, or General Facilities Maintenance.
- 2.6.9.5** 20% Deduction for failure to comply with any requirements as noted in Sections 2.6.3 (Site Clean-Up), 2.6.6 (Routine Grounds Maintenance and Landscaping Schedules and Times), 2.6.7 (Staff and Work Crews), 2.6.8 (Safety).
- 2.6.9.6** The Contractor shall be assessed \$25.00 for each failed inspection. This assessment is in addition to the liquidated damages described above. There may be more than one failed inspection per service.
- 2.6.9.7** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by CMHA, which may include nights, weekends, and holidays and within two (2) hours for urgent services. (For all other requests, up to 2 days is allowable). Contractor(s) shall call or check-in with the CMHA representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the CMHA contact to explain to avoid the penalty
- 2.6.9.8** Failure to complete services properly and in accordance with this scope will result in at \$50 penalty per incident in addition to either returning to properly complete the services or reducing the fees by the cost to have another contractor complete the services properly.
- 2.6.9.9** Contractor will ensure ability to perform all services awarded under all contracts awarded by CMHA and/or TPS. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor's contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.

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- 2.6.9.10** In the event of a schedule conflict, vendors will service CMHA first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 2.6.9.11** Failure to ensure that incident/work orders are completed in their entirety and uploaded to Vendor Café no later than 7:00 AM the next day after completion of the work order will result in a penalty of \$25 per incident/work order.
- 2.6.9.12** Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 2.6.9.13** Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant's fee by 10% for that service
- 2.6.9.14** Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 2.6.9.15** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

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### 3.0 GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor.

- 4.0 Unauthorized Sub-Contracting Prohibited:** The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this contract (including, but not limited to, selling or transferring the contract) without the prior written consent of Procurement. Any purported assignment of interest or delegation of duty, without the prior written consent of Procurement shall be void and may result in the cancellation of the contract with CMHA/TPS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by Procurement.