



# **PROPOSAL PACKET**

## **For Solicitation**

**ATTENTION: ELECTRONIC PROPOSALS MUST BE SUBMITTED**  
**TO [PROCUREMENT@CINTIMHA.COM](mailto:PROCUREMENT@CINTIMHA.COM) AND**  
**[DREW.KENDALL@CINTIMHA.COM](mailto:DREW.KENDALL@CINTIMHA.COM). THE EMAIL TITLE MUST**  
**HAVE THE SOLICITATION NUMBER AND NAME (2026-1003,**  
**LANDSCAPING AND MOWING ) AND THE VENDOR NAME IN THE**  
**SUBJECT LINE.**

**IF YOU DO NOT RECEIVE PROCUREMENT**  
**ACKNOWLEDGEMENT OF YOUR PROPOSAL WITHIN 24 HOURS**  
**OF SUBMISSION. PLEASE EMAIL PROCUREMENT AND**  
**[DREW.KENDALL@CINTIMHA.COM](mailto:DREW.KENDALL@CINTIMHA.COM) TO CONFIRM RECEIPT.**

**Submitted by**

**Company Name:** \_\_\_\_\_



## PROPOSAL PACKET CHECKLIST

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the quote packet. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the quote submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS
_____	<b>Section 3 Business Preference Documentation</b>
_____	<b>HUD Form Packet</b>
_____	<b>Proof of Insurance and Licensing</b>
_____	<b>Professional References and Experience Summary</b>
_____	<b>Equal Employment Opportunity Policy</b>
_____	<b>Subcontractor/Joint Venture Information</b>
_____	<b>Other Information (Optional)</b>
_____	<b>Contract Award and Acceptance Form</b>
_____	<b>Fee Submission Form</b>

**Debarred Statement:** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? **Yes**  **No**   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**Disclosure Statement:** Does this firm or any principals thereof have any current or past personal or professional relationship(s) with any Commissioner, Officer or employee of the Cincinnati Metropolitan Housing Authority (the Authority)? **Yes**  **No**   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status

**Non-Collusive Affidavit:** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

### PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this quote submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the



**Authority to not consider or make award or to cancel any award with the undersigned party.** Further, by completing and submitting the quote, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority, either in hard copy or on the noted Internet System. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the quote submittal and Best and Final Offer (if applicable). No other contractual documents will be necessary or accepted unless specifically expressed in the Contract Acceptance and Award. Pursuant to all RFP Documents and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this RFP.

---

<b>Signature</b>	<b>Date</b>	<b>Printed Name</b>	<b>Company</b>
------------------	-------------	---------------------	----------------

---

**E-mail**

---

**Phone**

---



### **Prospective Business Vendor:**

Enclosed, you will find a variety of forms regarding Section 3 (Housing & Urban Development Opportunities Act of 1968, as amended). Please complete and attach the Section 3 forms with your bid submission. **Failure to submit the appropriate forms may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive**

**Anyone claiming to be a Section 3 Business Concern shall be required, as set forth by procedure, to provide evidence of such status. Section 3 Business Concerns claiming Section 3 Preference status must meet that status at the time the bid, quote or proposal is submitted to CMHA.**

### **Section 3 Required Forms:**

- 1) Section 3 Assurance of Compliance & Section 3 Clause
- 2) Section 3 Action Plan
- 3) Section 3 Certification for Preference
- 4) Preference Category Acknowledgement S3 Residents

If you need any assistance or help regarding Section 3, feel free to contact us. We look forward to assisting you with Section 3 implementation.

**[Section3@cintimha.com](mailto:Section3@cintimha.com)**



## CMHA

### Section 3 Assurance of Compliance Form

#### **Training, Employment, and Contracting Opportunities for Section 3 Residents and Section 3 Business Concerns**

- A. The project assisted under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170u. Section 3 requires that to the *greatest extent feasible, newly created opportunities* that are generated by the awarding of this contract be given to:
  - Section 3 Workers upon their qualifications. 25% or more of all labor hours worked by all workers employed with PHA financial assistance must be Section 3 workers.
  - 5% or more of all labor hours worked by all workers employed with PHA financial assistance must be Targeted Section 3 workers.
- B. Notwithstanding any other provision of this contract, the applicant shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this contract. The requirements of said regulations include but are not limited to development and implementation of a Section 3 Action Plan/Strategy for utilizing Section 3 Business Concerns; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 75.9 and 75.17 of the regulations in all contracts for work in connection with the project. The applicant and recipient agency, certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application of this contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant, its contractors and subcontractors, its successors, and assigns to the sanctions specified by the contract, and to such sanctions as are specified by 24 CFR Section 75.

Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

## Section 3 Clause

***All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):***

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75.9 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.9
- F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. In the event of a determination by the Executive Director or his/her designee that the Contractor is not in compliance with the section 3 clause or any rule, regulation, or report submission requirements of the CMHA, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further CMHA contracts for a period of one to three years.



## Contractor

### Section 3 Action Plan Submission

The Section 3 Action Plan is a requirement for contracting opportunities with CMHA. The Section 3 Action Plan must indicate/describe the proposed strategies for achieving the Section 3 training and/or employment goals, and subcontracting numerical goals, when and if **newly created opportunities** are generated upon awarding of contracts. **Failure to submit the Section 3 Action plan may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive.**

Please review the Section 3 Action Plan information attached. **All Sections need to be completed and signed.** This information will help to assist you in formulating your Section 3 Action Plan. You will need to address each question and check the appropriate boxes in regards to how your company will strive to achieve Section 3 Compliance to the “**greatest extent feasible**”.

Please identify individual(s) responsible for planning, implementing and tracking the projects' Section 3 training, employment and/or contracting goals:

**Name(s):** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Title(s):** \_\_\_\_\_

### **Section 3 Employment/Training Opportunity Strategies**

Please check any and all efforts from the below mentioned categories that your company will utilize to recruit, solicit, encourage, facilitate and hire Section 3 Workers and Targeted Section 3 Workers when new hiring/training opportunities are generated through the awarding of the contract. **Some of the items will be mandatory as indicated with \*\*.** Your acknowledgment is still needed, so please check accordingly.

*The Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract by the Section 3 Compliance Coordinator.*

**\*\*Commit that the company and/or subcontractors as a result of the contract, 25% of the labor hours will be Section 3 Workers.**

**\*\*Contact the CMHA Section 3 Compliance Coordinator regarding employment and training opportunities.**

**\*\*Provide the CMHA Section 3 Compliance Coordinator with a monthly report listing all employment and training opportunities.**

**\*\*Post notice (placards) at the worksite where the work is being done, indicating any employment and training opportunities**

Facilitate or co-facilitate Hiring Halls within close proximity to where the work is being done for Section 3 Workers and Targs.

Contact/Meet with Resident Associations informing them of new training and employment opportunities.

Advertise new training and employment opportunities in community and diversity newspapers/websites.

Sponsor or participate in job informational meetings or job fairs in the neighborhood or service area of the Section 3 covered project.

Establish an internal training program (pre-apprenticeship) that is consistent with Dept. of Labor requirements to provide Section 3 Workers and Targeted Section 3 Workers with the opportunity to learn skills and job requirements.

Distribute flyers to CMHA owned sites indicating the number and types of jobs that will be offered with contact information.

Maintain a file of eligible qualified Section 3 Workers and Tageted Section 3 Workers for future employment opportunities.

Incorporate into contract (after selection of bidders but prior to the execution of contracts), a negotiated provision for a specific number of Section 3 and Targeted Section 3 Workers to be trained and/or employed during the contract.

Other:

---

---

***Note: You are required to the provide opportunities to "the greatest extent feasible" in order to comply with the requirements of Section 3. In the event that you are not able to hire/train and/or contract with Section 3 Residents and/or Section 3 Business Concerns, you will be required to document why you were unable to meet the numerical goals.***

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

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

### **Section 3 Subcontracting Opportunity Strategies**

Please check any and all efforts from the below mentioned categories that your company will utilize to recruit, solicit, encourage, facilitate and contract with Section 3 Business Concerns when new subcontracting opportunities are generated through the awarding of the contract. **Some of the items will be mandatory as indicated with \*\*.** Your acknowledgement is still needed, so please check accordingly.

*The Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract by the Section 3 Compliance Coordinator.*

**\*\*Commit that when subcontracting occurs, 10% of the total dollar amount subcontracted out by the company and/or by subcontractors will go to Section 3 Business Concerns.**

**\*\*Contact the CMHA Section 3 Compliance Coordinator regarding all new subcontracting opportunities.**

**\*\*Provide the CMHA Section 3 Compliance Coordinator with a monthly report listing all subcontracting opportunities.**

Advertise new contracting opportunities in community and diversity newspapers/websites.

Maintain a file of eligible qualified Section 3 Business Concerns for future contracting opportunities.

Incorporate into contract (after selection of bidders but prior to the execution of contracts), a negotiated provision for a specific amount of work to be contracted with Section 3 Business Concern(s) during the contract.

Sponsor or participate in minority, women, small business expositions and or conferences in the Cincinnati, Ohio area to network and promote contracting opportunities with Section 3 Business Concerns.

Outreach to business assistance agencies, minority contracting associations, community organizations, to network and promote contracting opportunities with Section 3 Business Concerns.

Contact/Meet with Resident Associations informing them of new contracting opportunities.

Outreach to trade/labor organizations to network and promote contracting opportunities with Section 3 Business Concerns.

Host/Facilitate workshops geared to Section 3 Business concerns on contracting procedures and opportunities.

Become an active mentor to Section 3 Business Concerns.

Other:

---

***Note: You are required to provide opportunities to "the greatest extent feasible" in order to comply with the requirements of Section 3. In the event that you are not able to hire/train and/or contract with Section 3 Residents and/or Section 3 Business Concerns, you will be required to document why you were unable to meet the numerical goals.***

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

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



## Cincinnati Metropolitan Housing Authority Section 3 CERTIFICATION FOR PREFERENCE

Please note that a contract with Cincinnati Metropolitan Housing Authority is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended AND to the Section 3 Action Plan submitted with the proposal for this project.

Type of Business:  Corporation  Partnership  Sole Proprietorship  Joint Venture  LLC  MBE  WBE  
**(check all that apply)**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*You self-certify that your business is, documented within the last six months a Section 3 Business Concern based on one of the below eligibility criteria's. (Check the one that qualifies your business):*

Category 1  
51 percent or more owned and controlled by low- or very low-income persons (based on household income under HUD-income limits); or

Category 2  
75 percent or more of the business labor hours to perform the business are performed by low-very low income persons; or

Category 3  
**51 percent owned and controlled by current residents of public housing or Section 8-assisted housing.**

*OR*

My business does not meet the Section 3 eligibility criteria and wishes to forgo Section 3 preferences in the awarding of this contract, but understand that we are still responsible for meeting Section 3 compliance.

*"I hereby certify that the information provided on this form is true and correct, and understand any falsification of any of the information could subject me to punishment under the law."*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Authorized Signer**

Title: \_\_\_\_\_

If you would like more information or to register your business in the Section 3 program, please send an email to  
[Section3@Cintimha.com](mailto:Section3@Cintimha.com).

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very-low income residents in connection with projects and activities in their neighborhoods.

# Certifications and Representations of Offerors

## Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and
- (2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

[ ] Black Americans	[ ] Asian Pacific Americans
[ ] Hispanic Americans	[ ] Asian Indian Americans
[ ] Native Americans	[ ] Hasidic Jewish Americans

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/officer deletes or modifies subparagraph (a)2 above, the bidder/officer must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **4. Organizational Conflicts of Interest Certification**

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### **5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### **6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### **7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

---

Signature & Date:

---

Typed or Printed Name:

---

Title:

# Certification Regarding Debarment and Suspension

U.S. Department of Housing  
and Urban Development

## Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
  - b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Instructions for Certification (A)**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

---

**Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Instructions for Certification (B)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

---

Applicant		Date
Signature of Authorized Certifying Official	Title	

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>     <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>    CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____  Print Name: _____  Title: _____  Telephone No.: _____ Date: _____
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



# Proof of Insurance and Licensing

Attach proof of insurance coverage as required by the Terms and Conditions (re-stated below) and any licenses required for the scope of work.

**12. Insurance:** Contractor shall obtain and maintain during the performance under this Agreement the following insurance and the amount of such coverage shall be in an amount to cover all indemnity obligations and shall include, but not necessarily be limited to, the following:

12.1. **Commercial general liability insurance**, including a contractual liability endorsement, in an amount not less than: \$1,000,000 each occurrence; \$2,000,000 general aggregate; \$50,000 damage to premises and fire damage; and \$5,000 medical expenses for any one person.

12.1.1. The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder.

12.1.2. Commercial General Liability Insurance shall cover premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability.

12.1.3. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CMHA a certificate of insurance showing compliance with this provision.

12.2. **Professional liability and/or “errors and omissions”** coverage with a limit not less than \$1,000,000.

12.2.1. This is required for vendors who render observational services to the Authority such as appraisers, inspectors, attorneys, engineers, or consultants.

12.2.2. The coverage shall be not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.

12.2.3. The Authority and its affiliates must be named as an Additional Insured and be a Certificate Holder.

12.2.4. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CMHA a certificate of insurance showing compliance with this provision.

12.3. **Automobile Liability Insurance** with CMHA named as an additional insured and as the Certificate Holder with minimum limits as follows: \$1,000,000 combined single limit; \$50,000/\$100,000 for vehicles utilized during the contract if such vehicles are not owned by the Contractor or any agent, owner, or employee of the Contractor (i.e., rental vehicles); \$5,000 medical pay.

12.3.1. This is required of any contractor who will be doing hands on work at the Authority properties.



- 12.4.** **Workers' Compensation Insurance** as required by state statute and **Employer's Liability Insurance** covering all of Contractor's employees acting within the course and scope of this Contract.
  - 12.4.1.** Worker's Compensation is required for any contractor made up of more than one person.
  - 12.4.2.** Employer's Liability Insurance must cover all of Contractor's employees acting within the course and scope of this Contract. Employer's Liability limit is \$500,000 bodily injury for each accident, \$500,000 bodily injury by disease for each employee, and \$500,000 bodily injury disease aggregate. The Authority and its affiliates must be a Certificate Holder.
- 12.5.** Excess Liability Insurance (Umbrella Policy): may compensate for a deficiency in general liability or automobile insurance coverage limits.
- 12.6.** The coverages provided to CMHA shall be primary and not contributing to or in excess of any existing CMHA insurance coverages.
- 12.7.** The Insurance shall contain provisions preventing cancellation or non-renewal without at least 45 days' notice to CMHA and stating that the carrier will waive all rights of recovery, under subrogation or otherwise, against CMHA, its office, agents, employees or Board of Commissioners.
- 12.8.** Contractor shall provide certificates evidencing the coverage required under this Provision of this Agreement to CMHA upon execution of this Agreement and annually thereafter evidencing renewals thereof. At any time during the term of this Agreement, CMHA may request, in writing, and the Contractor shall thereupon within 10 days supply to CMHA evidence satisfactory of compliance with the provision of this section.
  - 12.8.1.** The Contract may be terminated if the insurance lapses.
- 12.9.** Provide evidence of deductibles. If awarded a contract, CMHA may require lower deductibles depending on the risk to the Agency.
- 12.10.** Coverage required of this Contract will be primary over any insurance or self-insurance carried by CMHA.



## Professional References and Experience Summary

CMHA must be referenced if previous work has been provided to the Authority  
References should be relevant to the scope of work of this solicitation.

	Business Name	
	Address	
	Phone # & e-mail	
1	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
	Business Name	
	Address	
	Phone # & e-mail	
2	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
	Business Name	
	Address	
	Phone # & e-mail	
3	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
	Business Name	
	Address	
	Phone # & e-mail	
4	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
	Business Name	
	Address	
	Phone # & e-mail	
5	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	

## **Experience Summary**

Please provide a response to the technical questions in Section 4 of the RFP document.

Answer in the space below or attach a response to your proposal submittal.

## **Equal Employment Opportunity Policy**

Please provide a copy of your company's Equal Employment Opportunity Policy.

Answer in the space below or attach a response to your proposal submittal.

## **Subcontractor/Joint Venture Information (If Applicable):**

The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding Sections must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:

- Contractor's business name, contact name, address, email address, phone number
- HUD Packet of forms
- Section 3 forms
- Licensing and Insurance

Label forms clearly to indicate whether they are for the contractor or subcontractor.

Answer in the space below or attach a response to your proposal submittal.

## **Other Information (Optional)**

The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.

Answer in the space below or attach a response to your quote submittal.

