



Jackson County Land Reutilization Corporation
920 Veterans Dr, Suite A
P.O. Box 69
Jackson, Ohio 45640

NOTICE TO BID

Release Date: March 21, 2025
Subject: Request for Proposal (RFP) for 2025 Mowing & Lawn Care Services
RFP Deadline: 4:00 PM, April 22, 2025

Dear Prospective Bidder,

Prospective Bidders are invited to submit a sealed bid for the **2025 Mowing and Lawn Care Services** for Jackson County Land Reutilization Corporation, now available for RFP. Sealed bids will be received by the Jackson County Land Reutilization Corporation at the Jackson County Economic Development Partnership, 920 Veterans Drive, Suite A, Jackson, OH 45640, until **4:00 PM, Tuesday, April 22, 2025**.

Questions may be submitted only via email to John Stabler, at John.Stabler@JacksonCountyOhio.com, any time before **Wednesday, April 23, 2025 by 11:00 AM**. Responses will be provided in writing to all bidders.

Please read the RFP package in its entirety. Your proposal must be made as per the RFP instructions, inclusive of all required documentation, and utilizing only the forms provided in the RFP documents, or on a copy thereof. Incomplete bids may be rejected.

Each bid shall contain the full name and address of each person or company submitting a bid. All bids must be submitted to the Jackson County Land Reutilization Corporation at the Jackson County Economic Development Partnership, 920 Veterans Dr, Suite A, Jackson, Ohio 45640, no later than **4:00 PM, Tuesday, April 22, 2025** in a sealed envelope. Bids will be opened at approximately 4:15 PM. The Bid will be awarded at approximately **11:00 AM** on the following day, **April 23, 2025** at the next regular meeting of the Jackson County Land Reutilization Corporation at 25 East South Street in the Commissioner's meeting room on the ground floor. Bids shall be clearly marked on the outside of the envelope in the lower left-hand corner as the "**JCLRC RFP: 2025 Mowing and Lawn Care Services**".

JCLRC reserves the right to accept or reject any and all proposals; to waive any irregularities or informalities in the bidding; and to enter into a contract with the bidder who in its consideration offers the lowest and best bid.

Thank you,

John R Stabler
Site Development Specialist
Land Bank Agent
Email: John.Stabler@JacksonCountyOhio.com



Jackson County Land Reutilization Corporation
920 Veterans Dr, Suite A
P.O. Box 69
Jackson, Ohio 45640

RFP BID PACKET

Release Date: April 3, 2025
Subject: Request for Proposal (RFP) for 2025 Mowing & Lawn Care Services
RFP Deadline: 4:00 PM, April 22, 2025

SECTION 1: TERMS OF WORK TO BE PERFORMED

JCLRC is accepting bids from Lawn Care companies for the 2025 mowing season.

1. Each contractor shall submit a cost to mow each lot, including the amount to mow the lot and remove small articles of trash and fallen limbs or brush.
2. Work that is not to be covered under this bid: Mulching, planting, and trimming of bushes and trees.
3. Work shall be performed spring, summer and fall.
4. Each lot contracted shall be mowed and tended to every two weeks or at the direction of the JCLRC.
5. Work shall commence upon the JCLRC submitting to the contractor a notice to proceed.
6. Work shall cease upon the end of the contract, terms of the agreement will end upon notice to cease operations or no later than December 1st, 2025, or the JCLRC submitting to the contractor a notice to cease operations. Whichever comes first.
7. No work shall be sub-contracted.

The JCLRC is involved in the sale and acquisition of many properties. Properties will be removed from the mowing list during the mowing season. This will happen due to the sale of properties or various other reasons. Properties may also be added to the mow list throughout the year.

The JCLRC reserves the right to engage multiple contractors in the completion of the work proposed due to the large quantity of properties the JCLRC maintains. It may also terminate a contractor upon documentation of unsatisfactory work performed.

Some lots may have structures on them.

