

**FAIRFIELD COUNTY COMMISSIONERS**  
210 East Main Street  
Lancaster, OH 43130

**REQUEST FOR PROPOSALS (RFP)**  
For  
**LANDSCAPING MAINTENANCE SERVICES**  
Pursuant to ORC 307.86

**1 GENERAL STATEMENT**

**1.1 Purpose**

The Fairfield County Commissioners and the Facilities Manager are requesting proposals for the maintenance of landscaping and planting beds at several County facilities located in the area of Lancaster, Ohio, 43130. The names and addresses of the County Facilities included are:

Amstutz Building	227 E. Main St. Lancaster, Ohio
Auditor's Real Estate	108 N. High St. Lancaster, Ohio
Court House	210 E. Main St. Lancaster, Ohio
Engineer's Office	3026 West Fair Ave. Lancaster, Ohio
Fairfield Center	12931 Stone Creek Dr. Pickerington, Ohio
Govt Services Center/JFS	239 W. Main St. Lancaster, Ohio
Hall of Justice	224 E. Main St. Lancaster, Ohio
Liberty Center	951 Liberty Dr. Lancaster, Ohio
Main Street Parking Lot	221 E. Main St. Lancaster, Ohio
One Stop Title Office	982 Liberty Dr. Lancaster, Ohio
Records Center	138 W. Wheeling St. Lancaster, Ohio
Sheriff's Office/Jail	345 Lincoln Ave. Lancaster, Ohio
Tussing Govt Services	11050 Tussing Rd., Pickerington, Ohio
Visitation Center	407 East Main St. Lancaster, Ohio
Workforce Center	4465 Coonpath Rd., Carroll, Ohio

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

<b>RFP NOTIFICATION:</b>	<b>Friday, February 28, 2025</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Monday, March 3, 2025, 8:00 a.m. EDT</b>
<b>PRE-PROPOSAL SITE VISIT</b>	<b>Wednesday, March 5, 2025, 9:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, March 17, 2025, 3:00 p.m., EDT</b>
<b>PROPOSAL DUE DATE:</b>	<b>Friday March 21, 2025, 9:00 a.m., EDT</b>
<b>OFFER OPENING DATE:</b>	<b>Friday March 21, 2025, 9:00 a.m., EDT</b>

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the Fairfield County Commissioners in Lancaster, Ohio. Proposals received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

**1.3 Additional Estimated Dates**

**CONTRACT AWARD NOTIFICATION: Tuesday, April 1, 2025**

**PURCHASE ORDER ISSUED: TBD**

**CONTRACT START DATE: TBD**

**1.4 Location for Response Opening**

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

**2 EXECUTIVE SUMMARY**

**2.1 Purpose**

This document is a request for proposals to provide LANDSCAPING AND PLANTING BED MAINTENANCE SERVICES under Section 307.86 of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed proposals for the described work located in the Lancaster and Pickerington, Ohio area. If a suitable offer is made in response to this RFP, the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Contractor") provide the described work.

Upon selecting the selected Offeror, the Fairfield County Commissioners shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.86. A contract for the described work shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Contractor.

## 2.2 Objectives

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Project Criteria (see Sections 3.5 and 3.6). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

## 2.3 Calendar of Events

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror's to check his/her email on a regular basis for posted addendums, changes and other RFP information.

## 3 GENERAL INSTRUCTION

### 3.1 Purpose

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

### 3.2 Contacts

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFP. Bidders are required to provide notification by email that they have downloaded the RFP and plan to submit a proposal.

Jon Kochis  
[jon.kochis@fairfieldcountyohio.gov](mailto:jon.kochis@fairfieldcountyohio.gov)

Offeror's may obtain complete sets of the Request For Proposal by downloading it from the County website at; [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us) or by requesting a printed copy at the office of the Fairfield County Board of Commissioners, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

### 3.3 Inquiries

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to Jon Kochis at [jon.kochis@fairfieldcountyohio.gov](mailto:jon.kochis@fairfieldcountyohio.gov). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

### **3.4 Pre-Proposal Meeting and Site Visit**

Prospective firms may attend a pre-proposal meeting in order to receive additional information or make site visits. The meeting shall take place **Wednesday, March 5, 2025, 9:00 a.m. EDT** at the first floor Information Desk of the Administrative Courthouse, located at 210 East Main St., Lancaster, Ohio. The meeting will include a map to make site visits of all facilities to allow prospective contractors to assess and survey the scope of work involved. Prospective contractors are encouraged to collect all necessary information needed and to satisfy any questions they have during this meeting.

### **3.5 Scope of Work**

- 3.5.1** The purpose of this RFP is to obtain proposals for regular maintenance and general upkeep of all landscaped areas and planting beds at the County Facilities listed, between March 15 and November 15.
- 3.5.2** All work is to be performed as listed under Section 3.6 PERFORMANCE CRITERIA and Section 4 SUMMARY, and to provide the Owner a complete project in compliance with all applicable laws and codes.