**CINCINNATI METROPOLITAN HOUSING AUTHORITY**

**CONTRACT ACCEPTANCE AND AWARD**

**FOR**

*Note: The vendor should complete the vendor authorized signatures as part of the solicitation response. If the vendor is awarded a contract, then the bottom portion of this form will be completed by CMHA and sent to the vendor.*

**Vendor**

Full business legal name: \_\_\_\_\_

*(Note: Full business legal name should match the name registered with the Secretary of State or should be the owner's name followed by dba then the business name.)*

I acknowledge receipt of this form which will become the contract if I am awarded and the following exhibits which are incorporated herein.

<b>Attachment</b>	<b>Contractor's signature</b>
Statement of Work	
Fees	
General Terms and Conditions and RFP Document including HUD 5370-C General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work) and HUD 5370-C General Conditions for Non-Construction Contracts Section II (With Maintenance Work)	
Section 3 Forms	
Addendum ____ Dated _____	

Addendum <u>      </u> Dated <u>                  </u>	
--	--

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the fees proposed. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and that the company is qualified and authorized to perform all services as set forth.

Further, by completing and submitting this form and the response, the undersigned is thereby agreeing to abide by all terms and conditions pertaining to this solicitation as issued by CMHA. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the submittal. No other contractual documents will be necessary or accepted. The Contract commences upon CMHA's signature and issuance of Award on this form. Pursuant to this Contract Acceptance and Award including attachments, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this solicitation.

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

Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

### **Award by CMHA**

Term of Contract \_\_\_\_\_ to \_\_\_\_\_

This Agreement shall become effective upon CMHA executing and issuing this Contract Acceptance and Award. Unless otherwise stated, this contract is good for a period of one year with an option to renew annually for an additional four years at CMHA's sole discretion. However, at no time may the term of this Agreement exceed five years.

---

Cincinnati Metropolitan Housing Authority

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

# Asset Management Program HighRises





**CMHA SOLICITATION 2026-1003**  
**Landscaping and Mowing Services-HIGH RISES**  
**ATTACHMENT B.1 FEE SUBMISSION FORM**

---

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

---

**THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROPERTIES THAT NEED TO BE PRICED. VENDORS SHOULD PRICE ONLY THE PROPERTIES THEY HAVE THE CAPACITY TO SERVICE.**

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 211**

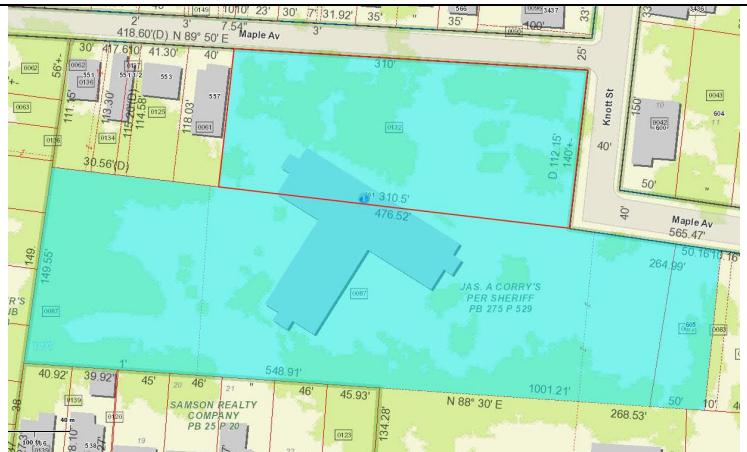
All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	High Rise	Maple Tower-601 Maple Avenue Note: The fence line is included in the property including for monthly maintenance. Also the area outside the fence line at the corner of Knott and Maple is included.		\$ _____	With mulching \$ _____ Without mulching \$ _____	\$ _____	\$ _____	\$ _____

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

**1 Maple Tower-601 Maple Avenue**





## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 213**

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	High Rise	The President- 784 Greenwood Note: Mow to fence on North-West side. Maintain inside gated area.		\$_____	With mulching \$_____		\$_____	\$_____

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 213**

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
2		Redding-3700 Reading Road		\$_____	With mulching \$_____	\$_____	\$_____	\$_____



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

1	The President- 784 Greenwood		2	Redding-3700 Reading Road	



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 215 Stanley Rowe**

All fees are firm fixed costs.

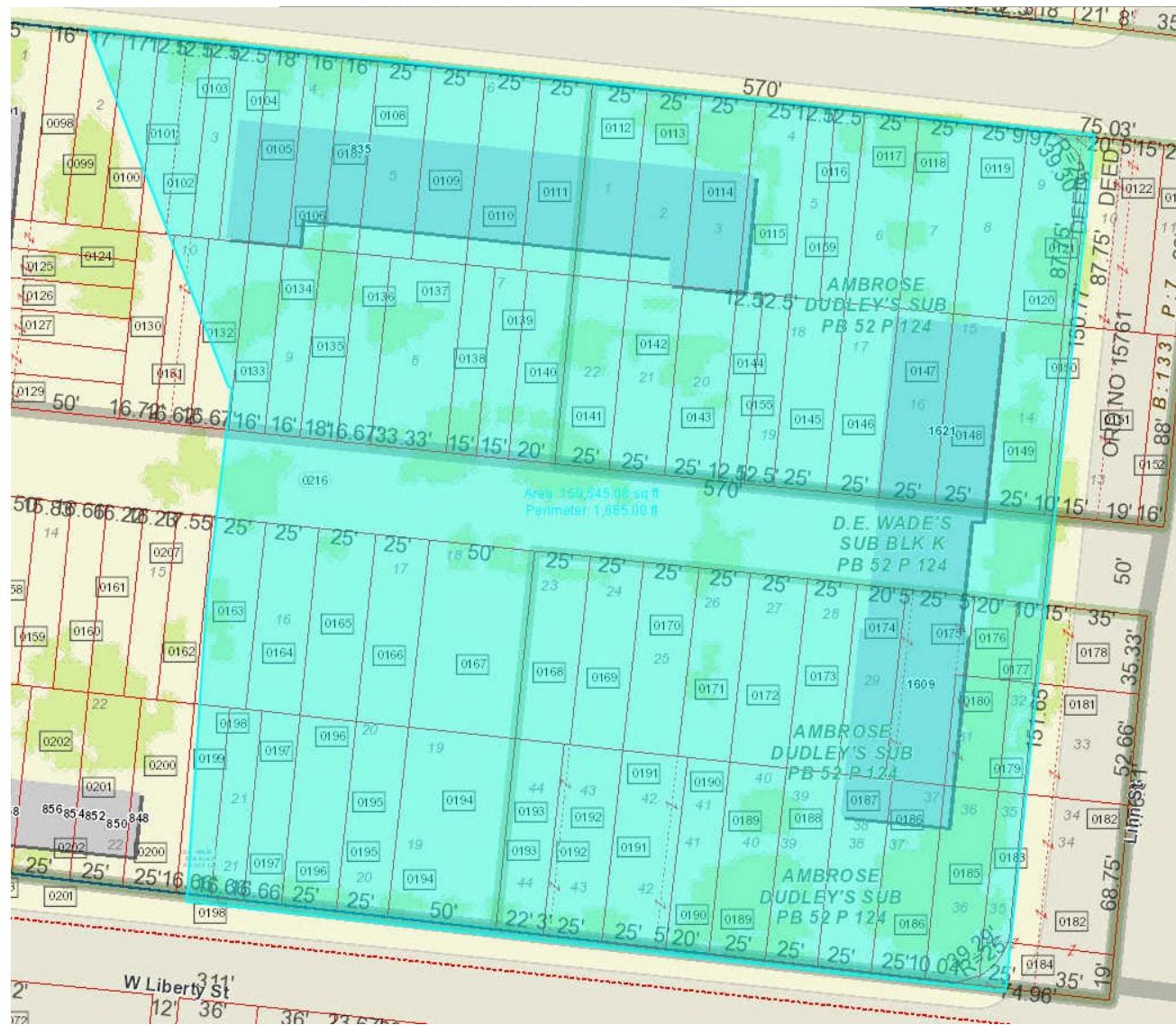
Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	High Rise and Family	1621 Linn Street and 835 Poplar Note: Western boundary is curved sidewalk		\$ _____	With Mulching \$ _____ Without Mulching \$ _____	\$ _____	\$ _____	\$ _____

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003



# Asset Management Program

## Scattered Sites East/North





**CMHA SOLICITATION 2026-1003**  
**Landscaping and Mowing Services-SCATTERED SITES EAST**  
**ATTACHMENT B.2 FEE SUBMISSION FORM**

---

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

---

**THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROPERTIES THAT NEED TO BE PRICED. VENDORS SHOULD PRICE ONLY THE PROPERTIES THEY HAVE THE CAPACITY TO SERVICE.**

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 201** This includes scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Scattered Site	3926 Longford		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		4244 Matson		\$ _____				
3		4048 Ledgewood		\$ _____				
4		3471 Fernside		\$ _____				
5		3842 Hyde Park		\$ _____				
6		5492 Bosworth		\$ _____				
7		5496 Bosworth		\$ _____				
8		2455 E. Galbraith		\$ _____				
9		76 E. Galbraith		\$ _____				
10	Lot	2821 Rosella Note: mowing services only.		\$ _____				
11	Scattered Site	4875 Winton Ridge Ln Note: This includes the front and back of the property and the adjacent lot		\$ _____				
12		1708 Race		\$ _____				
13		1716 Race		\$ _____				
14		1726 Race		\$ _____				



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

15		1714 Race		\$ _____				
16		122 E. McMicken		\$ _____				
17		130 E. McMicken		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

### Location: AMP 201 – POTENTIAL SERVICES NEEDED

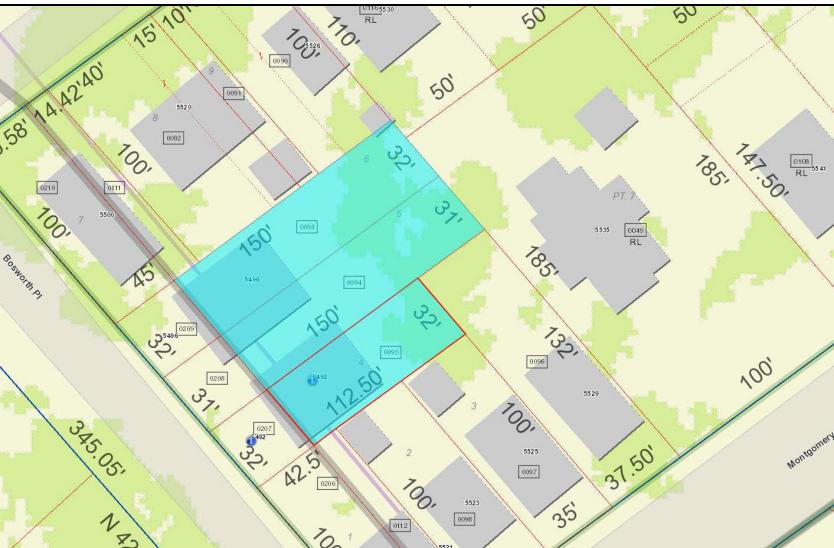
All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
18	Scattered Sites	1754 Catalina Ave Cincinnati, OH 45237		\$ _____
19		6605 Lebanon St Cincinnati, OH 45216		\$ _____
20		1951 Cleneay Ave Cincinnati, OH 45212		\$ _____
21		2416 E Galbraith Rd Cincinnati, OH 45237		\$ _____
22		4131 Wood St Cincinnati, OH 45212		\$ _____
23		4558 Harrison Ave Cincinnati, OH 45236		\$ _____
24		2636 Knight Ave Cincinnati, OH 45212		\$ _____

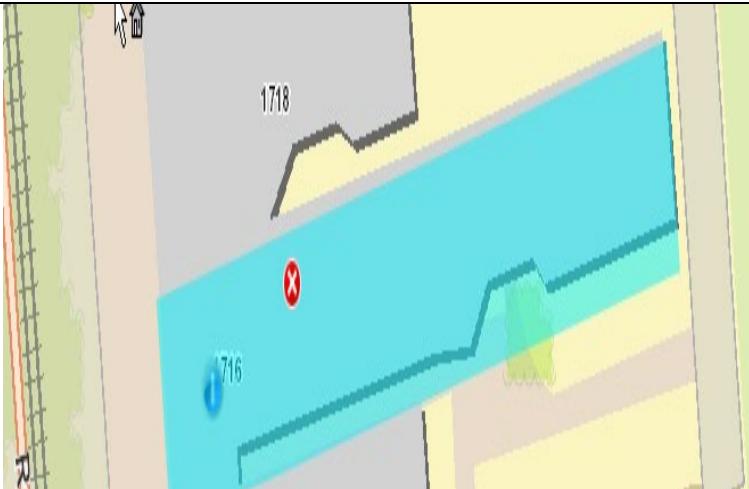
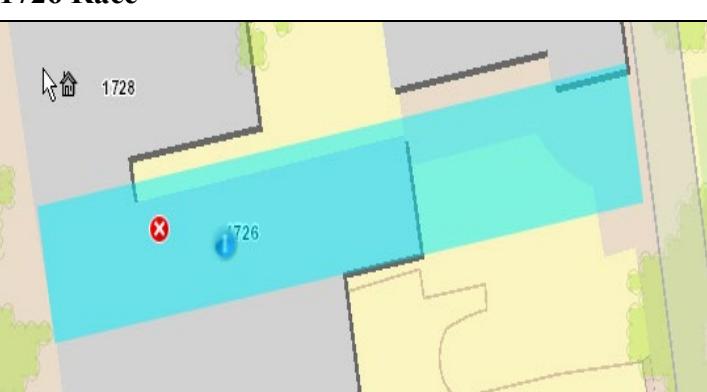
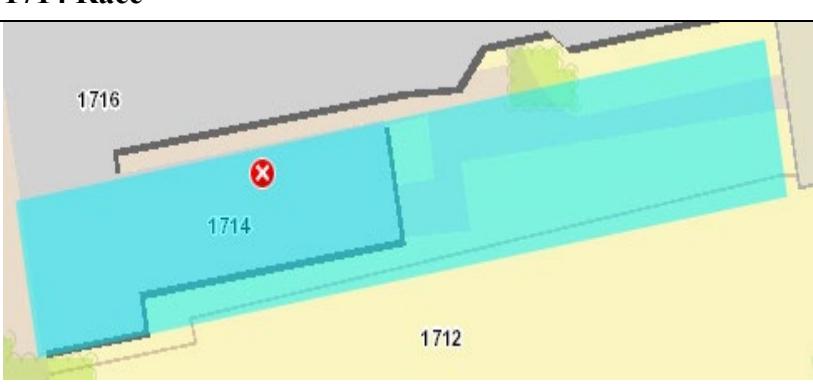


# REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

<b>5</b> <b>3842 Hyde Park</b>			
<b>6</b> <b>5492 Bosworth</b>		<b>7</b> <b>5496 Bosworth</b>	See 5492 Bosworth. Property for both extends to Bosworth.



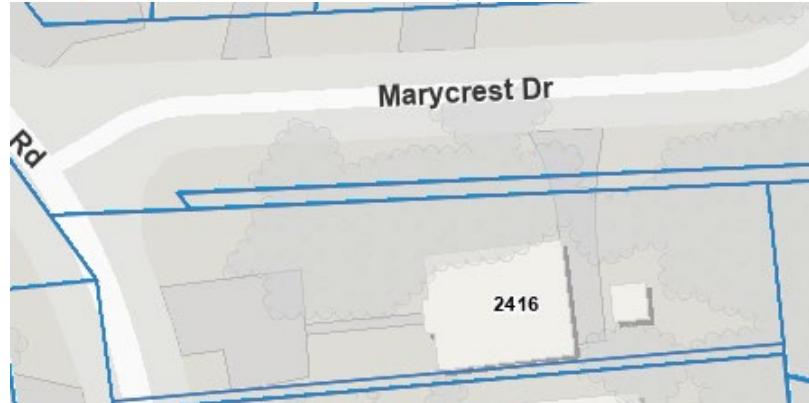
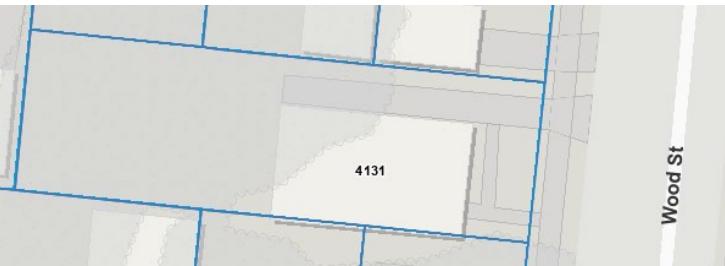
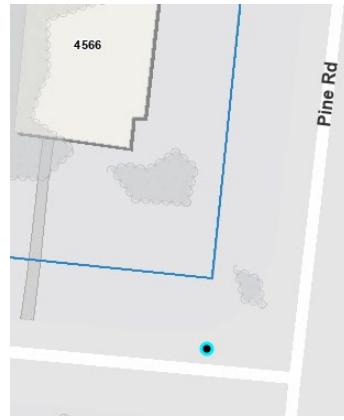
**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

12	1708 Race	13	1716 Race
			
14	1726 Race	15	1714 Race
			

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>16</b> <b>122 E. McMicken</b> 	<b>17</b> <b>130 E. McMicken</b> 
<b>18</b> <b>1754 Catalina Ave Cincinnati, OH 45237</b> 	<b>19</b> <b>6605 Lebanon St Cincinnati, OH 45216</b> 

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

20	<b>1951 Cleneay Ave Cincinnati, OH 45212</b> 	21	<b>2416 E Galbraith Rd Cincinnati, OH 45237</b> 
22	<b>4131 Wood St Cincinnati, OH 45212</b> 	23	<b>4558 Harrison Ave Cincinnati, OH 45236</b> 

REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

24	<b>2636 Knight Ave Cincinnati, OH 45212</b>		
	 A map showing the location of 2636 Knight Ave. The address is marked with a red dot on a building. The street is labeled 'Knight Av'. Other buildings on the block are labeled 2636 and 2640. The map also shows surrounding streets and property boundaries.		



