

MERCER COUNTY  
BOARD OF COMMISSIONERS

Information To Bidders  
For

**LAWN CARE (MOWING/TRIMMING)**

Bid Opening Date: February 4, 2020 at 11:00 a.m.

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Board of Mercer County Commissioners  
Central Service Building  
220 West Livingston Street, Rm. A201  
Celina, Ohio 45822

Phone: (419) 586-3178; Fax: (419) 586-1699  
e-mail: [commissioners@mercercountyohio.org](mailto:commissioners@mercercountyohio.org)

## ADVERTISEMENT FOR BIDS

The Mercer County Commissioners will receive sealed bids to provide mowing, trimming, and other services in connection therewith as outlined in the Information to Bidders. Services shall be performed at the following county-owned locations: 4-H Campground, Eden Haven Park, and Bunge Park.

Bids will be received in the office of the Mercer County Commissioners, Central Services Building, 220 West Livingston Street, Celina, OH 45822, until 11:00 a.m. (official local time), February 4, 2020, at which time and place bids will be opened publicly and read aloud. Bids received after 11:00 a.m. (official local time) will be returned unopened.

The Bidding Documents and detailed specifications may be examined and obtained at the office of the Mercer County Commissioners, Central Services Building, 220 W. Livingston Street, Celina, OH 45822 or can be accessed on the world wide web at [www.mercercountyohio.org](http://www.mercercountyohio.org); click on Commissioners under Elected Officials then on Requests for Quotes. For inquiries regarding this opportunity, you may contact (419) 586-3178 or at [commissioners@mercercountyohio.org](mailto:commissioners@mercercountyohio.org).

Bids must be signed and submitted on the separate bidding forms included in the Bidding Documents and shall be accompanied by either a Bid Guaranty Bond in the amount of 100% of the Bid amount or by a certified check, cashier's check, or letter of credit on a solvent bank in the amount of not less than 10% of the amount of the Bid. If the bid is accepted, the contractor will within ten (10) days enter into and sign a contract.

The Owner reserves the right to reject each and every bid and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law.

By order of the Board of  
Mercer County Commissioners  
Mercer County, Ohio  
Kim Everman, Admin./Clerk

Advertise: January 16, 2020

## INFORMATION TO BIDDERS

### **BIDDING PROCEDURE:**

The Board of Mercer County Commissioners wishes to engage the services of a qualified firm or individual to provide mowing, trimming and other services as outlined herein.

Bids will be received in the office of the Mercer County Commissioners, Central Services Building, 220 West Livingston Street, Celina, OH 45822, until 10:00 a.m. (official local time), February 4, 2020, at which time and place bids will be opened publicly and read aloud. Bids received after 11:00 a.m. (official local time) will be returned unopened.

Bids must be signed and submitted on the separate bidding forms included in the proposal/bid packet. All blanks on the Bid forms shall be completed by printing in ink or by typewriter and the Bid signed.

In addition to the Bid Forms included in this proposal/bid packet, refer to "Bid Submittals" for additional documentation required at the time of bid submission.

### **BID SUBMITTALS**

- 1) Provide a list of all equipment owned that will be utilized to provide the requested service. Include quantities, make, model, age of equipment as well as cutting width(s) of mower(s).
- 2) Provide a statement of qualifications including information regarding the firm's history; experience of owners/personnel in performing lawn maintenance; and a minimum of two references.
- 3) **BID SECURITY/CONTRACT BOND:** A bid must be accompanied by Bid security in the form of either a Bid Guaranty and Contract Bond (form attached) for the full amount of the Bid, or by a certified check, cashier's check, or letter of credit on a solvent bank in the amount of not less than 10% of the amount of the Bid, payable to Mercer County Commissioners.

The Bid security submitted with a Bid will be held as a guaranty that, if the Bid be accepted, a Contract will be entered into. The Bid security will be returned to all unsuccessful Bidders immediately after the Contract is executed and, if other than a Bid Guaranty and Contract Bond, to the Successful Bidder upon entering into a contract.

- 4) **OHIO ETHICS AND ELECTIONS LAW:** Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

### **INSURANCE:**

The contractor agrees to pay for and keep in force during the entire period of construction on the project such liability insurance as will protect it from claims, under workers' compensation and other employee benefit laws, for bodily injury and death, and for property damage, that may arise out of work under this contract, whether directly or indirectly by the contractor, or directly or indirectly by a subcontractor.

