

LEGAL NOTICE

NOTICE FOR BIDS

Notice is hereby given that sealed bids will be received by the Board of Trustees of Concord Township, Lake County, Ohio, at the Township Hall located at 7229 Ravenna Road, up to the hour of 10:00 a.m. on the 14th day of March, 2019, for Mowing and Landscape Maintenance of Township Properties & Cemeteries for 2019 (with Option for Year 2020).

If you are interested in bidding on the Mowing and Landscape Maintenance of Township Properties, bids forms with specifications can be found at www.concordtwp.com/departments/administration or picked up at Town Hall, Monday-Friday, 8:00 am - 4:30 pm..

Each bid must be completed in ink or typewritten and the exterior marked with “2019 Mowing and Landscape Maintenance of Township Properties.” For any questions please contact Andy Rose, Administrator, by email at arose@concordtwp.com or by phone at (440)-354-7513.

The Concord Township Board of Trustees reserves the right to accept the whole or part of any bid, to waive all informalities or irregularities in the bids received, accept or reject any bid as they may deem in the best interests of the Township.

Concord Township Board of Trustees
Paul R. Malchesky, Chairman
Amy L. Dawson, Fiscal Officer

Publish one (1) time on February 21, 2019

Bill: Concord Township



CONCORD TOWNSHIP

LAKE COUNTY, OHIO

PROPOSAL REQUIREMENTS & SPECIFICATIONS FOR:

Mowing and Landscape Maintenance of Township Properties & Cemeteries for 2019 (with an Option for Year 2020)

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INSTRUCTIONS TO CONTRACTORS

Mowing & Landscape of Township Properties & Cemeteries

CONCORD TOWNSHIP, LAKE COUNTY, OHIO

A. PROPOSAL REQUIREMENTS & CONDITIONS FOR APPROVAL:

To be entitled for consideration, a proposal must be made in accordance with the following instructions:

1. **Preparation:** Each proposal shall be submitted on the forms furnished by the Township. All signatures shall be clearly and legibly written.
2. **Names of Contractor:** The proposal shall give the full business address of the Contractor and be signed with the Township's signature. Proposal by partnerships shall furnish the full names of all partners and shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing.

Proposals by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the person authorized to sign. Satisfactory evidence of the authority of the officer or agent signing on behalf of a corporation or partnership shall be provided, when requested by the Township.

3. **Submission Deadline and Contact Information:** Proposals for the Mowing & Landscape Maintenance of Township Properties & Cemeteries will be received for Concord Township, Lake County, Ohio, at Concord Township Hall, 7229 Ravenna Road, Concord, Ohio 44077; **no later than March 15th, 2019 at 12:00 p.m.**

Proposals shall be addressed to the attention of the following Township representative and labeled - "PROPOSAL FOR THE MOWING & LANDSCAPE OF TOWNSHIP PROPERTIES & CEMETERIES":

Township Administrator
Concord Township
7229 Ravenna Rd.
Concord, Ohio 44077

4. **References:** A list of at least five (5) references and a description of the work completed shall be provided, with contact names and phone numbers (see p. 17).
5. **Quantities:** The quantities of the work shown on the specifications and form are estimated by the Township and will be used as the basis for the comparison of the proposals only. The Township reserves the right to decrease or increase any quantities and to eliminate any item or items on the form or proposal.
6. **Competency of Contractor:** No proposal will be considered unless the Contractor submitting the same shall furnish evidence satisfactory to the Township that they have the necessary equipment, ability and financial resources to fulfill the conditions of the contract and specifications. Previous experience and responsibility of the Contractor will be considered in awarding this contract.