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 202** This includes multi-family sites throughout Hamilton County.

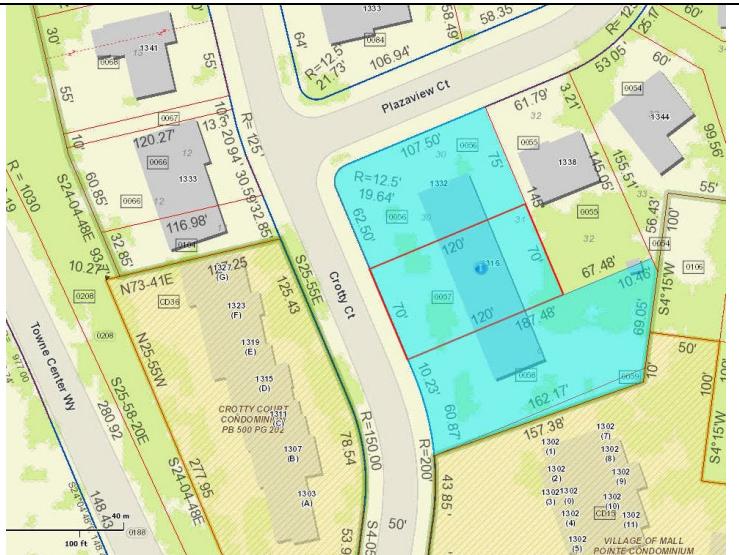
All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Multi-Family	1316 Crotty Court		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		1341 Crotty Court		\$ _____				
3		6347, 6349, and 6351 Beechmont Ave		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>		\$ _____				

NOTE: Beacon Glen – must cut grass on the retaining wall by the baseball field.

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

<b>1 1316 Crotty Court</b> 	<b>3 6347 to 6351 Beechmont Avenue</b> 
<b>2 1341 Crotty Court</b> 	

**REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003**

**Location: AMP 203** This includes scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Scattered Sites	3338 Maplecrest		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		2895 Linwood		\$ _____				
3		2891 Linwood		\$ _____				
4		2899 Linwood		\$ _____				
5		7370 Shawnee Road		\$ _____				
6		7380 Shawnee Road		\$ _____				
7		7501 Camargo		\$ _____				
8		5012 Ebersole		\$ _____				
9		5016 Ebersole		\$ _____				
10		5020 Ebersole		\$ _____				
11		3304 Mowbray		\$ _____				
12		3308 Mowbray		\$ _____				
13		1819 Mears		\$ _____				
14		2377 Madison Rd.		\$ _____				
15		2379 Madison Rd.		\$ _____				
16		2381 Madison Rd.		\$ _____				



## REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003

17	Scattered Sites	3676 Ashworth	\$ _____				
18		4546 Orkney Avenue	\$ _____				
19		600 Torrence	\$ _____				
20		3046 Alpine Terrace	\$ _____				
21		3021 and 3027 Kinmont	\$ _____				
22		2538 Woodburn	\$ _____				
23		3339 Ameliamont	\$ _____				
24		3842 Hyde Park Ave	\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>	\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

### Location: AMP 203 – POTENTIAL SERVICES NEEDED

All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
25	Scattered Sites	4510 Whetsel Ave Cincinnati, OH 45227		\$ _____
26		5717 Islington Ave Cincinnati, OH 45227		\$ _____
27		3231 Berwyn Pl Cincinnati, OH 45209		\$ _____



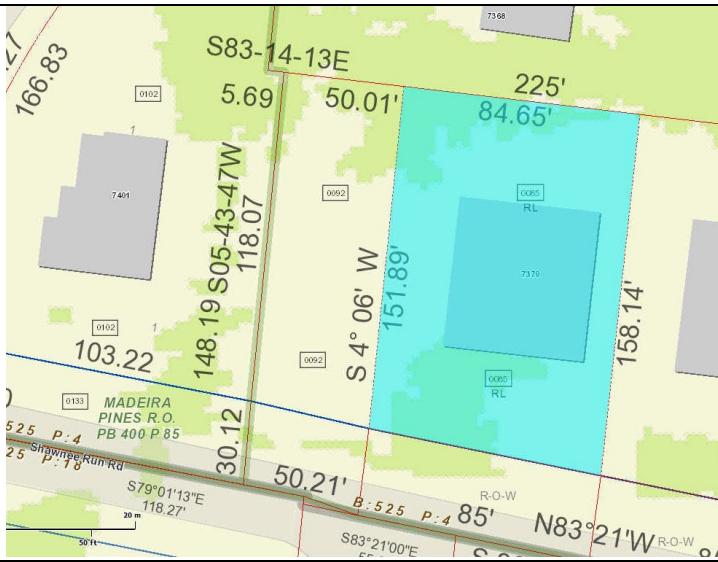
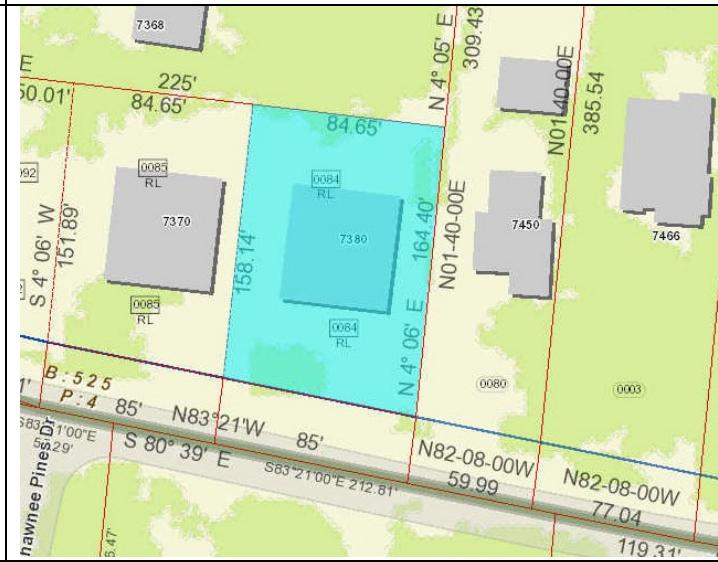
## REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003

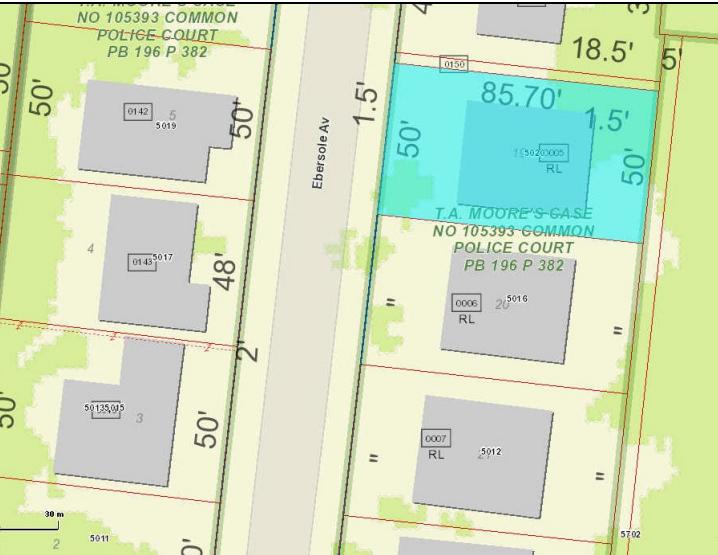
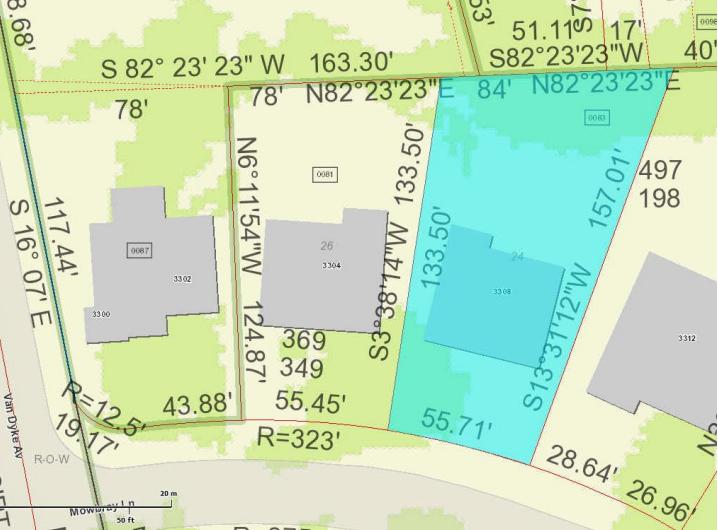
28	3339 Ameliamont Ave Cincinnati, OH 45209		\$
----	--	--	----

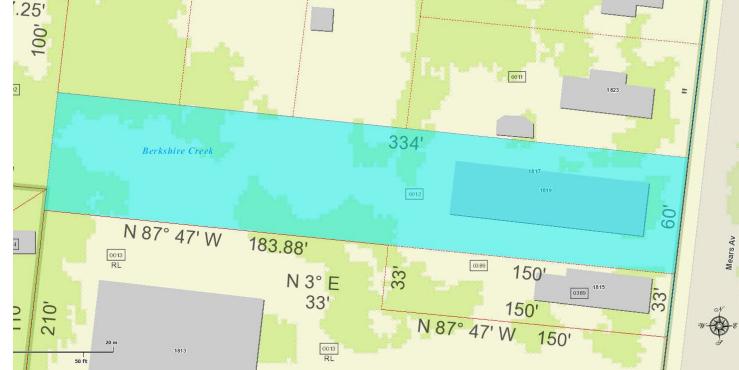


## REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003

**REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003**

<b>5</b> <b>7370 Shawnee Road</b> 	<b>6</b> <b>7380 Shawnee Road</b> 
<b>7</b> <b>7501 Camargo</b> 	<b>8</b> <b>5012 Ebersole</b> 

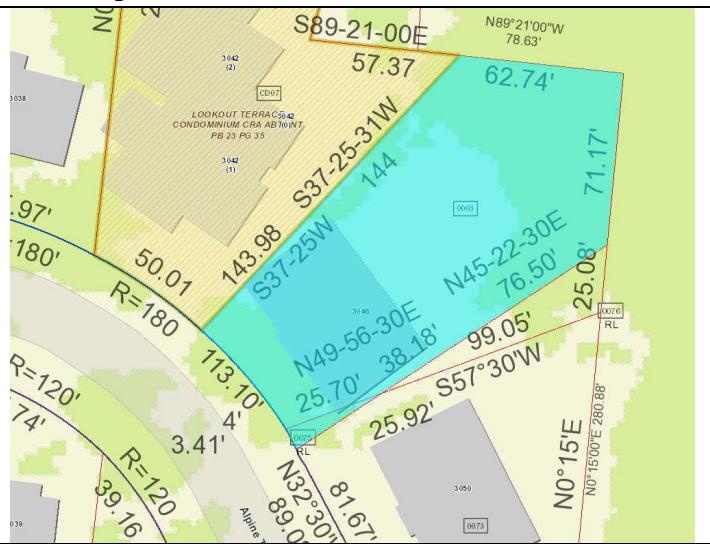
<b>9</b> <b>5016 Ebersole</b> 	<b>10</b> <b>5020 Ebersole</b> 
<b>11</b> <b>3304 Mowbray</b> 	<b>12</b> <b>3308 Mowbray</b> 

<b>13</b> <b>1819 Mears</b> 	<b>14</b> <b>2377 Madison Road</b> 
<b>15</b> <b>2379 Madison Road</b> 	<b>16</b> <b>2381 Madison Road</b> 

**REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003**
**17 3676 Ashworth**

**18 4546 Orkney Avenue**

**19 600 Torrence**

**20 3046 Alpine Terrace**




**REQUEST FOR PROPOSALS (RFP) Solicitation 2025-1003**

25	<b>4510 Whetsel Ave Cincinnati, OH 45227</b> 	26	<b>5717 Islington Ave Cincinnati, OH 45227</b> 
27	<b>3231 Berwyn Pl Cincinnati, OH 45209</b> 	28	<b>3339 Ameliamont Ave Cincinnati, OH 45209</b> 



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 204** This includes multi-family and scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)				
					Spring	Monthly (per service)	Fall					
1	Scattered Site	1035 Jefferson		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____				
2		10220 and 10222 Hightower		\$ _____								
3		7949 Remington Road		\$ _____								
4		9175 E. Kemper		\$ _____								
5		9179 E. Kemper		\$ _____								
6		10929 Reading Note: The area in the rear of this property, once used as a flower bed, is to also be mowed		\$ _____								
7		11168 Main St.		\$ _____								
8		3318 Fortney		\$ _____								
9		437 Springfield Pike		\$ _____								
10		8946 Blue Ash Road		\$ _____								
11	Vacant Lot	Parcel ID 598-0080-0088 through 91 on Waverly Avenue Note: Vacant – mowing service only		\$ _____								
12		Parcel ID 598-0080-0098 through 100 on Waverly		\$ _____								



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

		Note: Vacant – mowing service only						
13	Scattered Site	6312, 6318, and 6324 Montgomery Rd		\$ _____				
14		11020 Grand Avenue		\$ _____				
15		11026 Grand Avenue		\$ _____				
16		11030 Grand Avenue		\$ _____				
17		11033 Grand Avenue		\$ _____				
18		11036 Grand Avenue		\$ _____				
19		11065 Grand Avenue		\$ _____				
20		11060 Oak Avenue		\$ _____				
21		11095 Oak Avenue		\$ _____				
22		11109 Oak Avenue		\$ _____				
23		11142 Oak Avenue		\$ _____				
24		11116 Corine Avenue		\$ _____				
25		11164 Corine Avenue		\$ _____				
26		11131 Lebanon Avenue		\$ _____				
27		11119 Centennial Avenue		\$ _____				
28		11129 Wood Avenue		\$ _____				
29		11139 Wood Avenue		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

### Location: AMP 203 – POTENTIAL SERVICES NEEDED

All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
30	Scattered Sites	4510 Whetsel Ave Cincinnati, OH 45227		\$ _____
31		5717 Islington Ave Cincinnati, OH 45227		\$ _____
32		3231 Berwyn Pl Cincinnati, OH 45209		\$ _____
33		3339 Ameliamont Ave Cincinnati, OH 45209		\$ _____

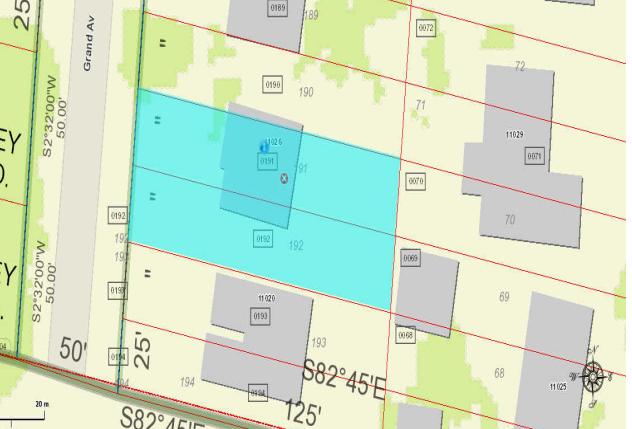
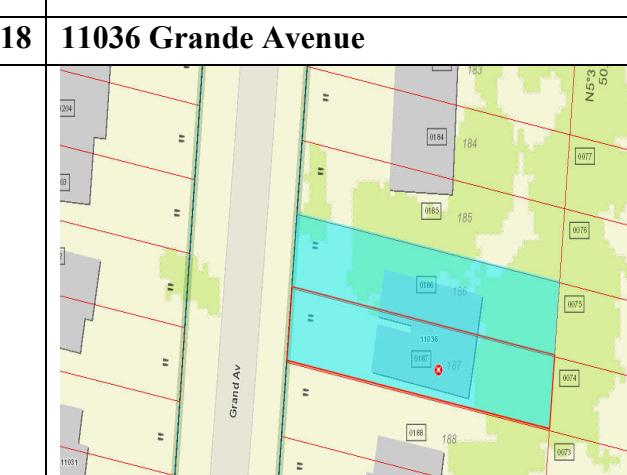