The contractor shall provide the county with a copy of such insurance contract as well as a workers compensation certificate prior to any performance of work under the contract of construction.

**AWARD OF CONTRACT:**

The Owner reserves the right to reject each and every bid and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law.

The contract will be awarded to a responsive and responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/service to be provided, and the bidder's price proposal. Furthermore, the Owner will take into consideration the alternate if accepted.

In evaluating bids, Owner will consider whether or not the bids comply with the prescribed requirements.

In evaluating bidders, a prospective vendor must meet the following standards as they relate to this request:

- must have the equipment and personnel necessary to perform the services requested.
- have the necessary experience, organization, technical and professional qualifications, and skills
- have a demonstrated satisfactory record of performance
- have adequate liability insurance
- adhere to the specifications of this proposal and provide all documentation required of this proposal.

A sample of the Evaluation Form is enclosed as Exhibit B.

**SCOPE OF WORK**

Mowing, trimming, and other services in connection therewith are to be performed at the following county-owned locations:

- 1) Eden Haven Park located on Hellwarth Road in Hopewell Township.
- 2) Bunge Park, located on State Route 29 in Jefferson Township; and
- 3) 4-H Campground located in East Jefferson Township off of Harbor Point Drive. The seven acre parcel to be mowed is further describes as: 1) the grass area lying between the north boundary line and long, curve drive that extends to the west boundary line; and 2) the grass area lying between the curve drive and the lake. (See Exhibit A.)

Vendor is responsible for the complete performance of all work and for furnishing all equipment, materials, tools and incidentals used in connection therewith.

### Eden Haven & Bunge Park

- Mow grass and trim as needed to maintain a height of approximately 3". Care should be taken to avoid marring of trees by equipment.
- Removal of all litter and debris (i.e. tree branches) is required prior to each mowing. Under no circumstances will mowing litter/debris (excluding grass clippings) be left on the property.
- The sprouts at the base of ornamental trees, such as the Flowering Crabtree, should be removed to maintain a clean appearance.
- On the same day the trimming is done, use blower-type machines to clean restrooms.
- Monitor site and restrooms for any problems that require the attention of the county's maintenance department. Report problem to the County Commissioners' Office at 419-586-3178.

### 4-H Campground

- Mow grass and trim as needed to maintain a height of approximately 3". Care should be taken to avoid marring of trees by equipment.
- Use string trimmer (a.k.a. weed whacker) to control grass and weeds along chain-link fence, dumpster, and buildings.
- Removal of all litter and debris (i.e. tree branches) is required prior to each mowing. Under no circumstances will mowing litter/debris (excluding grass clippings) be left on the property.
- Monitor site for any problems that require the attention of the county's maintenance department. Report problem(s) to the County Commissioners' Office at 419-586-3178.

In the event there is damage by reason of the mowing operations, the vendor will be required to repair and/or replace same at own expense with like kind.

### **TERM**

The mowing season is approximately April 1 to October 31. This contract is renewable for up to two (2) additional one-year periods upon mutual consent of the awarded vendor and Mercer County Commissioners.

### **BASIS OF PAYMENT:**

Payment will be made by Owner upon satisfactory delivery and acceptance of goods/services and the submission of an invoice to the Mercer County Commissioners' Office. It is recommended that invoices be submitted on a monthly basis.

**BID FORM**

**PROJECT IDENTIFICATION: LAWN CARE (Mowing/Trimming)**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

Bidder accepts all of the terms and conditions of the Advertisement or Information to Bidders and specifications, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.

In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

- A. Bidder has examined and carefully studied the Bidding Documents and the other related data identified in the Bidding Documents - receipt of all which is hereby acknowledged.
- B. Bidder has examined the sites and all conditions thereon. Bidder is satisfied as to the general, local and site conditions that may affect cost, progress, and performance of the Work.

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**BASED BID:**

| #   | Location        | Est. Quantity | Per Unit | Total Est. Price |
|---|-----------------|---------------|----------|------------------|
| 1   | Eden Haven Park | 20            |          |                  |
| 2   | Bunge Park      | 20            |          |                  |
| 3   | 4-H Camp        | 20            |          |                  |
| TOTAL ESTIMATED ANNUAL PRICE (Sum of 1, 2, & 3) |                 |               |          |                  |

BIDDER NAME: \_\_\_\_\_

Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE # \_\_\_\_\_

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

DATE: \_\_\_\_\_