7. **Tax Exemptions:** The Township is exempt from federal excise and transportation taxes and from the sales tax of the State of Ohio. Prices quoted should not include either federal excise or Ohio sales tax. Tax exemption certificates covering these taxes will be furnished whenever necessary. The transportation tax is not applicable on any purchase consigned to the Township and no tax exemption certificate is required. If for any reason a contemplated purchase would not be tax exempt, this fact will be indicated in the specifications, and such taxes may be included in the price or shown as a separate item in the proposal.
8. **Discrimination:** In the hiring of employees for the performance of work under this contract or any subcontract, neither the Contractor, subcontractor, nor any person acting in their behalf shall by reason of race, creed, color, age, sex, or handicap, discriminate against any citizens of the State in the employment of any laborer or worker who is qualified and available to perform the work to which the employment relates. Neither the Contractor, subcontractor, nor any person in their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, age, sex, or handicap.
9. **Insurance:** The Contractor shall obtain and pay for liability insurance in limits of \$500,000.00, Combined Single Limit, to protect the Contractor and Township against any claims arising out of any operations conducted in connection with this contract. The policy shall carry a rider giving a thirty (30) day cancellation notice to the Township. This policy shall include contractual liability insurance as applicable to the Contractor's obligations and shall name the Township as an insured.

Workers' Compensation certificate of premium payment will be required before commencing any work.

10. **Liability:** The Contractor shall defend, indemnify and save harmless the Township and its officers and agents from all claims, demands, payments, suits, actions, recoveries and judgments of every description whether or not well founded in law, brought or recovered against it, by reason of any act or mission of said Contractor, his/her agents, subcontractors, or employees, in the execution of the contract, or for the use of any patented inventions by said Contractor, and a sum sufficient to cover aforesaid claims may be retained by the Township from monies due or to become due to the Contractor under contract, until such claims shall have been discharged.
11. **Assignment of Contract:** The Contractor who is awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title, or interest in or to the same, or any part thereof, without previous consent in writing from the Township Administrator.
12. **Cancellation of Contract:** The Township reserves the right to cancel the contract upon a thirty (30) day written notice to the Contractor.
13. **Control of Work:** The Township Administrator, or a designated representative, will be the point of contact, and decide all questions which may arise as to the quality and acceptability of materials furnished and work performed, and as to the rate of progress of the work; all questions which may arise as to the interpretation of the plans and specifications; all questions as to the acceptable fulfillment of the contract on the part of the Contractor, and as to compensation.
14. **Claims for Adjustment & Disputes:** If, in any case, the Contractor deems that additional compensation is due him/her for work or material not clearly covered in the contract nor ordered by the Township Administrator as extra work, as defined herein, the Contractor shall notify the Township Administrator, in writing, of his/her intention to make claim for such additional compensation before he/she begins the work on which he/she bases the claim. If such notification is not given and the Township Administrator is not afforded proper facilities by the Contractor for keeping strict

account of actual costs as required, then the Contractor hereby agrees to waive any claim for such additional compensation. Such notice by the Contractor, and the fact that the Township Administrator has kept account of the cost aforesaid, shall not in any way be construed as proving or substantiating the validity of the claim. If the claim, after consideration by the Township Administrator is found to be just, it will be forwarded to the Board of Trustees for approval as extra work.

15. **Delivery:** The Contractor agrees to make deliveries of supplies and materials, as applicable, within a reasonable period from the time purchase orders are received, which reasonable time is estimated to be no more than thirty (30) days. If deliveries are not made within such period, then the Township may purchase such items in the open market; and if the price paid by the Township shall be greater than the contract price, the Contractor agrees to reimburse the Township for any loss or losses that the Township may thereby sustain. Delivery time for vehicles and equipment may be extended beyond thirty (30) days, provided the Contractor has noted the delivery time in the appropriate space on the Proposal-Contract Form.

B. BOARD SELECTION AND REVIEW:

1. The Board of Township Trustees reserves the right to hold proposals for a period not longer than thirty (30) days after March 31, 2019, and/or to award the contract at any time during this period.
2. The Board of Trustees will make the final selection based upon: the experience and qualifications of the Contractor/landscaping company; the ability to meet the maintenance schedule; and the lowest and/or best proposal submitted.
3. The Township of Concord, County of Lake, State of Ohio, reserves the right to accept or reject any or all proposals submitted, and waive any defects in the submissions.