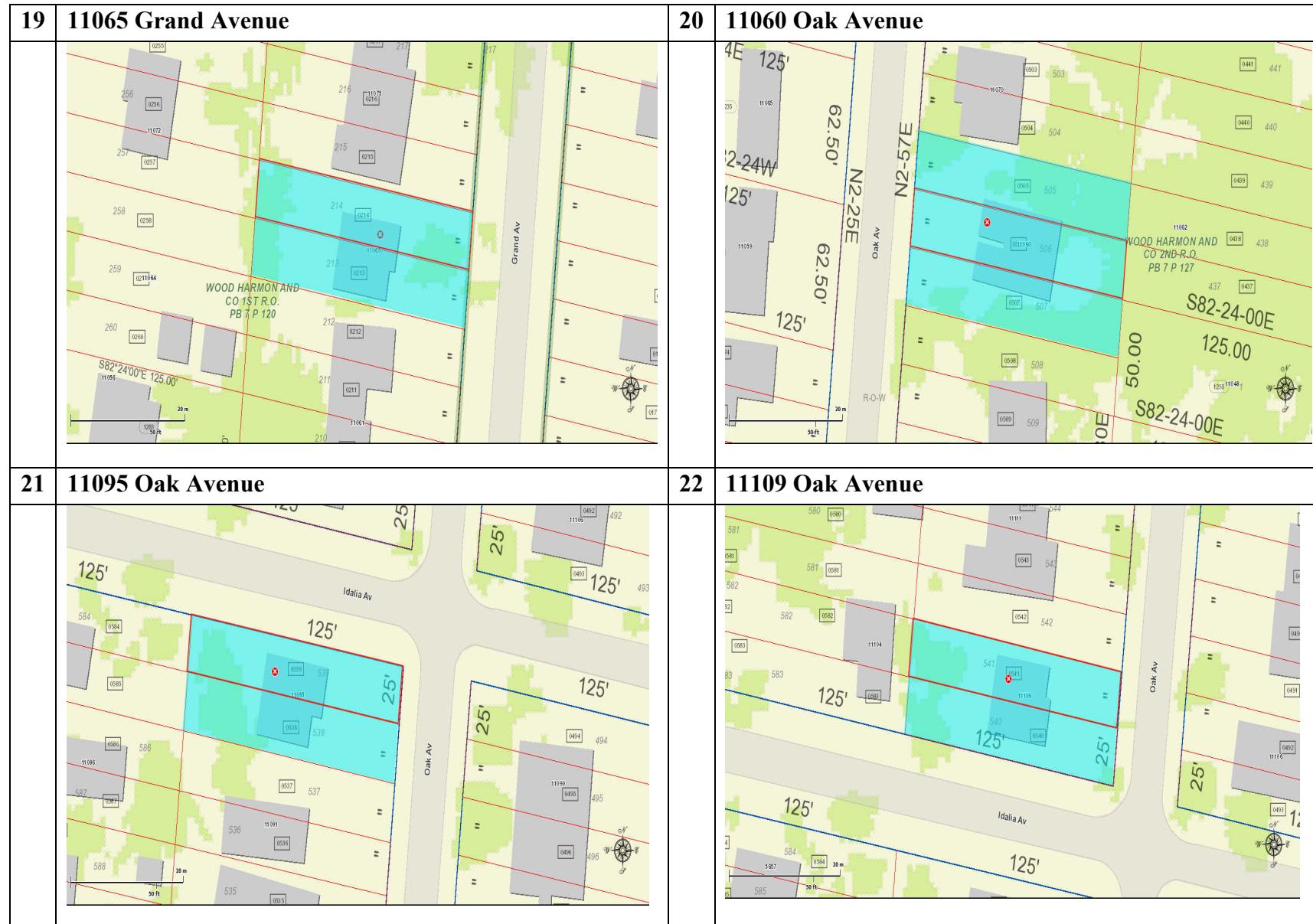
## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003



**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>12</b> <b>Parcel ID 598-0080-0098 through 100 on Waverly</b>	<b>13</b> <b>6312, 6318 and 6324 Montgomery Rd</b>
	
	<b>14</b> <b>11020 Grand Avenue</b>

15	<b>11026 Grand Avenue</b>	16	<b>11030 Grand Avenue</b>
			
17	<b>11033 Grand Avenue</b>	18	<b>11036 Grande Avenue</b>
			





<b>27</b> <b>11119 Centennial Avenue</b> 	<b>28</b> <b>11129 Wood Avenue</b> 
<b>29</b> <b>11139 Wood Avenue</b> 	<b>30</b> <b>4510 Whetsel Ave Cincinnati, OH 45227</b> 



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

31	<b>5717 Islington Ave Cincinnati, OH 45227</b> 	32	<b>3231 Berwyn Pl Cincinnati, OH 45209</b> 
33	<b>3339 Ameliamont Ave Cincinnati, OH 45209</b> 		



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 208** This includes multi-family and scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Scattered Site	3531 & 3533 Washington Avenue		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		519 Hickory		\$ _____				
3		918 to 928 Nassau		\$ _____				
4		437 Rockdale		\$ _____				
5		520-540 Prospect Place		\$ _____				
6		3465 Knott Street		\$ _____				
7		418 Kasota Street		\$ _____				
8		2106 Sinton		\$ _____				
9		420 Glenwood		\$ _____				
10		3538 -3540 Purdue; 3543-3545 Dick St; 3544 and 3546 Purdue Notes: The 3 buildings share parking. Includes vacant hillside with retaining wall and fencing which is only accessible from Purdue. Also includes grassy area to the left of the driveway which is to be mowed.		\$ _____				
11		100-139 Rion Lane		\$ _____				
12	Multi-Family	Washington Terrace 2-52		\$ _____				

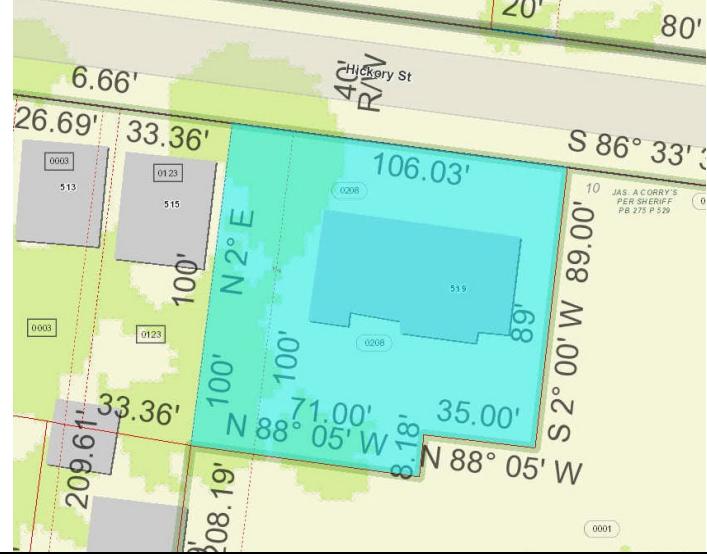
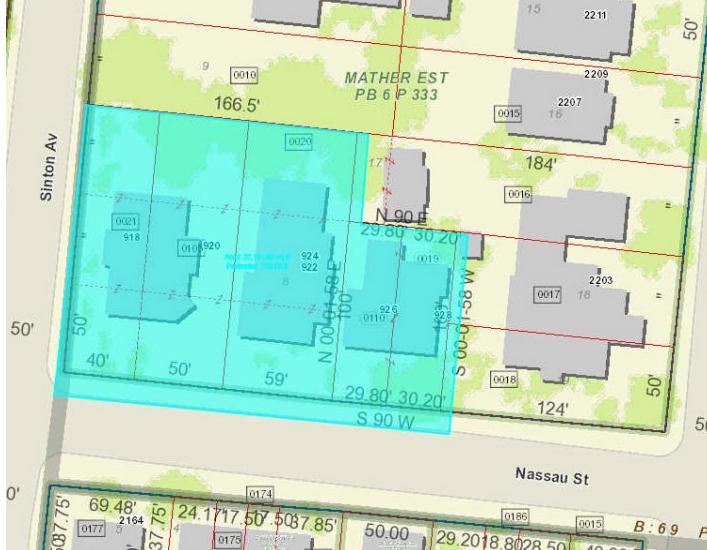
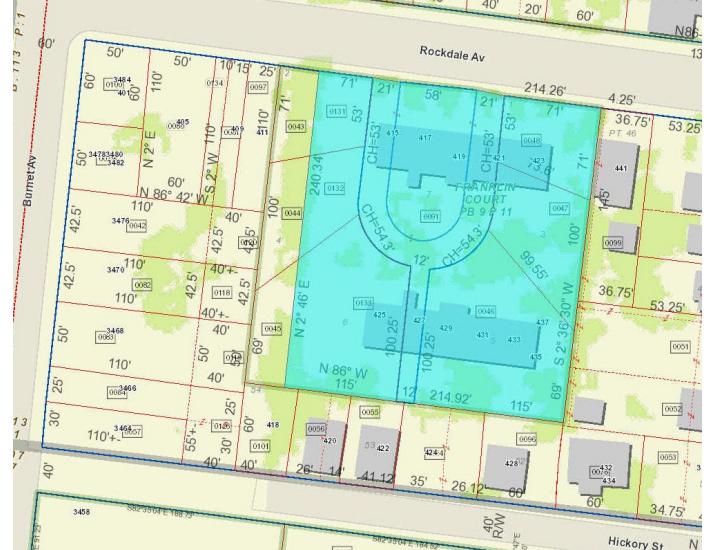


## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

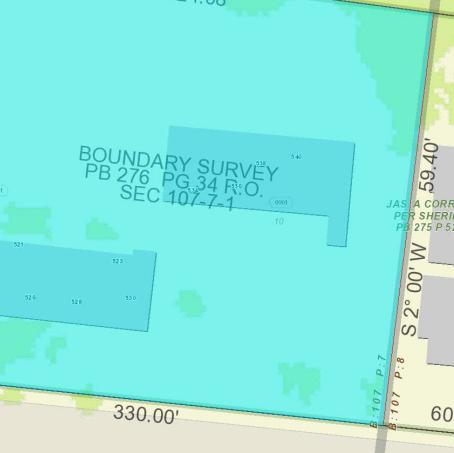
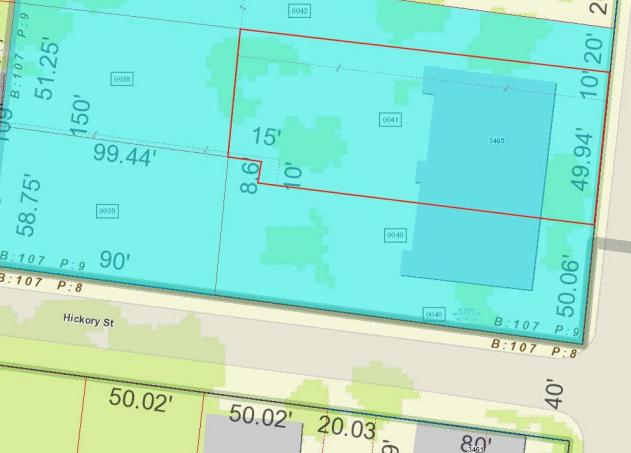
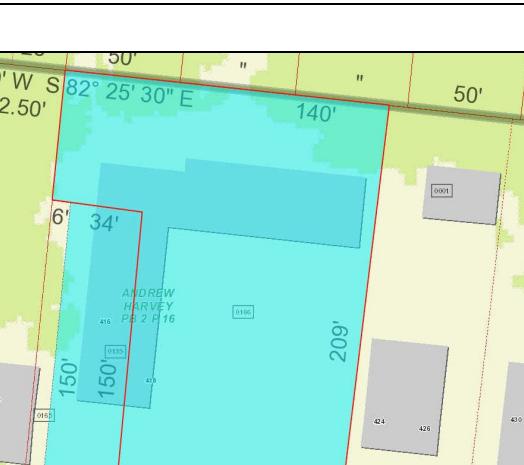
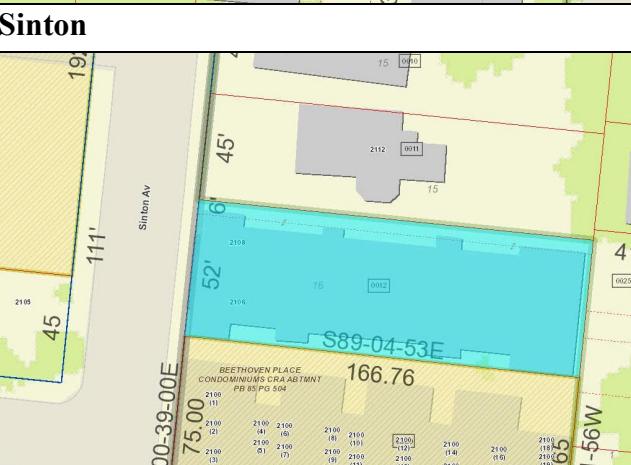
12A	Muti-Family	Washington Terrace 2-52 Note: Includes hillside- MOW ONCE PER MONTH		\$ _____				
13	Multi-Family	Setty Kuhn: 3010-3064 Mathers 864 – 874 Altoona 3035-3071 Walter Note: Additionally the area across the street on Walter is to be serviced between the curb and fence		\$ _____				
14	Scattered Site	3589-3591 Eden Avenue		\$ _____				
15		332-334 Northern Avenue		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP (EXCLUDING 12A)</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

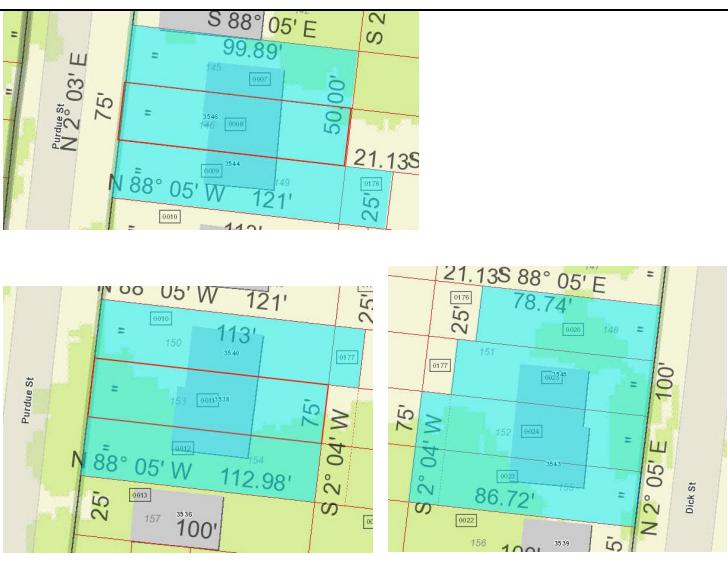
**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>1</b> <b>3531 &amp; 3533 Washington Avenue</b>	<b>2</b> <b>519 Hickory</b>
	
<b>3</b> <b>918 to 928 Nassau</b>	<b>4</b> <b>437 Rockdale</b>
	

## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

5	520-540 Prospect Place	 <p>Survey map for 520-540 Prospect Place. The map shows a large teal-colored property with dimensions 330.11' x 224.08'. The property is bounded by S 2° 00' W 89.00' to the north, S 2° 00' W 89.40' to the east, and N 88° 05' W to the west. The map includes survey data such as B: 107 P: 7, B: 107 P: 8, and B: 107 P: 9. Other property lines and dimensions are also visible.</p>
6	3465 Knott Street	 <p>Survey map for 3465 Knott Street. The map shows a property with dimensions 150' x 99.44'. The property is bounded by 45' to the north, 58.75' to the east, and 100.03' to the west. The map includes survey data such as B: 107 P: 7, B: 107 P: 8, and B: 107 P: 9. Other property lines and dimensions are also visible.</p>
7	418 Kasota Street	 <p>Survey map for 418 Kasota Street. The map shows a property with dimensions 140' x 209'. The property is bounded by 50' to the north, 209' to the east, and 100' to the west. The map includes survey data such as B: 107 P: 7, B: 107 P: 8, and B: 107 P: 9. Other property lines and dimensions are also visible.</p>
8	2106 Sinton	 <p>Survey map for 2106 Sinton. The map shows a property with dimensions 166.76' x 75.00'. The property is bounded by 8-00W to the north, 43W to the east, and 166.69' to the west. The map includes survey data such as B: 107 P: 7, B: 107 P: 8, and B: 107 P: 9. Other property lines and dimensions are also visible.</p>