### **3.6 Performance Criteria**

The landscaping and planter bed maintenance services sought by the Fairfield County Commissioners hereunder include the following:

- 3.6.1** All ornamental shrub material must be trimmed, thinned, and cut back to an acceptable height so as not to impede public traffic or visual safety around the buildings.
- 3.6.2** Remove all weeds or foreign plants from landscape and planter beds on a weekly basis, at minimum.
- 3.6.3** Apply herbicide/pesticide products to all landscape beds as necessary. If restricted chemicals are used, treatments must be made after 5:00 PM on weekdays or any day when the County building is closed. Proper signage of all treated areas must be posted.
- 3.6.4** Apply fertilization to all plant material as required.
- 3.6.5** Edge all beds with a 3" deep edge and remove soil.
- 3.6.6** In planting beds requiring new mulch or additional mulch, apply mulch at a depth of 1.5"- 2.0", prior to May 15, using a double processed black hardwood mulch #1952, or equal.
- 3.6.7** If existing mulch in planting beds exceeds 3" thickness or is significantly higher than the adjacent lawn or sidewalk, remove excess mulch and use proper tools to flip, turn, and loosen the existing mulch. Apply a thin layer of new mulch to these beds to enhance the color.
- 3.6.8** Dispose of all waste off-site.

- 3.6.9 Provide installation of any new/replacement plant material as directed by the Facilities Manager, on a cost per job basis.
- 3.6.10 If needed, the division of plant growth at County sites is encouraged with the approval of the Facilities Director or designee. All live plant material remains the property of Fairfield County and will be used at other County building locations as directed by the County
- 3.6.11 No mowing of lawn areas is included.

### **3.7 BASIS OF PROPOSAL**

- 3.7.1 Submit a lump sum amount for the total cost of the work in each item or as requested on the attached Bid Form.

### **3.8 PROPOSAL SUBMISSION**

- 3.8.1 Submit a proposal amount on the original RFP Proposal Form furnished by the Fairfield County Commissioners, in this document.
- 3.8.2 Sign Proposal with name typed below signature.
- 3.8.3 An RFP proposal submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.
- 3.8.4 Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.
- 3.8.5 Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.
- 3.8.6 Submit sealed proposals in an opaque envelope plainly marked on the outside with the Request for Proposal title, bid date and time, and name of the Offeror.
- 3.8.7 If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP ENCLOSED" on the face of the RFP envelope.
- 3.8.8 Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor  
210 East Main Street  
Lancaster, Ohio 43130
- 3.8.9 Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.

**3.8.10** Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

### **3.9 RFP EVALUATION CRITERIA AND SELECTION PROCEDURE**

**3.9.1** The Fairfield County Commissioners will award a contract for the selected bid form amount as permitted by these instructions. The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period of eight (8) months.

**3.9.2** The Agreement will be awarded on the basis of the lowest and best proposal.

**3.9.3** Consideration will be given to the following criteria during the evaluation process of the proposals along with the cost submitted:

- 1) Firm and individual qualifications
- 2) Firm's proximity to the work sites
- 3) Firm's Capacity to perform the work
- 4) References on work quality and timeliness
- 5) Past performance record for Owner

**3.9.4** The Fairfield County Commissioners reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

**3.9.5** The Fairfield County Commissioners may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

## **4 SUMMARY**

### **4.1 Additional Requirements**

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Safety Requirements
- d. Final Clean-up

### **4.2 General Requirements**

**4.2.1** The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.

**4.2.2** The Contractor shall hold a current Commercial Pesticide license with the Ohio Department of Agriculture and be knowledgeable of current chemical rules and

regulations as deemed necessary by the Pesticide Regulation Department of the Ohio Department of Agriculture.

- 4.2.3 The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.
- 4.2.4 All workers must be US citizens or hold current US work certificates.
- 4.2.5 The Contractor shall NOT permit workers to smoke, consume alcohol, or use illegal drugs during their work activities on County property.
- 4.2.6 The Contractor shall require workers to wear proper clothing, including shirts and shoes, during work activities. No clothing with offensive language or gestures imprinted on it will be permitted.
- 4.2.7 The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period of eight (8) months.

#### **4.3 Coordination**

- 4.3.1 The Contractor shall coordinate all contract work activities to meet the schedule requirements with the authorized representative of the Fairfield County Commissioners and provide a written schedule of the work.

#### **4.4 Safety Requirements**

- 4.4.1 The Contractor shall comply with all worker safety regulations required by law.
- 4.4.2 The Contractor shall provide all necessary equipment and precautions to keep the public safe in the immediate area during work activities.
- 4.4.3 The Contractor shall take every precaution to prevent fires or any other hazards.

#### **4.5 Final Clean-Up**

- 4.5.1 The Contractor shall perform periodic clean-up during the progress of the work, and maintain all surrounding areas in a clean condition.
- 4.5.2 Upon final completion of the work, the Contractor shall perform sweeping of the roadway, sidewalk, and surrounding parking areas to remove all dirt, mud, mulch, or debris.

# **PROPOSAL FORM**

COMPANY NAME: \_\_\_\_\_

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

PROPOSAL SUBMITTED TO: The Fairfield County Board of Commissioners  
210 East Main Street, Third Floor  
Lancaster, Ohio 43130

TOTAL AMOUNT OF PROPOSAL FOR 1-YEAR CONTRACT: \_\_\_\_\_

TOTAL AMOUNT OF PROPOSAL FOR 3-YEAR CONTRACT: \_\_\_\_\_

A. By submitting a response to this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees to the following:

1. To enter into a Contract or Purchase Order agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To comply with all project schedule requirements as noted.

B. I have attached the following required documents to this proposal:

1. NON-COLLUSION AFFIDAVIT
2. EEO CERTIFICATION
3. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY
4. DRUG FREE WORK PLACE

NOTE: All RFPS submitted to the Board of Fairfield County Commissioners must follow the guidelines in Section 3.8 - **PROPOSAL SUBMISSION.**

**Signature of OFFEROR:** \_\_\_\_\_

**Print Name of OFFEROR:** \_\_\_\_\_

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