C. EXECUTION OF CONTRACT:

1. **Contract Bond:** The selected Contractor will be required to execute the contract within ten (10) calendar days after the award of work, and furnish an approved bond for the faithful performance of the contract in the amount of twenty-five percent (25%) of the contract price. Such bond shall be that of an approved surety company or personal bond upon which the sureties are persons not interested in the contract, or, if interested, collateral security shall be furnished, all of which is to be to the satisfaction of the Township Attorney, including sureties. In case of failure to execute the contract as stated, or to furnish bond and/or surety, the Contractor shall be considered to have abandoned the contract.
2. **Labor, Materials and Maintenance of Site:** The Contractor shall furnish all labor, equipment, materials, services and supplies necessary to complete the proposed work. All work shall be performed according to all standards of good workmanship, complete in every detail. Contractors shall coordinate their work with the work of others and upon completion, remove tools, equipment, waste and debris, and leave the site in broom-clean condition. Contractors shall warrant all materials and equipment with the normal and usual warranties, including, where applicable, warranties or merchantability and fitness for a particular purpose.
3. **Payment of Invoices:** Invoices will be due and payable within thirty (30) days of receipt of the invoice by the Township. All invoices shall list specific areas where the work was completed within the payment period, along with the date and time of the work performed, and the materials and equipment used. Invoices should be mailed to the attention of the Township Administrator. Payments will be made on the basis of actual work performed. (See "Proposal/Contract Form"). Failure to submit the required detailed invoice will result in non-payment.

4. All employees of the successful Contractor shall either be citizens of the United States of America or legalized aliens residing in the United States of America.
5. **Duration:** The duration of the contract shall be for a period stated in the specifications, and shall include all material, equipment and/or services ordered or delivered during the period. All prices quoted shall be for a definite fixed price unless otherwise noted in the specifications.
6. **Purchases:** After a contract has been signed, it shall only become operative upon delivery to the Contractor of a duly signed purchase order. The Township shall only be obligated under the contract to the extent of such purchase order.

D. MOWING AND LANDSCAPING SPECIFICATIONS:

The intent of these specifications is to provide for the **mowing, trimming, fertilization and weed control of grass, trees, shrubs, flowers and plant beds where applicable** in Concord Township parks, cemeteries, and public lands.

1. **Season:** The maintenance “season” will commence on April 1, 2019, and continue through November 30, 2019 for 2019; and April 6, 2020 through November 30, 2020 for option year 2020.
2. **Areas To Be Included:** The following areas shall be included under the contract and are further listed on the Proposal - Contract form:
 - Town Hall Campus, Fire Station #1 and Softball Field (7229 Ravenna Road/11600 Concord-Hambden Road);
 - Concord Community Center (7671 Auburn Road);
 - Fire Station #2 and Fire Annex (10154 Prouty Road and 6945 North Meadow);
 - Old Stone School House (7125 Ravenna Road);
 - Concord-Hambden Cemetery (S.R. 608);
 - Stickney Cemetery (Painesville-Warren Road);
 - Concord Hills Park (Hoose Road at Morley);
 - Barchester Park (Morley Road);
 - Coleridge Park (Coleridge Drive);
 - Oakridge Drive Property (See Map);
 - Oakridge Drive Property #2 (opposite Tanbark Trl);
 - Rio Vista Drive Property (See Map)
 - 9911 Old Johnnycake Ridge Rd.
 - 11622 Concord-Hambden Rd.
 - 11636 Concord-Hambden Rd.
 - 6955 Northmeadow Dr.
3. **Permitted Hours of Cutting:** Mowing and trimming shall only be done Monday-Friday, between the hours of 7:30 a.m. & dusk.
4. **General Scope of Operations:** Contractor will note that there are *two (2)* Maintenance Schedules, A and B, which describe the corresponding level of maintenance each of the areas has been assigned to receive. The Maintenance Schedules are referenced in the Proposal – Contract Form for each area. Maintenance Schedules A and B are outlined below:

MAINTENANCE SCHEDULE A

The services involved in meeting the landscape maintenance contract for **Schedule A** areas within Concord Township will consist of the following:

a. Spring Pre-Season Preparation and Cleanup (April)

The properties shall be inspected and checked for accumulations of debris. This includes removal of tree and shrub branches damaged or broken by wind, snow or ice, and all accumulations of leaves, and miscellaneous trash in shrubs, trees and ground cover beds.

b. Pre-Emergent (April) and Post-Emergent (April - November) Broadleaf Weed Herbicide Applications to Landscape Bed Areas