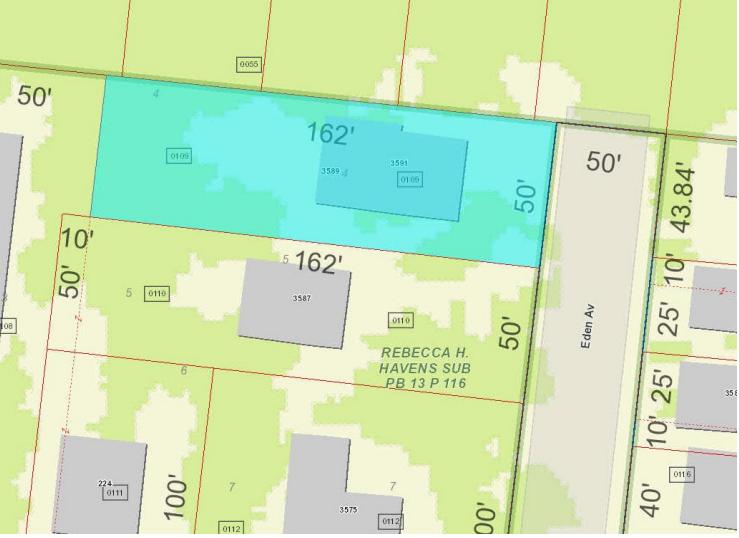
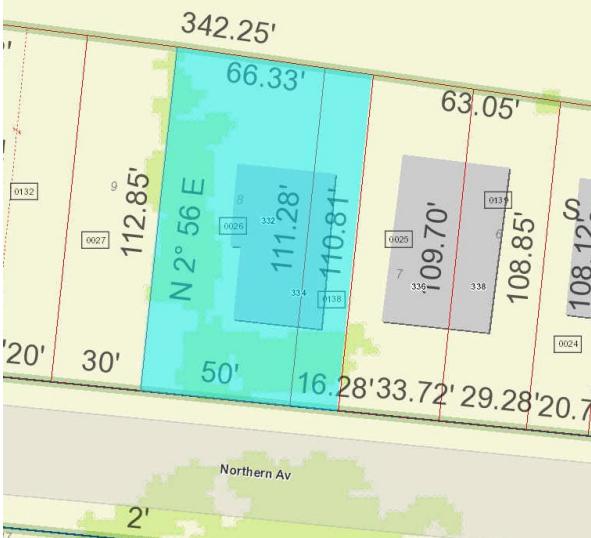
**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>9</b> <b>420 Glenwood</b> 	<b>10</b> <b>3538 -3546 Purdue, 3543-3545 Dick St</b> 
<b>11</b> <b>100-139 Rion Lane</b> 	<b>12</b> <b>Washington Terrace 2-52</b> 

## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

13	<b>Setty Kuhn</b>	
14	<b>3470-3472 Harvey</b>	

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

14 <b>3589-3591 Eden Avenue</b>	15 <b>332-334 Northern Avenue</b>
 <p>Site plan for 3589-3591 Eden Avenue. The plan shows property boundaries and dimensions. Key features include:</p> <ul style="list-style-type: none"> <li>Property lots 0108 through 0116.</li> <li>Building footprints for 3589, 3591, and 3587.</li> <li>Dimensions: 10' x 162', 50' x 162', 50' x 100', 50' x 50', 50' x 40', 25' x 10', 10' x 25', 10' x 40', and 25' x 43.84'.</li> <li>Text: "REBECCA H. HAVENS SUB PB 13 P 116".</li> </ul>	 <p>Site plan for 332-334 Northern Avenue. The plan shows property boundaries and dimensions. Key features include:</p> <ul style="list-style-type: none"> <li>Property lots 0132 through 0024.</li> <li>Building footprints for 332, 334, 336, and 338.</li> <li>Dimensions: 342.25', 66.33', 63.05', 112.85', 111.28', 110.81', 109.70', 108.85', and 108.12'.</li> <li>Bearing: N 2° 56' E.</li> <li>Text: "20' 30' 50' 16.28' 33.72' 29.28' 20.7'".</li> <li>Text: "Northern Av".</li> </ul>

# Asset Management Program

## Scattered Sites West





**CMHA SOLICITATION 2026-1003**  
**Landscaping and Mowing Services-SCATTERED SITES WEST**  
**ATTACHMENT B.3 FEE SUBMISSION FORM**

---

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

---

**THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROPERTIES THAT NEED TO BE PRICED. VENDORS SHOULD PRICE ONLY THE PROPERTIES THEY HAVE THE CAPACITY TO SERVICE.**

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

**Location: AMP 205** This includes multi-family and scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)			
					Spring	Monthly (per service)	Fall				
1	Scattered Site	28 E. Main		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____			
2		7715 Jandaracres		\$ _____							
3		1322 thru 1338 Le Mar Note: Even addresses only		\$ _____							
4		586 Claymore Terrace		\$ _____							
5		598 Claymore Terrace		\$ _____							
6		4605 Foley		\$ _____							
7	Scattered Site Multi-Family	8 Miami Av, North Bend		\$ _____				\$ _____			
8		Provincial Court - Quebec Road		\$ _____							
9	Scattered Site	6374-80 Revere		\$ _____							
10	Scattered Site	518 Rosemont Avenue Note: Mowing services only		\$ _____							
13		3940 Raceview		\$ _____							



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

14		5232 Ralph Ave		\$ _____				
15		2882 Blue Rock Rd		\$ _____				
16		3920 Florence Ave		\$ _____				
17		6032 Musketeer Dr		\$ _____				
18		1986 Alphonse Ln		\$ _____				
19		2864 Welge Ln		\$ _____				
20		5160 Sidney		\$ _____				
21		5055 Casa Loma		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>						

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

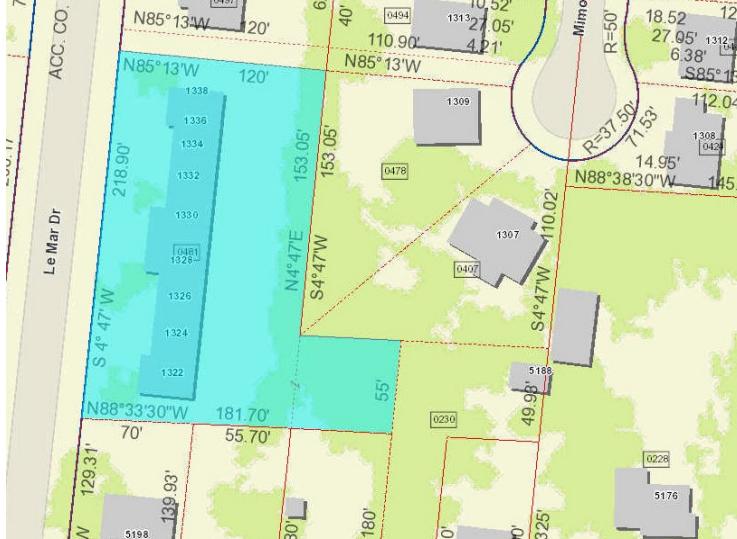
### Location: AMP 205 – POTENTIAL SERVICES NEEDED

All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
22	Scattered Sites	4718 Highridge Ave Cincinnati, OH 45238		\$ _____
23		5358 Orangelawn Dr Cincinnati, OH 45238		\$ _____

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>1</b> <b>28 E. Main</b> 	<b>2</b> <b>7715 Jandaracres</b> 
<b>3</b> <b>1322 thru 1338 Le Mar</b> 	<b>4</b> <b>586 Claymore Terrace</b> 

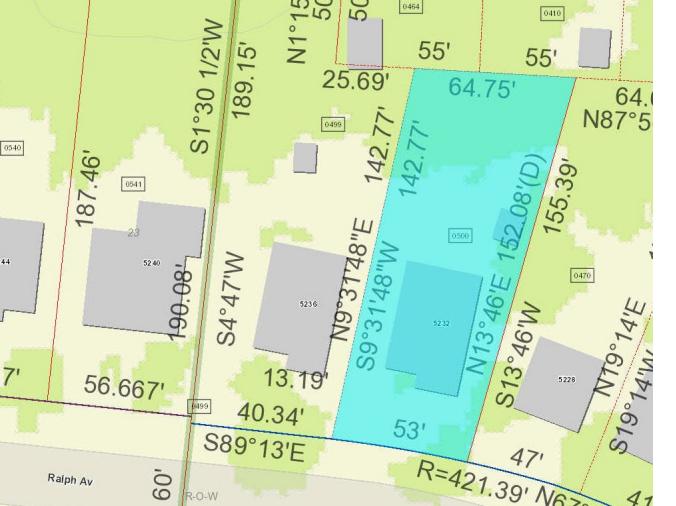


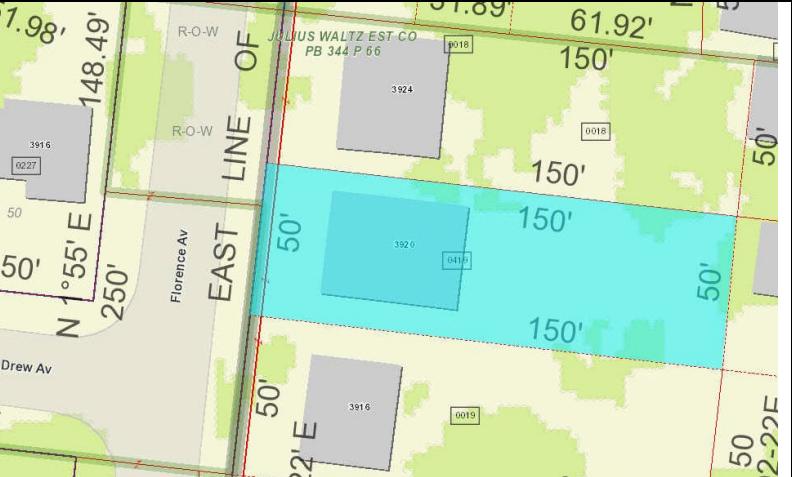
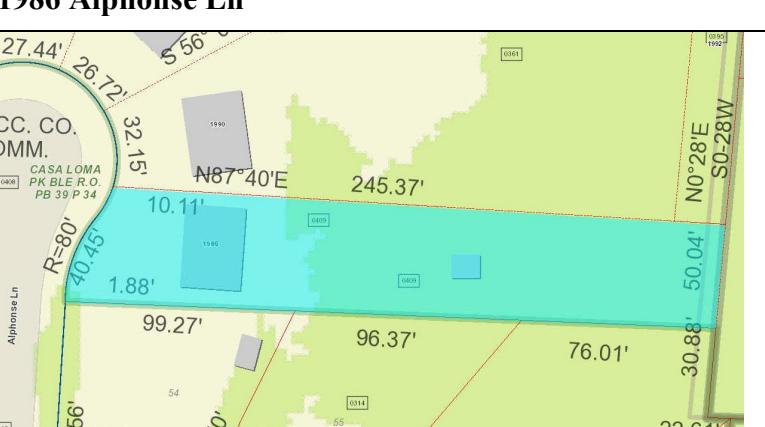
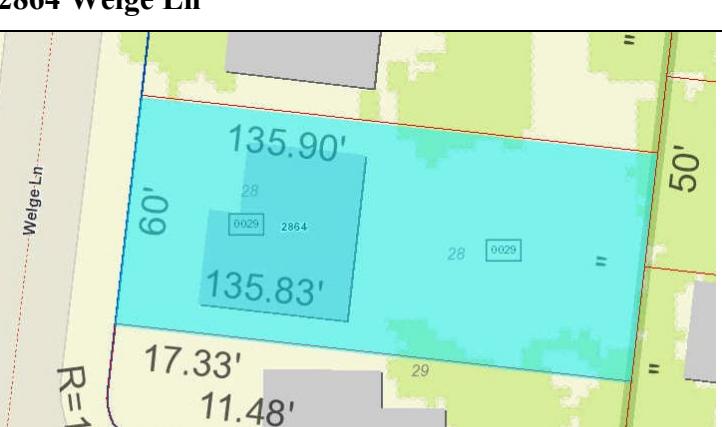
## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

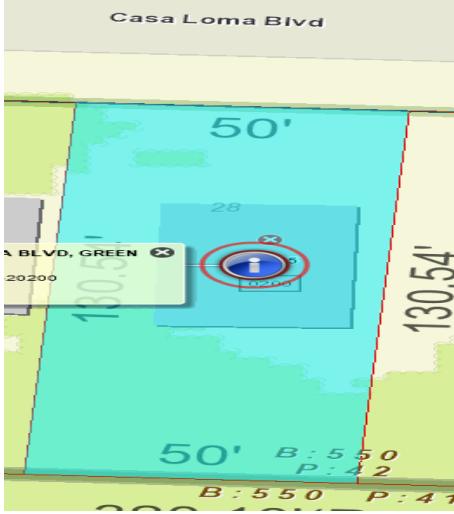


## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

12	<b>1053 Considine</b>	13 <b>3940 Raceview</b>
		
14	<b>5232 Ralph Ave</b>	15 <b>2882 Blue Rock Rd</b>
		

16	3920 Florence Ave	17	6032 Musketeer Dr
			
18	1986 Alphonse Ln	19	2864 Welge Ln
			

<b>20</b> <b>5160 Sidney</b> 	<b>21</b> <b>5055 Casa Loma</b> 
<b>22</b> <b>4718 Highridge Ave Cincinnati, OH 45238</b> 	<b>23</b> <b>5358 Orangelawn Dr Cincinnati, OH 45238</b> 



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 206** This includes scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Scattered Site	1960 Webman		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		2329 and 2331 Harrison		\$ _____				
3		2554 Westwood Northern Blvd		\$ _____				
4		3110 Bracken Woods Ln		\$ _____				
5		3206 Gobel		\$ _____				
6		427 Ezzard Charles Drive		\$ _____				
7		3345 Sherlock		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

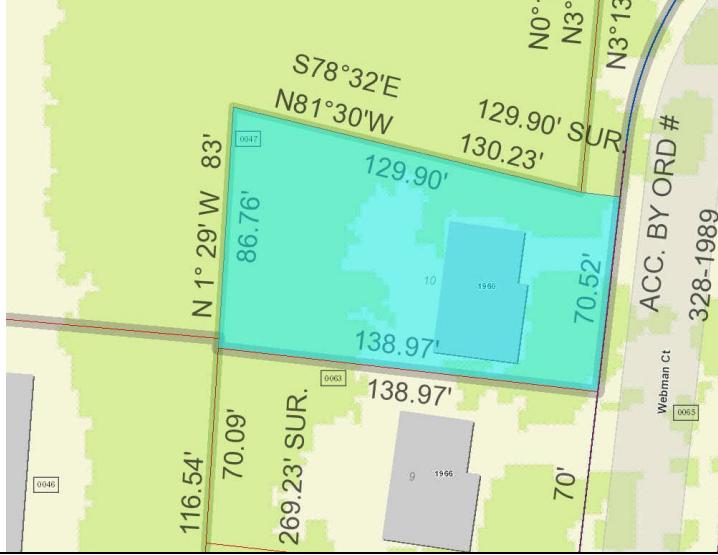
### Location: AMP 206 – POTENTIAL SERVICES NEEDED