SECTION 2: REQUIRED DOCUMENTS

The following documentation is required at time of bid in order to be considered for a 2025 Mowing and Lawn Care Service Contract with the Jackson County Land Reutilization Corporation:

- RFP Bid Tabulation Document – *Document Attached*
- W-9 Tax Form – *Document Available* (<https://www.irs.gov/pub/irs-pdf/fw9.pdf?v=20240914011136>)
- Bureau Workers Compensation Documentation
- Liability Insurance – *Document Attached*

- The amounts required are in the attached document.
- If awarded the contract the Jackson County Land Reutilization Corporation will need to be named as a Certificate Holder and additionally insured within 7 business days or before work commences whichever comes first.
- Drug-Free Workplace Policy
 - You may build a custom Drug-Free Workplace Policy at <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/PolicyBuilder/CreatePolicy.aspx>
- EEO Statement – *Document Attached*
- Conflict of Interest Disclosure – *Document Attached*
- Bidder’s Personal Property Tax Statement (5719.042 ORC) – *Document Attached*
- Delinquent Tax Affidavit – *Document Attached*
- Non-Discrimination Provision – *Document Attached*
- Provide information regarding your relevant experience on similar projects
- Contractor must be registered with the Ohio Secretary of State and in good standing
- Provide proof the company is from Jackson County or a contiguous County.

SECTION 3: INFORMATION FOR BIDDERS

1. The selected applicant will be selected based on the following criteria:
 - a. Bid Price
 - b. Qualification of the firm
 - c. Familiarity with geographic area
 - d. Completeness of proposal
 - e. Evidence of applicant’s capacity to complete work.
2. Bidding Process:
 - a. All bids must be submitted as a sealed bid prior to the deadline.
 - b. Each bid shall be irrevocable.
 - c. All bids submitted prior to the deadline will be opened in a public setting.
3. JCLRC reserves the right to amend, withdraw, cancel, or terminate this RFP at any time, in its sole discretion.
4. All bidders must be from Jackson County or a County contiguous with Jackson County.

SECTION 4: PROCEDURAL INFORMATION

1. Questions may be submitted anytime up to: **9:00 AM, April 16, 2025**, responses will be given to all contacts. These questions must be submitted via email to John Stabler, John.Stabler@JacksonCountyOhio.com.
2. The method of submittal for this RFP is via sealed bid. Enclose all relevant, completed documentation in a sealed document envelope and return via mail, or in person addressed to the following:

JCLRC RFP: 2025 Mowing and Lawn Care Services

ATTN: John Stabler

920 Veterans Drive, Suite A

P.O. Box 69

Jackson, OH 45640

3. All bids will be opened on **Tuesday, April 22, 2025 at approximately 4:15 PM.**
4. The Bid will be awarded at a scheduled special Land Bank Board Meeting in the Commissioners Meeting Room at 25 East South Street, Jackson, Ohio 45640 on Wednesday, April 23, 2025 at 11:00 AM.
5. Bids will be available for public viewing at 920 Veterans Dr., Suite A, Jackson, Ohio 45640 after the bid opening
6. All applicants will be notified via email once the selected applicant is chosen.

DETAILED TECHNICAL SPECIFICATIONS

Below depicts the terms of the Detailed Technical Specifications for the Mowing and Lawn Care Services for Jackson County Land Reutilization Corporation ("JCLRC") by the bidder ("Contractor"). This form must be signed and returned with the bid packet to be considered.

SECTION 1: CARE OF THE WORK

The Contractor shall be responsible for all damages to persons or property that occur in connection with the performance of the Work and shall be responsible for the proper care and protection of all Work performed until completion and final acceptance.

In an emergency affecting the safety of life or property, on or adjoining the site, the Contractor shall act, either at their own discretion or as instructed by the JCLRC, to prevent such threatened loss or injury. The JCLRC will determine the appropriateness of the amount of any compensation claimed by the Contractor on account of such Emergency Work.

The Contractor shall avoid damaging public sidewalks, street, curbs, pavements, utilities, structures, or any other property. They shall repair any damage, at their own expense and in a manner satisfactory to the JCLRC.

SECTION 2: CORRECTION OF WORK

The selected Contractor agrees to correct all defects in the Work performed arising out of the use of defective materials or improper workmanship, which may become apparent during a period of six (6) months after final inspection of each parcel. All Work shall be done to the satisfaction of Jackson County Land Reutilization Corporation.

SECTION 3: PAYMENT

Upon completion and acceptance of the Work by the JCLRC, the Contractor will submit an itemized invoice containing no more than 10 properties per-invoice. The invoice must list date each property was serviced. The total amount due the Contractor shall be paid to the Contractor within thirty (30) days of submission of the itemized invoice to the JCLRC.

No payment shall be made for any unauthorized work.

No payment made under the Contract shall act as a waiver of the right of the JCLRC to require the fulfillment of all of the terms of the price quotation.

Failure on the part of the Contractor to complete all required work in a reasonable time frame may result in the JCLRC withholding payment and arranging to have the subject work completed by others. The cost of such work is the responsibility of the Contractor and will be deducted from any amount due the Contractor.