- Pre-emergent broadleaf weed herbicide shall be applied to shrub, tree, and ground cover beds in conjunction with or following spring cleanup, but *no later than May 1st*.
- Post-emergent herbicide treatments shall be made as necessary to keep shrub, tree and ground cover beds attractive and weed free throughout the remainder of the contract season.
- Contractor shall hand weed beds when intermingled plantings and weeds makes post-emergent herbicide applications prohibitive.

c. Pre-Emergent Crabgrass and Post-Emergent Broadleaf Weed Applications To Turf Areas According To The Following Schedule:

- *Pre-emergent crabgrass control* application will be applied to Maintenance Schedule "A" areas in April no less than one week before, and no later than one week after, Forsythia shrubs are in bloom (See Application #1 below)
- *Post-emergent broadleaf weed control application #1* shall be applied to Maintenance Schedule "A" areas in May, and can be applied in conjunction with turfgrass fertilization (See Application #2 below)
- *Post-emergent broadleaf weed control application #2* shall be applied to Maintenance Schedule "A" areas in October, and can be applied in conjunction with turfgrass fertilization (See Application #3 below)

d. Fertilization of Maintenance "A" turfgrass areas two (2) times per season using a balanced, slow-release fertilizer blend. A total of two pounds (2#) of actual Nitrogen (N) shall be applied on an annual basis, and shall be evenly distributed over the two (2) applications to apply approximately one pound (1#) of actual Nitrogen (N) per application:

- **Application #1** – *pre-emergent crabgrass control ONLY, to be applied when Forsythia shrubs are in bloom*
- **Application #2** - *balanced slow-release fertilizer blend including broad-spectrum broadleaf weed control herbicide shall be applied in May.*
- **Application #3** - *balanced slow-release fertilizer blend including broad-spectrum broadleaf weed control herbicide shall be applied in October.*

e. General Fertilization of Shrubs, Perennials, Ornamental (Flowering) Trees, and Ground Covers in Landscape Beds

- Granular fertilizer is to be applied to all shrub and tree beds at a minimum rate (unless otherwise specified) of four pounds per one hundred feet² (4lb/100 ft²)

of bed area, comprising not less than 10% slow-release Nitrogen. Typical analysis of the fertilizer should be approximately 5-10-5, 15-30-15.

- Evergreen plants shall be fertilized with granular, slow-release fertilizers specially formulated for use on "acid loving" or evergreen plants, and shall be comprised of not less than 10% slow-release Nitrogen, and shall have a product analysis of approximately 5-10-5, 15-30-15.

f. Inspection and Treatment of Insect Problems on Shrubs and Ornamental Trees

- The Contractor shall monitor all plants contained on the property for insect and disease infestations, notify the Township of these occurrences, and shall take the appropriate pesticide application action to prevent or eliminate these problems.
- Insect and/or disease infestations which would require an unreasonable expenditure of material and labor by the Contractor shall be considered on a time and material basis, and will be considered separate from this landscape maintenance specification.

g. Treatment of Weeds in All Pathways Where Applicable

- Contractor shall inspect for and treat weeds that emerge through cracks and crevices in existing property pavements, walkways, etc.

h. Edge All Display Beds Throughout the Property

- Edging shall be 2 - 3" deep to provide a good separation between turf and planting bed areas, and shall curve smoothly or maintain a straight line, depending upon the design of the planting bed.
- First edging shall occur during or just following spring cleanup.
- Second edging shall occur in July or August.

i. Pruning of All Trees, Shrubs, and Groundcovers in Accordance with the Natural Form of These Plants

- Shrubs have distinctly natural shapes; weeping, rounded, oval, upright, spreading, and irregular shaped. Shrubs shall be allowed to take on their natural shape, pruning only to remove dead, diseased, and crossing limbs, reduce seriously over-crowded foliage, and aberrant limbs (asymmetrical shapes).
- Mechanical or hand shearing of shrubs, with the exception of Taxus hedges, will not be permitted unless recommended to and agreed upon by the Township.
- Pruning of existing shade and/or flowering trees should only be done to remove dead or diseased branches, reduce foliage density or crossing branches, or to improve the beauty of the plant through selective removal of select branches or twigs. Insofar as reasonable, Contractor will only prune trees which can be reached with pole pruners, to a height approximating 12' from ground level. Pruning that is required above this level will be considered as separate from this contract, and Contractor should provide the Township with a recommendation under separate cover before proceeding.