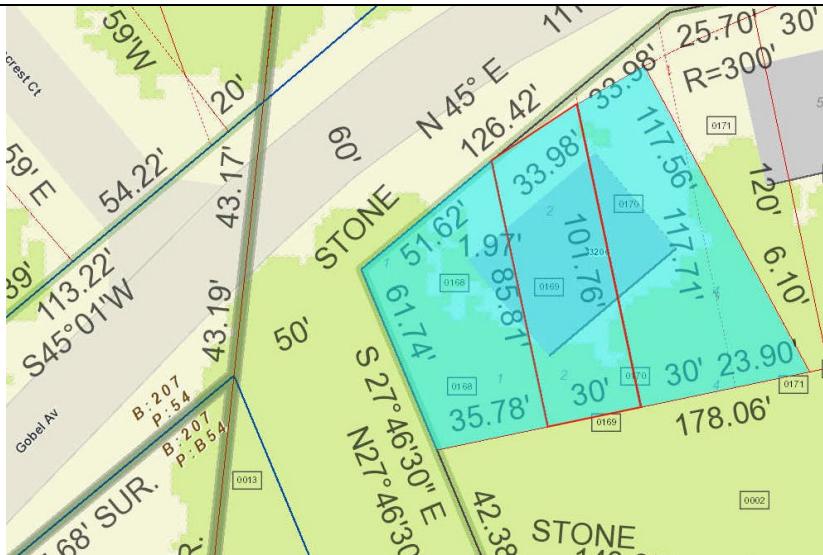
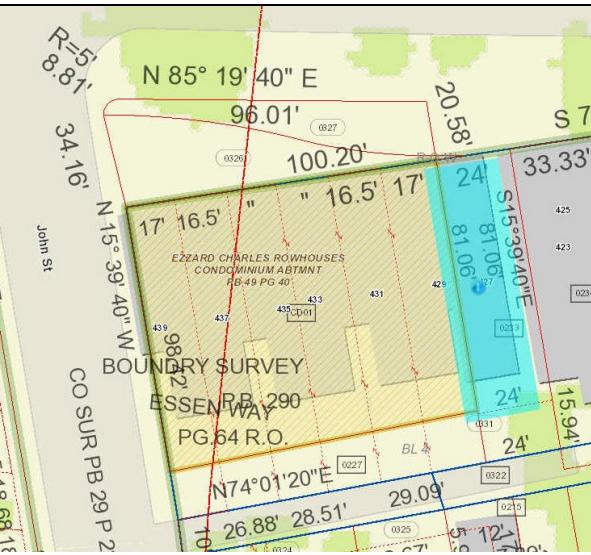
All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
8	Scattered Sites	1701/1705 Vinton St Cincinnati, OH 45214		\$ _____
9		3266 Tulsa Ct Cincinnati, OH 45238		\$ _____
10		423 Clark St Cincinnati, OH 45203		\$ _____

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>1</b> <b>1960 Webman</b> 	<b>2</b> <b>2329 and 2331 Harrison</b> 
<b>3</b> <b>2554 Westwood Northern Blvd</b> 	<b>4</b> <b>3110 Bracken Woods Ln</b> 

<b>5</b> <b>3206 Gobel</b> 	<b>6</b> <b>427 Ezzard Charles Drive</b> 
<b>7</b> <b>3345 Sherlock</b> 	<b>8</b> <b>1701/1705 Vinton St Cincinnati, OH 45214</b> 



**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

9	<p><b>3266 Tulsa Ct Cincinnati, OH 45238</b></p> 	10	<p><b>423 Clark St Cincinnati, OH 45203</b></p> 
---	--	----	---



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 207** This includes multi-family and scattered sites throughout Hamilton County.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Scattered Site	3128-3132 Blueacres Dr		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2		3271 Gayway Ct.		\$ _____				
3		6614 and 6580 Cheviot		\$ _____				
4		7273 Boleyn Dr.		\$ _____				
5		6090-92 Belmont		\$ _____				
6		5745 Cheviot Rd		\$ _____				
7		2508 Flanigan		\$ _____				
8		2547 W. North Bend Rd		\$ _____				
9		5871 Monfort Hills		\$ _____				
10	Multi-Family	Hawaiian Terrace -5142 thru 5148		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	Scattered Site	3703 Ridge Dale		\$ _____				
12		211 Broadway, Harrison		\$ _____				
13		36 Anderson Ferry		\$ _____				
14	Vacant lots	38, 56, 74 and 76 Anderson Ferry Note: Vacant – mowing service only		\$ _____				



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

15	Scattered Site	2747 Cypress Way		\$ _____				
16		2750 Losantiville		\$ _____				
17		5621 Ridge		\$ _____				
18		5721 Cheviot Rd		\$ _____				
19		3549 Epley Rd		\$ _____				
20		2819 and 2829 Jessup Rd		\$ _____				
21		3163 Goda Ave		\$ _____				
22		3362 Green Valley Ter		\$ _____				
23		3333 North Bend Rd		\$ _____				
		<b><u>MOWING PER SERVICE BY AMP</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

### Location: AMP 207 – POTENTIAL SERVICES NEEDED

All fees are firm fixed costs.

These are additional properties that may need to be mowed dependent on CMHA-internal operations on a temporary basis. CMHA will contact the vendor if these services are needed.

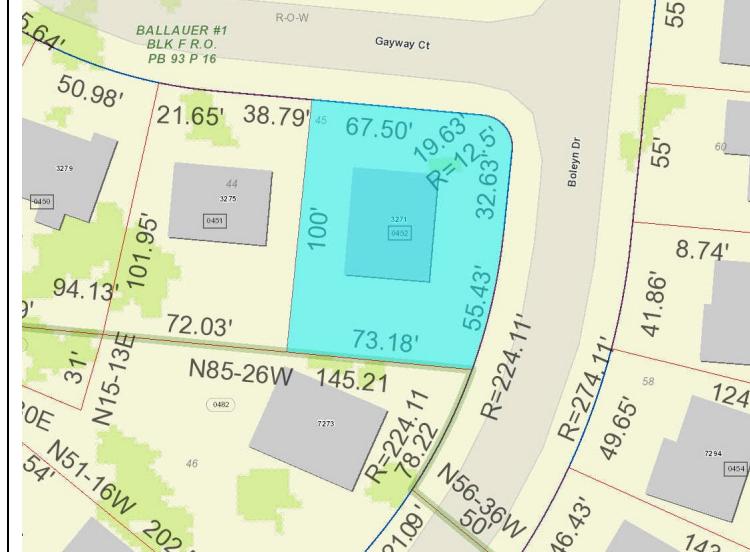
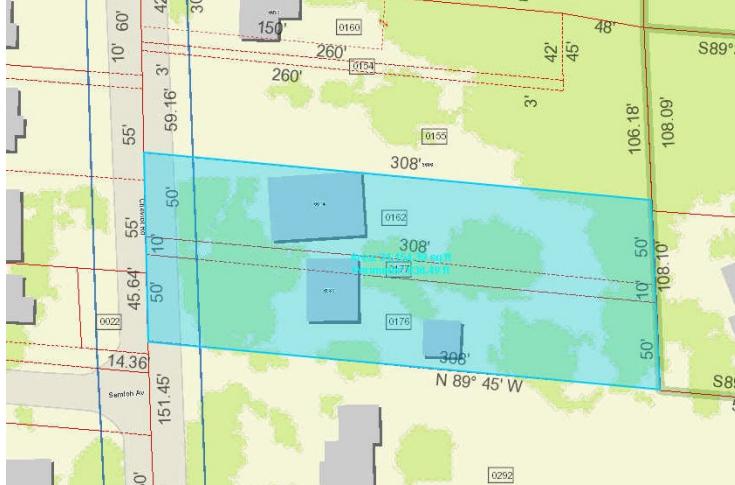
Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)
24	Scattered Sites	4168 Pitts Ave Cincinnati, OH 45223		\$ _____
25		2470 Impala Dr Cincinnati, OH 45231		\$ _____
26		868 N Hill Ln Cincinnati, OH 45224		\$ _____



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

27		8651 Desoto Dr Cincinnati, OH 45231		\$ _____
28		6850 Acre Dr Cincinnati, OH 45239		
29		522 Harrison Ave Harrison, OH 45030		

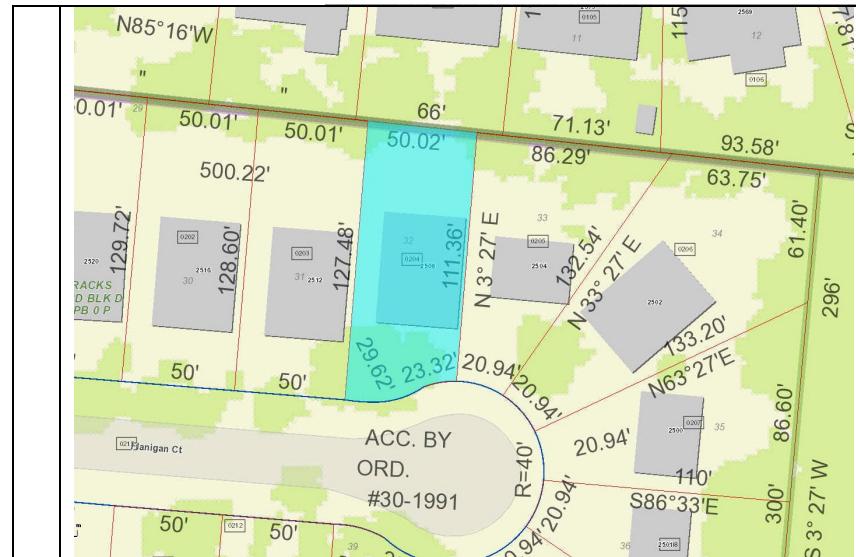
**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>1 3128-3132 Blueacres Dr</b> 	<b>2 3271 Gayway Ct.</b> 
<b>3 6614 and 6580 Cheviot</b> 	<b>4 7273 Boleyn Dr.</b> 

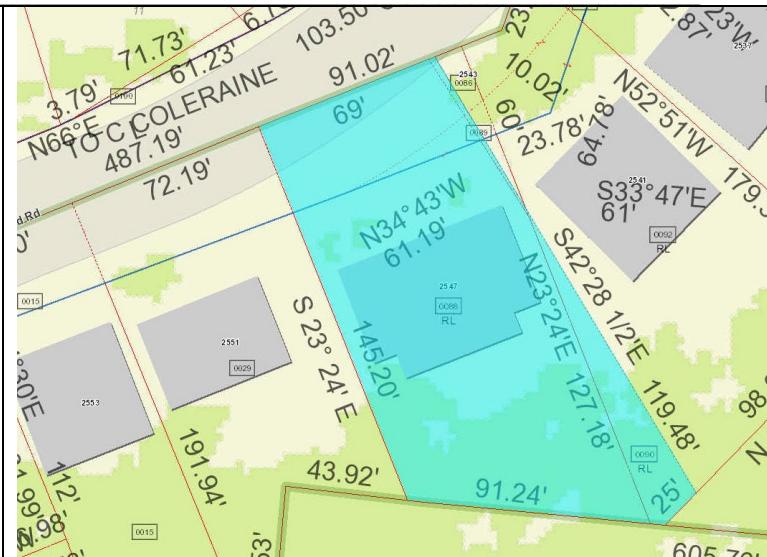
**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

5	<b>6090-92 Belmont</b>	6	<b>5745 Cheviot Rd</b>
			
7	<b>2508 Flanigan</b>	8	<b>2547 W. North Bend Rd</b>

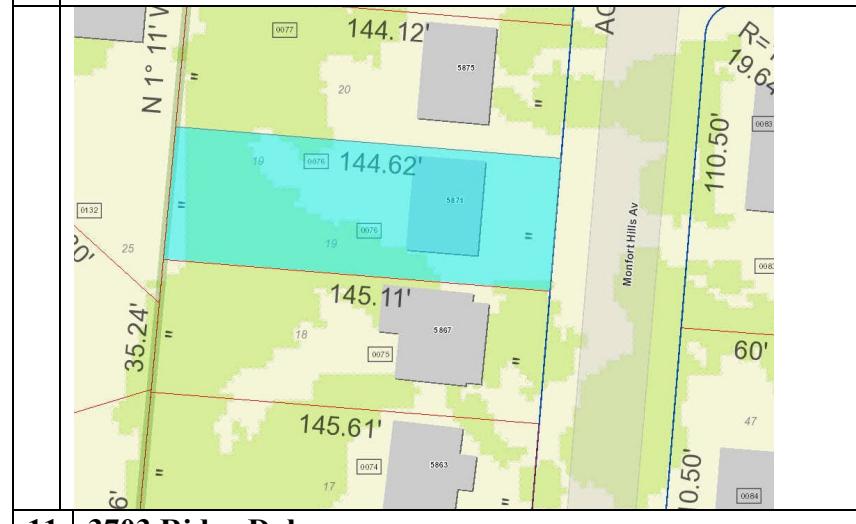
## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003



9 | 5871 Monfort Hills



**10 Hawaiian Terrace -5142 thru 5148**



11 | 3703 Ridge Dale



**12 | 211 Broadway, Harrison**



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003





## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003



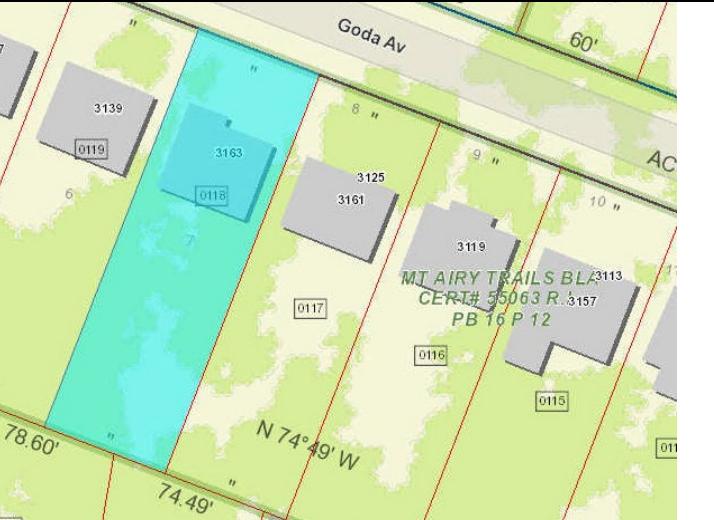
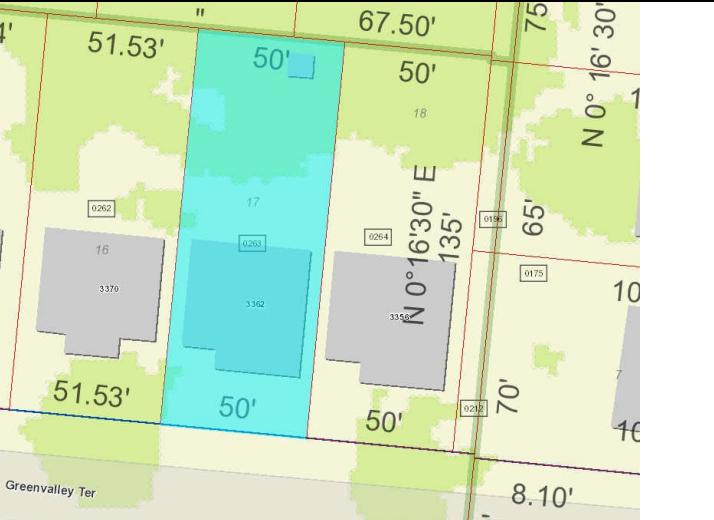
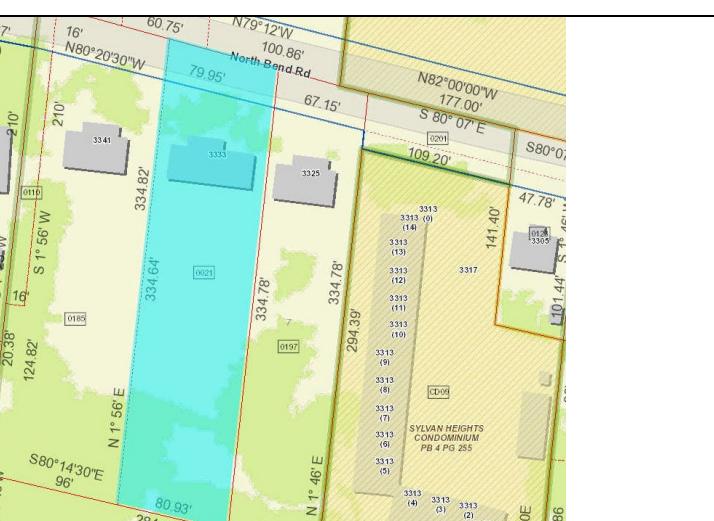
## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

17	<b>5621 Ridge</b>	18	<b>5721 Cheviot Rd</b>
			

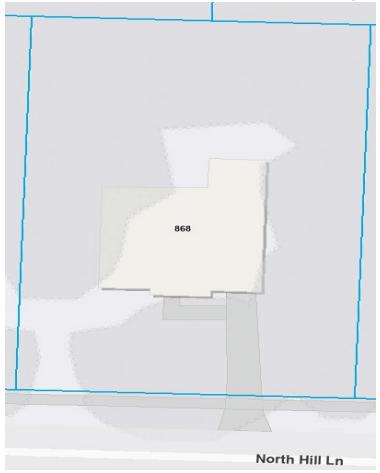
19	3549 Epley Rd	20	2819 and 2829 Jessup Rd
			



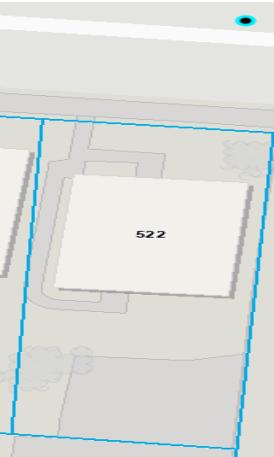
## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