SECTION 4: DEDUCTIONS FOR UNCORRECTED WORK

If the JCLRC deems it not expedient to require the Contractor to correct work not done in accordance with the JCLRC’s Purchase Order, an equitable deduction from the Purchase Order amount will be made by agreement between the Contractor and the JCLRC. It shall be the JCLRC’s sole decision as to whether it will allow the Contractor to make such work correction.

SECTION 5: RESPONSIBILITIES OF CONTRACTOR

Except as otherwise stated, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, supervision, temporary construction of every nature, charges, levies, fees or other expenses incurred and all other services and facilities of every nature whatsoever necessary for their performance of the Contract within the specified time.

The Contractor shall adequately protect the work, adjacent property and the public, and shall be responsible for any damages and injuries.

SECTION 6: SUBCONTRACTING

Subcontracting is not permitted without approval of the JCLRC. Any subcontractor would be required to be registered properly in any Community requiring

Signature of Authorized Agent for Contractor: _____ Date: _____

LAND BANK USE ONLY

Proposal: Accepted Rejected

Signature of Authorized Agent for the Land Bank: _____ Date: _____

RFP BID TABULATION DOCUMENT

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

No.	Parcel #	Address #	Address Street	City	Zip	PROVIDE A FIXED PRICE PER LOT PER MOW
1	M240240000400	739	S. New Hampshire Ave	Wellston	45692	
2	H140020005900	162	Coffman St (Merger not showing up only 2 lots)	Jackson	45640	
3	H140020006100	160	Coffman St (Merger not showing up only 2 lots)	Jackson	45640	
4	H140040001900	102	Logan St @ Freeman St	Jackson	45640	
5	H140150000900	0	State St @ Maple Ave	Jackson	45640	
6	H140150000800	0	State St (SR 124) W of Maple	Jackson	45640	
7	M240190001000	705	S Wisconsin Ave	Wellston	45692	
8	M240230022700	1016	S New York Ave (Sale Pending)	Wellston	45692	

DRUG-FREE WORKPLACE POLICY (Sample)

XYZ Corporation, Inc. (the Company) intends to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of XYZ Corporation, Inc.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

You may build a custom Drug-Free Workplace Policy at <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/PolicyBuilder/CreatePolicy.aspx>

Equal Employment Opportunity Statement

_____ does not and shall not discriminate
(Company Name)
on the basis of race, color, religion (creed), gender, age, national origin
(ancestry), disability, marital status, or military status, in any of its activities or
operations. These activities include, but are not limited to, hiring and firing of
staff, selection of vendors, and provision of services. We are committed to
providing an inclusive and welcoming environment for all members of our staff,
clients, volunteers, subcontractors, vendors, and clients.

Owner

Date

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships, especially economic, particularly if those interests or commitments are not disclosed.

This Conflict-of-Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

___ I have no conflict of interest to report.

___ I have the following conflict of interest to report (Please specify other non-profit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____

BIDDER'S PERSONAL PROPERTY TAX STATEMENT
(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to the Jackson County Land Reutilization Corporation to provide the Land Bank with _____.

On said date, I owed no personal property tax to Jackson County Ohio, and, after checking with said Auditor, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to Jackson County.

OR

() On _____, I submitted a bid to the Jackson County Land Reutilization Corporation to provide the Land Bank with _____. I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Jackson County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____

day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____.

Delinquent Tax Affidavit

I/We hereby certify and confirm that _____ (Business name) does not currently owe any outstanding (past-due) taxes to any governmental agency including, but not limited to: income tax, property taxes, sales tax, etc.

Business Name: _____

Representative (print): _____

Representative (signature): _____

Date: _____

Non-Discrimination Provision

O.R.C. 125.111

The CONTRACTOR agrees:

- (1) that in the hiring of employees for the performance of work under this CONTRACT or any subcontract no contractor or subcontractor shall, by reason of race, color, religion, age, handicap or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which this CONTRACT relates.
- (2) That no CONTRACTOR, subcontractor, or any person acting on behalf of any CONTRACTOR or subcontractor shall, in any manner discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this CONTRACT on account of race, color, religion, age, handicap or military status as defined in Section 4112.01 of the Ohio Revised Code, national origin, or ancestry.

This AGREEMENT is executed, in triplicate, by affixing the signatures of the CONTRACTOR and the JACKSON COUNTY LAND REUTILIZATION CORPORATION.

Contractor

Jackson County Land Reutilization Corporation

Signature

Signature

B. Lee Hubbard, Chairman

Name/Title

Date

Date