j. Application of Insecticides/Herbicides as Required for Town Hall Property

- Emphasis on insects/weeds that may harm/destroy turf, to include but not limited to grubs.
- Application at other sites will only be done as an add-on to this contract, if desired and approved by the Township.

k. Weekly Removal of Debris from Turf Areas, Shrub Beds, Walks, Tombstones, etc., as Applicable

- All debris, clippings, leaves, shrubs and tree trimmings are to be removed from the property. No material of this type is to be placed in or around dumpsters or any areas on or adjoining the Township's properties.
- Use of backpack blowers and/or vacuums is permitted.

l. General Fall Clean Up and Preparation in November

- A general cleanup is made of all property turfgrass, tree, shrub and groundcover areas, including removal of all fallen leaves from the property.
- If weather conditions prevent complete cleanup by November 30th, Contractor shall complete the cleanup in December at no additional charge.

m. Weekly Mowing and String Trimming of Property Turfgrass

- Turfgrass mowing, insofar as practical, is to be performed on Monday of each week, except when weather conditions dictate that more than once per week is necessary, in which case the Contractor shall be in contact with the Township to coordinate the day(s) of the week in which mowing will be permissible. A general work schedule will be provided with the initial proposal detailing properties to be mowed on a specific day of the week.

Note: The Township will permit an alternate schedule allowing for other properties to be attended on other days. However, weather permitting, mowing must be done on Wednesday at Town Hall. Thursdays must be avoided for the Town Hall mowing due to community gatherings on Thursday evening. In the event that inclement weather interrupts the mowing schedule provided, mowing will be completed on the next possible day.

- In the event that drought or other weather conditions slow the growth of turfgrass, or interrupt the mowing or other care to the extent that a scheduled week of mowing/care is unnecessary, the Contractor shall notify the Township that a weekly mowing was skipped, and shall not charge Township for the weekly mowing at that site. The Township expects the Contractor to maintain a presence on the job site by devoting the time required for mowing to be spent on general cleanup, trimming, etc.
- Complete mowing and trimming of all turfgrass areas on the property as necessary to maintain a neat, well-groomed appearance. Turf shall be maintained at a height between 2 1/2 - 3". Clippings less and 1" in length can be left on the lawn. Clippings longer than 1" as well as windrows of clippings are to be removed from the turf and property.
- All turfgrass edges along walks, drives, curbs, trees, shrub beds and along buildings are to be trimmed in a neat and orderly fashion at the time of each mowing.
- Edging of walks (hard pavement interfaces) is to be performed periodically during the season to maintain a well groomed appearance.
- Mowing discharge is always to be directed away from buildings. Safe mowing practices should always be observed, particularly in the presence of visitors and the public.
- All walks, parking areas, and hard pavements are to be blown free of grass clippings following each mowing.
- The Township will assign an individual to make necessary inspections of work. Any deficiencies, complaints will be expected to be corrected within the next weekly cycle.
- Should any such care as described in Schedule A not be provided, then this will be deducted from the next billing period.

n. General Bed Maintenance, to Include the Following:

- Hand weeding, as necessary, to supplement control obtained by use of pre-emergence herbicide.

- Install/maintain a 2-3" layer of double-shredded hardwood mulch over all tree, shrub and ground cover beds as designated by the Township.
 - Beds with less than 2-3" of mulch shall be identified by the Contractor, and a quote shall be given to the Township Administrator for installation of approved double-shredded hardwood mulch as part of this maintenance contract.
 - Beds designated by the Township to receive herbaceous annual plantings shall be quoted by the Contractor for provision and installation of a 2-3" layer of leaf humus or other organic matter agreeable to the Township for use in these flower areas.
 - All existing mulched areas which have an acceptable 2-3" layer of double-shredded hardwood mulch in place will be turned (cultivated) to reestablish their porosity and texture in conjunction with or immediately following spring cleanup activities to coincide with the application of pre-emergence weed control herbicides.
- o. The Contractor shall disclose to the Township the products and product application rates of all fertilizers, herbicides, and other products prior to initial application. This information will be kept on file by the Township.**
- p. The Contractor shall provide competent supervision during the execution of services defined in this contract. The supervisor or supervisors shall be present at all times when work crews are on the premises.**