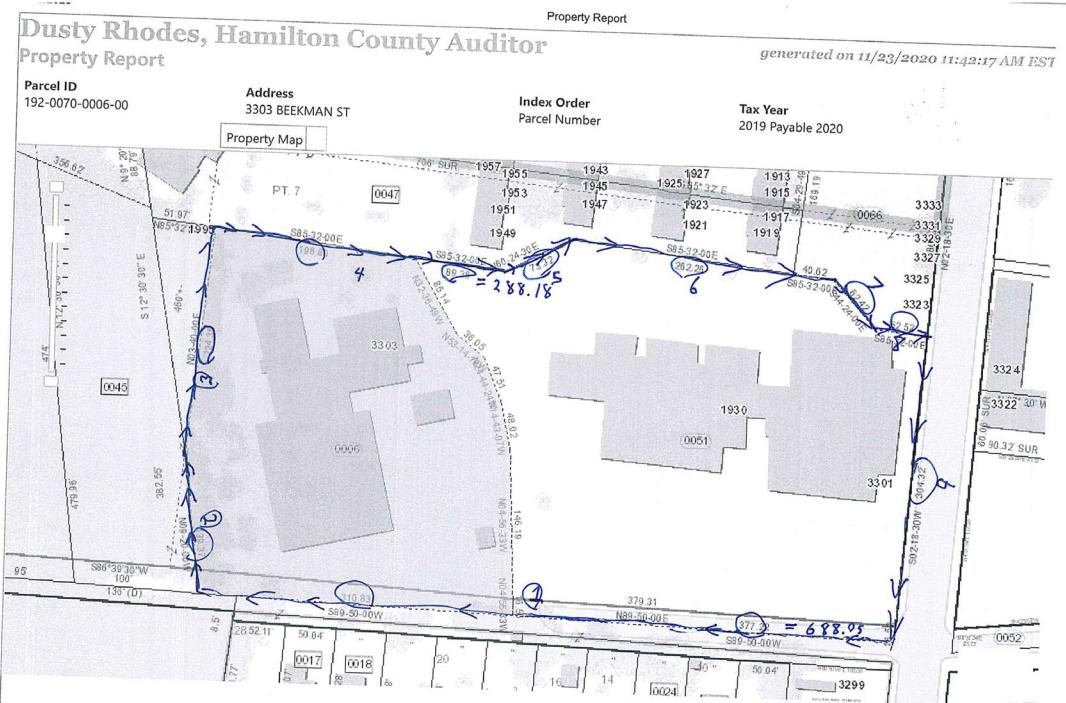
21	3163 Goda Ave	22	3362 Green Valley Ter
			
23	3333 North Bend Rd	24	4168 Pitts Ave Cincinnati, OH 45223
			

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

25	<b>2470 Impala Dr Cincinnati, OH 45231</b> 	26	<b>868 N Hill Ln Cincinnati, OH 45224</b> 
27	<b>8651 Desoto Dr Cincinnati, OH 45231</b> 	28	<b>6850 Acre Dr Cincinnati, OH 45239</b> 

REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

29	<b>522 Harrison Ave Harrison, OH 45030</b>  A site map showing a building footprint labeled '522' on Harrison Ave. The map includes surrounding streets and property lines. A small blue dot is located near the top of the building footprint.		
----	---	--	--

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**
**4**


**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**
**Location: AMP 214**

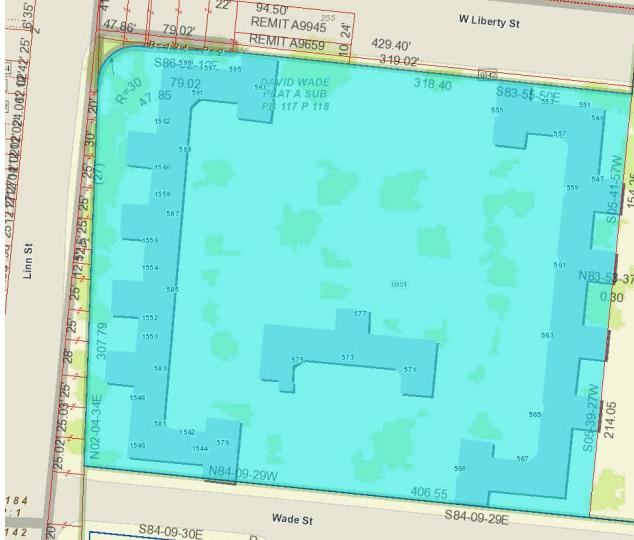
All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

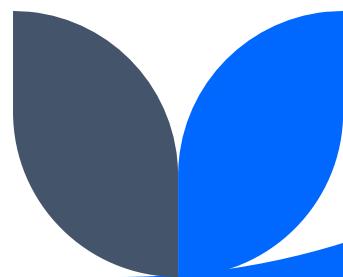
Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Landscaping Services			Turf and Weed Control (per service)
					Spring	Monthly (per service)	Fall	
1	Multi-Family	Liberty Street Apartments: 848-942 W. Liberty, 891-915 Poplar, 1606-1655 Lockhurst Note: Eastern boundary is curved sidewalk Note: Fenced in garden at Winchel and Poplar is not included.		\$ _____	With Mulching \$ _____ Without Mulching \$ _____	\$ _____	\$ _____	\$ _____
2		547 to 599 W Liberty 1542 to 1562 Linn St		\$ _____				
		<b><u>MOWING PER SERVICE PER AMP</u></b>		\$ _____				

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**

<b>1</b> <b>Liberty Street Apartments: 848-942 W. Liberty, 891-915 Poplar, 1606-1655 Lockhurst</b> <b>Note: Eastern boundary is curved sidewalk</b>	<b>2</b> <b>547 to 599 W Liberty</b> <b>1542 to 1562 Linn St</b>
	

# Asset Management Program Family Communities





**CMHA SOLICITATION 2026-1003**  
**Landscaping and Mowing Services-LARGE FAMILY PROPERTIES**  
**ATTACHMENT B.4 FEE SUBMISSION FORM**

---

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

---

**THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROPERTIES THAT NEED TO BE PRICED. VENDORS SHOULD PRICE ONLY THE PROPERTIES THEY HAVE THE CAPACITY TO SERVICE.**

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 209** This is a large garden-style family development, located adjacent to Findlater Gardens.

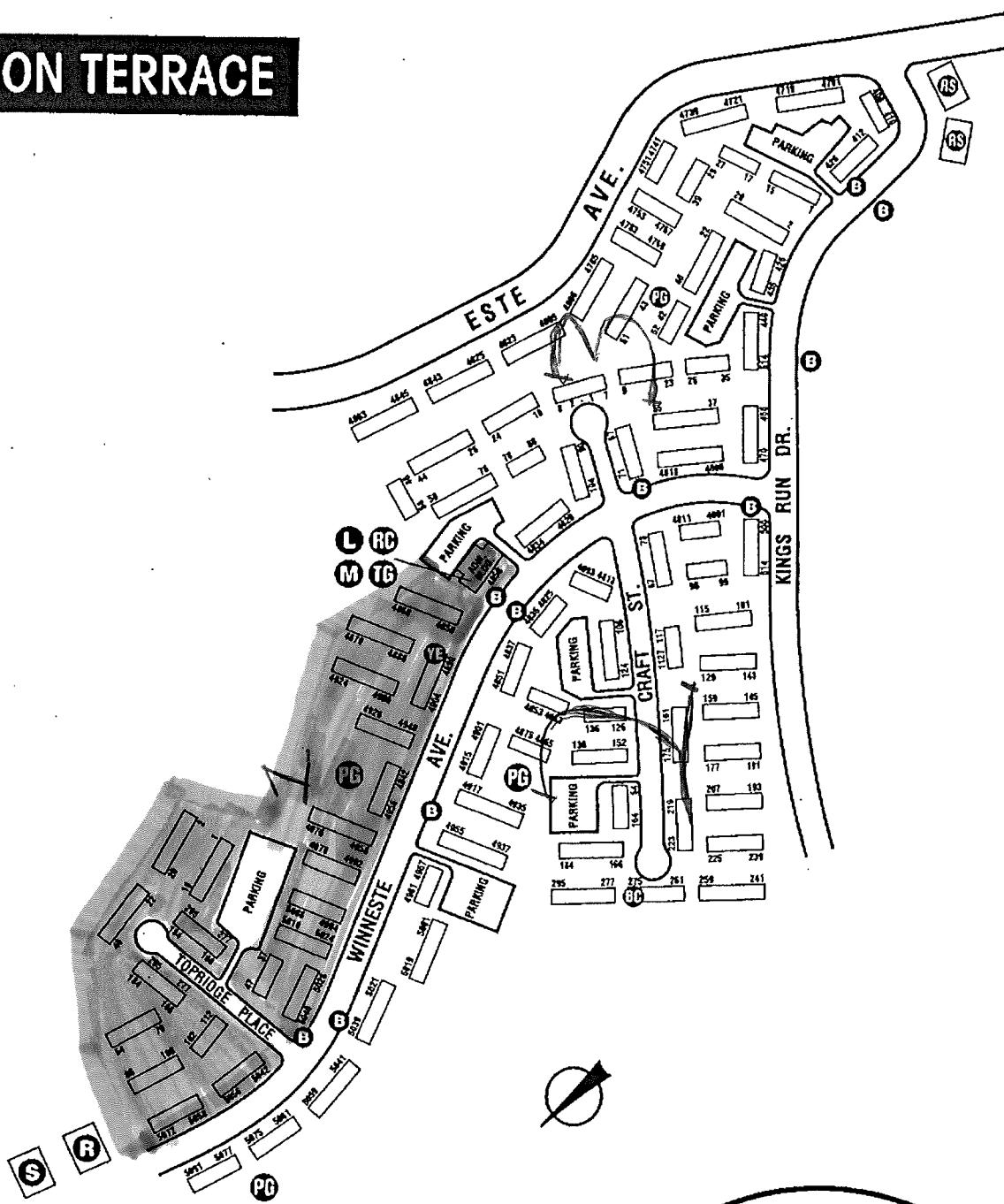
All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry Zone #	Property Type	Address Winton Terrace 4848 Winnesta	Property Physically Inspected (Y or N)	Mowing (per service)	Max Rate Allowed for Mowing	Landscaping Services			Turf and Weed Control (per service)
						Spring	Monthly (per service)	Fall	
209	Multi-Family	Winton Terrace		\$ _____	\$1800	With mulching \$ _____  Without mulching \$ _____	\$ _____	\$ _____	\$ _____

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

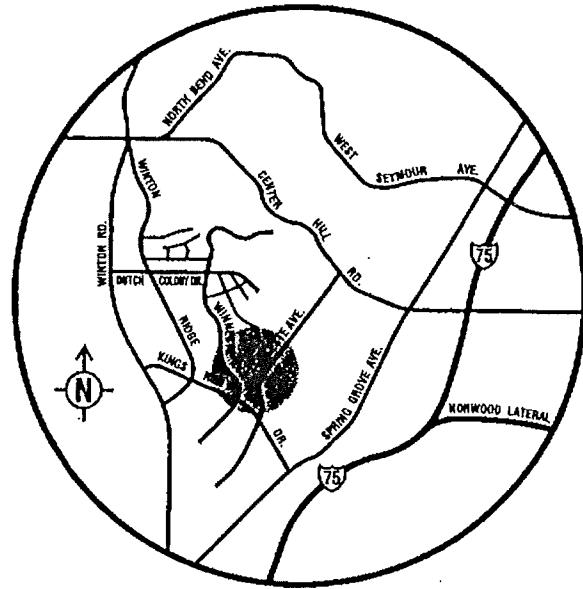
# WINTON TERRACE



<b>BC</b> Boxing Center	<b>RC</b> Recreation Center
<b>B</b> Bus Stop	<b>RS</b> Retail Stores
<b>L</b> Laundrymat	<b>S</b> School
<b>M</b> Management Office	<b>SC</b> Senior Center
<b>PG</b> Playground	<b>TG</b> Terrace Guild
<b>R</b> Recreation Center	<b>YE</b> Youth Entrepreneur
<b>RC</b> Resident Council	

**DIRECTIONS FROM CENTRAL PARKWAY CMHA:**

Leaving Central Office go west on Central Parkway to Ezzard Charles Drive. Turn left onto Ezzard Charles Drive, (at the police Station). Follow Ezzard Charles Drive to I75 north follow I75 North to Mitchell Exit. Turn left onto Mitchell Avenue off the ramp. Follow Mitchell it will make a sharp curve, the name will change to Este Avenue. Stay on Este to Kings Run. At Kings Run and Este turn left (there is a traffic light at this intersection) onto Kings Run at the first street turn right onto Winneste Avenue. The Administration Building is at 4848 Winneste Avenue.





## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 210** This is a large garden-style family development, located adjacent to Winton Terrace.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry (Zone #)	Property Type	Address Findlater Gardens 595 Strand Lane/5400 Hebron Court (SEE ATTACHED MAP FOR ZONE BORDERS)	Property Physically Inspected (Y or N)	Mowing (per service)	Max Rate Allowed for Mowing	Landscaping Services			Turf and Weed Control (per service)
						Spring	Monthly (per service)	Fall	
210	Multi- Family	FINDLATER GARDEN		\$_____	\$2100	With mulching \$_____ Without mulching \$_____	\$_____	\$_____	\$_____

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$\_\_\_\_\_ (Do not include turf and weed control)

Findlater Gardens (L-13)

Findlater Gardens addition (4 - 10)

Architecture One

architecture  
planning  
development  
consulting

Architecture One

architecture  
planning  
development  
consulting

[53] 333-36

M. E. P. ENGINEERING  
H&PE Associates  
Engineering Services  
SPECIFICATIONS  
Special Consultants  
Jan. 2006, Issue Date  
Rev. 15, 2006, Revision  
May 1, 2006, Revision  
July 4, 2006, Revision  
Email: [info@hpeassociates.net](mailto:info@hpeassociates.net)

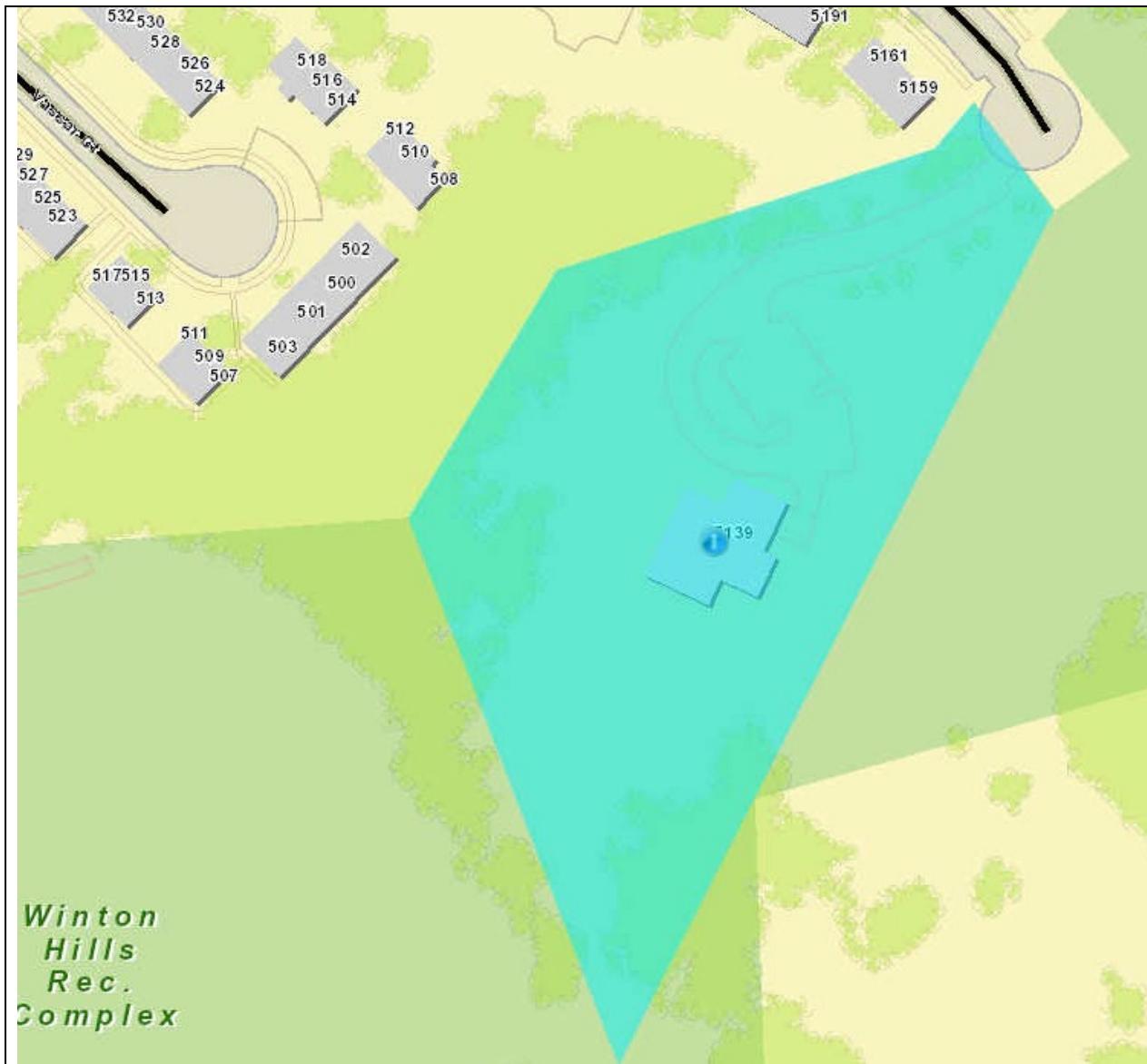
## Phase 1 The Comprehensive Interior Renovation of

Flintdale  
Gardens  
Apartments

May 14, 2001  
00-850  
Building, Location

May 14, 2001  
00-850  
Building Location  
Plan  
1.3

## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003



**Zone 4a**

### ZONE 4a

#### 5139 Holland Drive

Note: The area around the daycare is not included since the daycare maintains that area.

The fields at the north-east and southern tip will be maintained by the awarded contractor. Those fields likely only require mowing once every-other month (May, July, September).



## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

**Location: AMP 217** This is a large family development of walkup units.

All fees are firm fixed costs.

Landscaping Services and Turf and Weed Control Services are at the discretion of CMHA.

Entry #	Property Type	Address	Property Physically Inspected (Y or N)	Mowing (per service)	Max Rate Allowed for Mowing	Landscaping Services			Turf and Weed Control (per service)
						Spring	Monthly (per service)	Fall	
1	Scattered Site	1925 Emma Note: End of cul-de-sac (Key is required)							
2	Family	3357 Beekman - Millvale North and South Note: Large Property - The area to the right of the building located at 3262 Moosewood and the area at 3128 Moosewood are to be serviced too.				With Mulching \$ _____	\$ _____	\$ _____	\$ _____
3		3413-3415 Beekman Note: Vacant Lot				Without Mulching \$ _____			
4		3303 Beekman. Vacant lot and Millvale Recreation Center Parking Lot. Size: 5.4 acres. NOTE: there is a fence along the property that needs weed trimming. NOTE: there are 3 "islands" in the parking lot that need to be mulched.							
		<b><u>MOWING PER SERVICE</u></b> <b><u>ENTIRE AMP</u></b>		\$ _____	\$1600				

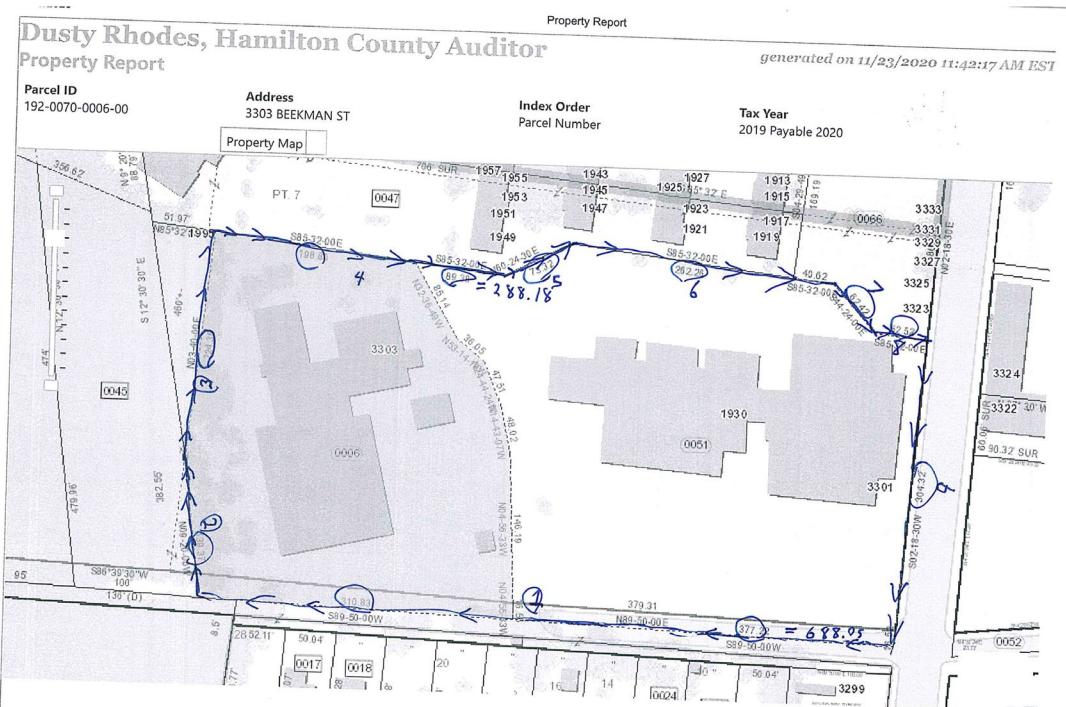


## REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003

---

If awarded all required services for these properties (including landscaping, mowing, spring cleanup, and fall services) beginning from March 15 through November 15, provide fixed full service monthly cost: \$ \_\_\_\_\_ (Do not include turf and weed control)

1	1925 Emma	2	3357 Beekman - Millvale
3	3413-3415 Beekman (also shown at right)		

**REQUEST FOR PROPOSALS (RFP) Solicitation 2026-1003**
**4**




**CMHA SOLICITATION 2026-1003**  
**Landscaping and Mowing Services-ADDITIONAL SERVICES**  
**ATTACHMENT B.5 FEE SUBMISSION FORM**

---

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

---

**PROPOSER'S STATEMENT**

**The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Solicitation 2026-1003  
Landscaping and Mowing Services  
Attachment B.5

**NOTE: When invoicing for these services all invoices must be itemized into the number of hours worked, the number of workers on the job, the cost of any materials (also itemized), as well as comply with the invoicing instructions in the CMHA General Terms and Conditions .**

Section	Description of Additional Services To Be Provided On An As-Needed Basis	Material Cost	\$/Hour per Person	Maximum Rate Allowed
1.4.1	General Mulching (Material Cost for mulch)	\$ _____ per cubic yard	\$ _____	\$27
1.3.1.3	Mulch spreading service	\$ _____ per cubic yard	\$ _____	\$27
1.4.2	Seeding and Placement of Straw on Bare Spots (Material Cost for seed and straw)	\$ _____ per square foot	\$ _____	\$27
1.4.3	Flower Bed Maintenance (Material Cost for pre-emergent)	\$ _____ per square foot	\$ _____	\$27
1.4.4	Pruning		\$ _____	\$27
1.4.5	Installation of New plantings (Material Cost for markup over wholesale cost)	_____ %	\$ _____	\$27
1.4.6	Removal of Leaves and Debris		\$ _____	\$27
1.4.7	Removal of Dead Shrubs		\$ _____	\$27
1.4.8	Removal of Trees	Small Trees - < 1 foot in diameter	\$ _____ (flat fee)	\$1,200
		Medium Trees - < 2 foot in diameter	\$ _____ (flat fee)	\$2,500
1.4.9	Watering of flowers, trees and lawns	Connecting to Hose Bibs on CMHA's Property	\$ _____	\$27
		Utilization of Treegator or equivalent	\$ _____ per tree	\$27
		Utilization of watering truck and delivery of water	\$ _____	\$27
1.4.10	Pressure Washing Sidewalks, Driveways, Houses		\$ _____	\$27
1.4.11	General Mowing and Trimming Services		\$ _____	\$27
1.4.12	Snow Removal Services	\$ _____ salt (per 25 lb bag or per lb bag)	\$ _____	\$27
1.4.13	Landscaping Fabric	\$ _____ per square yard	\$ _____	\$27
1.5.1	Graffiti Removal		\$ _____	\$27
1.5.2	Fence Installation and/or Repair (Material Cost for markup over wholesale cost for fence materials)	_____ %	\$ _____	\$27
1.5.3	Fence Painting		\$ _____	\$27
1.5.4	Concrete work (small scale)		\$ _____	\$35
1.5.5	Erosion Control	\$ _____ per cubic yard soil	\$ _____	\$27
N/A	Other services related to Grounds Maintenance Services		\$ _____	\$27

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

The following Evaluation factors will be scored utilizing both objective and subjective scoring criteria. Each category is identified as subjective, objective or a combination of both.

<u>Objective Scoring Criteria</u>		<u>Subjective Scoring Criteria</u>		<u>Yes/No Scoring Criteria</u>
5 Points = Total Applicability 4 Points = Substantial Applicability 3 Points = Average Applicability 2 Points = Limited Applicability 1 Point = Minimum Responsiveness 0 = Non-Responsive		5 Points = Excellent 4 Points = Above Average 3 Points = Average 2 Points = Below Average 1 Point = Poor 0 = Non-Responsive		5 Points = Yes 0 = No
Evaluation Factor		Points	Weighted Average	Proposer's Response
<b>2. CAPACITY AND RELEVANT EXPERIENCE</b>		<b>0-5</b>	<b>40%</b>	<b>Proposer's Response - This Category will consist of both objective and subjective factors.</b>
1	Firm Name:			
2	To aid in the evaluation of your proposal, which types of properties are you offering to perform services? Please note: you must have and maintain sufficient staff to provide the services.			Number of years the firm has performed the services as indicated in items 2A through 2C:
2A	High Rises	Yes	No	
2B	Multi-Family Sites	Yes	No	
2C	Scattered Sites	Yes	No	
2D	Large residential properties with multiple acres of land	Yes	No	
2E	Single Family Homes	Yes	No	
3	Clearly detail and describe the contractor's experience and expertise for each of the types of properties (high-rises, multi-family sites, scattered sites/single family) contractor is offering to perform services. Add additional pages if needed.		Subjective	
4	This category will be used to determine the areas of expertise in which your firm can provide services to CMHA and upon which you wish to be evaluated. Please Note: Any fields left blank in this category will be considered not applicable to the proposer's firm and the proposal will be evaluated as such.			<b>Number of years the firm has performed the services as indicated in items 4A through 4E:</b>
4A	Routine Grounds Maintenance	Yes	No	
4B	Turf Fertilization and Weed Control	Yes	No	
4C	Landscaping Services	Yes	No	
4D	Additional Services Noted on Additional Services Sheet Specify:	Yes	No	
4E	General Facilities Maintenance Noted on Additional Services Sheet Specify:	Yes	No	

5	<p>Comment on the contractor's specialized expertise. Clearly detail experience with the services you are proposing. Attach additional pages if needed.</p>	Subjective	
6	<p>Identify the employees who would be performing work for CMHA. If additional space is needed to provide the employee information, please attach an additional sheet to this assessment form.</p> <p>Contractor must maintain level of staffing appropriate to the number and size of properties assigned. Identify staffing levels, and supervisory structure.</p> <p>Contractor must include information about the types of properties being cared for and if it is mowing, landscaping or both</p> <p>Provide examples of contracts/projects completed within the last 3-5 years that are similar in size and scope.</p>	Subjective	<p>Name:</p> <p>Type of Work:</p> <p>Number of Years employee has worked for contractor?</p> <p>Description of experience (or attach resume):</p> <p>Name:</p> <p>Type of Work:</p> <p>Number of Years employee has worked for contractor?</p> <p>Description of experience (or attach resume):</p> <p>Name:</p> <p>Type of Work:</p> <p>Number of Years employee has worked for contractor?</p> <p>Description of experience (or attach resume):</p>

7. Capacity Capacity and capability of the consultant to perform the work on schedule and be responsive to the Authority's direction should be clear.

Proposer's Response	
1.	Indicate the number of contracts you now hold with CMHA/TPS. What is your plan to ensure that your company has availability to service all current contracts as well as this new one?
2.	Indicate whether your company is available on a 24-hour basis.
3.	Indicate whether your company is available to service all CMHA/TPS properties (i.e., if you prefer to not work at any specific property(ies), please indicate which properties.)
4.	Indicate how many full or part-time employees will be dedicated to work under this contract. If you will be using subcontractors, please indicate their capacity (your response should include information for all the bullets in this list).
5.	What is your average available capacity (%) to support this project?

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor		Points	Weighted Average	Proposer's Response
<b>3. Management and Quality Plans</b>		<b>0-5</b>	<b>5%</b>	<b>Proposer's Response - This Category will consist of subjective factors.</b>
1	Describe your plan or procedure to monitor employees and subcontractor performance to maintain quality control in completing your services in accordance with the requirements of the scope of work in this RFP. Include your plan to respond to management issues.			
2	Describe your method of scheduling services and procedures to maintain the level of service as required by the scope of work in this RFP. Include your method of scheduling employees and equipment.  Describe how issues, complaints, or service deficiencies will be tracked and resolved.  Identify how performance will be monitored and reported.		Subjective	
3	Describe your safety plan for the protection of CMHA facilities and property and to provide a safe work environment for Contractor personnel.			
<b>Sub Total of Evaluation Factor 3. Management and Quality Plans</b>				Total average of evaluation score using 5% weighted average for this category

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>4. EQUIPMENT LISTING AND SCHEDULE</b>	<b>0-5</b>	<b>5%</b>	<b>Proposer's Response - This Category will consist of subjective factors.</b>
1   Provide a listing of your current equipment in accordance with Section 1.8.1 of the RFP.		<b>Objective</b>	Within Tab 4A, the Proposer is to provide the Equipment Listing
Intentionally blank			
<b>Sub Total of Evaluation Factor 4. Equipment Listing</b>			Total average of evaluation score using 5% weighted average for this category

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>5. PAST PERFORMANCE: REFERENCES</b>	<b>0-5</b>	<b>5%</b>	<b>Proposer's Response - This Category will consist of both objective and subjective factors.</b>
Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u>			
References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.			
This page should be completed for each project.			
<b>Reference 1</b>			
1	Identify the individual/company for whom the work was completed.	<b>Objective</b>	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	<b>Subjective</b>	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed	<b>Subjective</b>	
7	Describe your ability to remain on schedule.		
<b>Sub total of evaluation factor 5. Past Performance: References</b>			Total average of evaluation score using 5% weighted average for this category

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>5. PAST PERFORMANCE: REFERENCES</b>	<b>0-5</b>	<b>5%</b>	<b>Proposer's Response</b> - This Category will consist of both objective and subjective factors.
Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u>			
References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.			
This page should be completed for each project.			
<b>Reference 2</b>			
1	Identify the individual/company for whom the work was completed.  Contact Name  Address  Telephone number  Email Address	<b>Objective</b>  <b>Subjective</b>	
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)		
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed		
7	Describe your ability to remain on schedule.		
<b>Sub total of evaluation factor 5. Past Performance: References</b>			

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>5. PAST PERFORMANCE: REFERENCES</b>	<b>0-5</b>	<b>5%</b>	<b>Proposer's Response - This Category will consist of both objective and subjective factors.</b>
Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u>			
References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.			
This page should be completed for each project.			
<b>Reference 3</b>			
1	Identify the individual/company for whom the work was completed.	<b>Objective</b>	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	<b>Subjective</b>	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed	<b>Subjective</b>	
7	Describe your ability to remain on schedule.		
<b>Sub total of evaluation factor 5. Past Performance: References</b>			Total average of evaluation score using 5% weighted average for this category

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>5. PAST PERFORMANCE: REFERENCES</b>	<b>0-5</b>	<b>5%</b>	Proposer's Response - This Category will consist of both objective and subjective factors.
Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u>			
References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.			
This page should be completed for each project.			
<b>Reference 4</b>			
1	Identify the individual/company for whom the work was completed.	<b>Objective</b>	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	<b>Subjective</b>	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed		
7	Describe your ability to remain on schedule.		
<b>Sub total of evaluation factor 5. Past Performance: References</b>			Total average of evaluation score using 5% weighted average for this category

**2026-1003**  
**Landscaping and Mowing Services**  
**PROFESSIONAL PERFORMANCE ASSESSMENT**

Evaluation Factor	Points	Weighted Average	Proposer's Response
<b>5. PAST PERFORMANCE: REFERENCES</b>	<b>0-5</b>	<b>5%</b>	<b>Proposer's Response</b> - This Category will consist of both objective and subjective factors.
Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u>			
References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.			
This page should be completed for each project.			
<b>Reference 5</b>			
1	Identify the individual/company for whom the work was completed.  Contact Name  Address  Telephone number  Email Address	<b>Objective</b>  <b>Subjective</b>	
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)		
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed		
7	Describe your ability to remain on schedule.		
<b>Sub total of evaluation factor 5. Past Performance: References</b>			