MAINTENANCE SCHEDULE B

The services involved in meeting the landscape maintenance contract for **Schedule B** areas consist of the following:

a. Spring Pre-Season Preparation and Cleanup (April)

The property shall be policed and checked for accumulations of debris. This includes removal of tree and shrub branches damaged or broken by wind, snow or ice, and all accumulations of leaves, and miscellaneous trash in shrubs, trees and ground cover beds.

b. Fertilization of Maintenance "B" turfgrass areas one (1) time per season using a balanced, slow-release fertilizer blend which is acceptable to the Township. A total of one pound (1#) of actual Nitrogen (N) shall be applied on an annual basis. This single application shall be applied between August 13th and September 4th.

c. General Fertilization of Shrubs, Ornamental Trees, and Ground Covers in Landscape Beds

- Granular fertilizer is to be applied to all shrub and tree beds at a minimum rate (unless otherwise specified) of four pounds per one hundred (4lb/100 ft²) of bed area, comprising not less than 10% slow-release Nitrogen. Typical analysis of the fertilizer should be approximately 5-10-5, 15-30-15.
- Evergreen plants shall be fertilized with granular, slow-release fertilizers specially formulated for use on "acid loving" or evergreen plants, and shall be comprised of not less than 10% slow-release Nitrogen, and shall have a product analysis of approximately 5-10-5, 15-30-15.

d. Inspection and Treatment of Insect Problems on Shrubs and Ornamental Trees

- The Contractor shall monitor all plants contained on the property for insect and disease infestations, shall notify the Township of these occurrences, and shall take the appropriate pesticide application action to prevent or eliminate these problems.
- Insect and/or disease infestations which would require an unreasonable expenditure of material and labor by the Contractor shall be considered on a

time and material basis, and will be considered separate from this landscape maintenance specification, and contingent upon approval by the Township.

e. Pruning of all Trees, Shrubs, and Groundcovers in Accordance with the Natural Form of These Plants

- *Shrubs* have *distinctly natural* shapes; weeping, rounded, oval, upright, spreading, and irregular shaped. Shrubs shall be allowed to take on their *natural* shape, pruning only to remove dead, diseased, and crossing limbs, reduce seriously over-crowded foliage, and aberrant limbs (asymmetrical shapes).
- Mechanical or hand *shearing* of shrubs, with the exception of *Taxus* hedges, *will not be permitted* unless agreed upon by the Township.
- Pruning of existing shade and/or flowering trees should only be done to remove dead or diseased branches, reduce foliage density or crossing branches, or to improve the beauty of the plant through selective removal of select branches or twigs. Insofar as reasonable, Contractor will only prune trees which can be reached with pole pruners, to a height approximating 12' from ground level. Pruning that is required above this level will be considered as separate from this contract, and Contractor should provide the Township with a recommendation under separate cover.

f. Weekly Removal of Debris from Turf Areas, Shrub Beds, Walks, etc. as Applicable

All debris, clippings, leaves, shrubs and tree trimmings are to be removed from the property. No material of this type is to be placed in or around dumpsters or any areas on or adjoining the Township's property.

g. General Fall Clean Up and Preparation in November

- A general cleanup is made of all property turfgrass, tree, shrub and groundcover areas, including removal of all fallen leaves from the property.
- If weather conditions prevent complete cleanup by November 30th, Contractor shall complete the cleanup in December at no additional charge.

h. Weekly Mowing and String Trimming of Property Turfgrass.

- Turfgrass mowing, insofar as practical, is to be performed on **Monday** of each week, except when weather conditions dictate that more than once per week is necessary, in which case the Contractor shall be in contact with the Township to coordinate day(s) of the week in which mowing will be permissible.

A general work schedule will be provided with the initial proposal detailing properties to be mowed and on what day of the week. Note: The Township will permit an alternate schedule allowing for other properties to be attended on other days.

In the event that inclement weather postpones mowing on the aforementioned day of the prescribed day of the week, mowing will be performed on the next possible day of the same week.

- In the event that drought or weather conditions slow the growth of turfgrass, or interrupt the mowing, or other care to the extent that a scheduled week of mowing/care is unnecessary, the Contractor shall notify the Township that a weekly mowing was skipped, and shall not charge Township for the weekly mowing at that site. Township expects the Contractor to maintain a presence on the job site by devoting the time required for mowing to be spent on general cleanup, trimming, etc.
- Complete mowing and trimming of all turfgrass areas on the property as necessary to maintain a neat, well groomed appearance. Turf shall be maintained at a height between 2 1/2 - 3". Clippings less and 1" in length can be left on the lawn. Clippings longer than 1" as well as windrows of clippings are to be removed from the turf and property.
- Edging of walks (hard pavement interfaces) is to be performed *at least eight (8) times per season* to maintain a well-groomed appearance.

- Mowing discharge is always to be directed away from buildings. Safe mowing practices should always be observed, particularly in the presence of visitors and the public.
 - All walks, parking areas, and hard pavements are to be blown free of grass clippings following each mowing.
 - The Township will assign an individual to make necessary inspections of work. Any deficiencies or complaints will be expected to be corrected within the next weekly cycle.
 - Should any such care as described in Schedule A not be provided, then this will be deducted from the next billing period.
- i. **The Contractor shall disclose to the Township the products and product application rates of all fertilizers, herbicides, and other products prior to initial application. This information will be kept on file by the Township.**
- j. **The Contractor shall provide competent supervision during the execution of services defined in this contract. The supervisor or supervisors shall be present at all times when work crews are on the premises.**

PROPOSAL - CONTRACT FORM (2019)

April 1, 2019 through November 30, 2019

The undersigned hereby proposes to furnish the Township of Concord, Lake County, Ohio, the following items in accordance with the specification and upon the terms and conditions of this proposal, providing this proposal or any part hereof is accepted as a contract by the Township of Concord, Lake County, Ohio.

Please note that acreages of areas are estimated. Maps are attached to this proposal form to illustrate what area(s) on each property are to be cut or otherwise maintained by the Contractor. Areas listed below will be maintained according to their maintenance schedule as listed under their corresponding "Maintenance Schedule" column. All areas listed in this contract are subject to maintenance from **April 1, 2019 through November 30, 2019. (Option for Year 2020 on pages 14 & 15.)**

- Mowing, Trimming and Weed Control -

Area*		Maintenance Schedule	Cost per cut (34 / season)	Crabgrass application cost ("A" only)	Cost per Fertilization ("A" = x 2) ("B" = x 1)	Total Cost per Area
Town Hall Campus & Fire Stat. #1 (2.40 acres)		A				
Town Hall Ball Field (3.14 acres)		A				
Concord Hills Park (2.5 acres)		B				
Coleridge Park (1.25 acres)		B				
Barchester Park (2.10 acres)		B				
Community Center (.75 acres)		A				
Fire Station #2 (.25 acres)		A				
Historical Schoolhouse (.5 acres)		B				
Concord-Hambden Cemetery (3 acres)		A				
Stickney Cemetery (.25 acres)		A				
6945 North Meadow (.5 acres)		A				
Oakridge Parcels (2)		B				
Rio Vista Drive Parcel		B				
9911 Old Johnnycake Ridge Rd.		A				
11622 Concord-Hambden Rd.						
11636 Concord-Hambden Rd.						

1. TOTAL MOWING, TRIMMING and WEED CONTROL

In addition to the schedule above, Contractor will provide the following estimate for double-shredded hardwood mulch:

- Double-Shredded Harwood Mulch –

Area	Maintenance Schedule	Double-Shredded Hardwood Mulch Cubic Yards Req. @ 2-3" depth	Double-Shredded Hardwood Mulch Cost/Cubic Yard	Total Cost Per Area
Town Hall Campus	A			
Community Center	A			

2. TOTAL DOUBLE-SHREDDED HARDWOOD MULCH _____

3. GRAND TOTAL 2019; ITEMS 1 + 2 _____

SPECIAL CARE SHALL BE TAKEN TO PREPARE TOWN HALL AND THE CEMETERIES FOR THE FOLLOWING IMPORTANT DATES:

Mother's Day:	May 12, 2019	Memorial Day:	May 27, 2019
Father's Day:	June 16, 2019	Independence Day	July 4, 2019
Community Day:	August 10, 2019	Veterans Day:	November 11, 2019

Signature of Company Official

Date

Print Name and Title

Print Business Name

PROPOSAL - CONTRACT FORM (Optional 2020)

April 6, 2020 through November 30, 2020

The undersigned hereby proposes to furnish the Township of Concord, Lake County, Ohio, the following items in accordance with the specification and upon the terms and conditions of this proposal, providing this proposal or any part hereof is accepted as a contract by the Township of Concord, Lake County, Ohio.

Please note that acreages of areas are estimated. Maps are attached to illustrate the properties that are to be cut or otherwise maintained by the Contractor. Areas listed below will be maintained according to their maintenance schedule as listed under their corresponding “Maintenance Schedule” column. All areas listed in this contract are subject to maintenance from **April 6, 2020 through November 30, 2020.**

- Mowing, Trimming and Weed Control –

Area	Maintenance Schedule	Cost per cut (35 / season)	Crabgrass application cost (“A” only)	Cost per Fertilization (“A” = x 2) (“B” = x 1)	Total Cost per Area
Town Hall Campus & Fire Stat. #1 (2.40 acres)	A				
Town Hall Ball Field (3.14 acres)	A				
Concord Hills Park (2.5 acres)	B				
Coleridge Park (1.25 acres)	B				
Barchester Park (2.10 acres)	B				
Community Center (.75 acres)	A				
Fire Station #2 (.25 acres)	A				
Historical Schoolhouse (.5 acres)	B				
Concord-Hambden Cemetery (3 acres)	A				
Stickney Cemetery (.25 acres)	A				
6945 North Meadow (.5 acres)	A				
Oakridge Drive Parcels (2)	B				
Rio Vista Drive Parcel	B				
9911 Old Johnnycake Ridge Rd.	A				
11622 Concord-Hambden Rd.					
11636 Concord-Hambden Rd.					

1. TOTAL MOWING, TRIMMING and WEED CONTROL

In addition to the schedule above, Contractor will provide the following estimate for double-shredded hardwood mulch:

- Double-Shredded Harwood Mulch –

Area	Maintenance Schedule	Double-Shredded Hardwood Mulch Cubic Yards Req. @ 2-3" depth	Double-Shredded Hardwood Mulch Cost/Cubic Yard	Total Cost Per Area
Town Hall	A			
Community Center	A			

2. TOTAL DOUBLE-SHREDDED HARDWOOD MULCH _____

3. GRAND TOTAL 2020; ITEMS 1 + 2 _____

SPECIAL CARE SHALL BE TAKEN TO PREPARE TOWN HALL AND THE CEMETERIES FOR THE FOLLOWING IMPORTANT DATES:

Mother's Day	May 10, 2020	Memorial Day	May 25, 2020
Father's Day	June 21, 2020	Independence Day	July 4, 2020
Community Day	August 8, 2020	Veterans Day	November 11, 2019

Signature of Company Official

Date

Print Name & Title

Print Business Name

AGREEMENT

The Township hereby agrees:

That the Township of Concord shall pay the Contractor \$_____ at the rates and charges set forth below:

At the rate of \$_____ per month during the term of the Contract in year 2019
AND

At the rate of \$_____ per month during the term of the Contract in year 2020
(optional).

IN WITNESS THEREOF, the parties have hereunto set their hand this
_____ day of _____, 2019.

CONTRACTOR:

CONCORD TOWNSHIP:

Business Name

Paul R. Malchesky, Chairman

By: _____
Signature

Caroline N. Luhta, Vice-Chairman

(Print Name)

Christopher A. Galloway, Trustee

Company Contact Information

Address:

Work No. _____

Cell No. _____

Fax No. _____

Email Address: _____

References

Provide the names, addresses and phone numbers for 5 references that you have provided service:

1.

2.

3.

4.

5.