



**TREE & LANDSCAPING SERVICES  
REQUEST FOR QUALIFICATIONS**

**DUE: Friday, February 23, 2018 at 12:00 PM**  
Drop Off: Land Bank's Main Office  
One Government Center, Suite 580, Toledo, Ohio 43604

**MANDATORY INFORMATIONAL MEETING**  
Wednesday, February 14, 2018  
11:00 AM  
One Government Center, Commissioners Hearing Room, 1<sup>st</sup> Floor  
(Field Maintenance RFQ Meeting immediately preceding)

**INTRODUCTION**

The Lucas County Land Bank is a quasi-governmental organization whose mission is to strengthen neighborhoods and preserve property values by returning vacant, abandoned, and tax-delinquent properties to productive use. In our seven years of existence, the Land Bank has been able to repurpose over 2,500 residential homes, vacant lots, and commercial/industrial properties.

The Land Bank is looking for qualified contractors to complete tree & landscaping services on Land Bank owned properties. Tree & landscaping services include tree, large bush, and overgrowth removal, tree & large bush trimming, tree plantings, and general landscaping services. A companion RFQ is being issued for field maintenance services (property cleanup and board-up services) and interested parties should consider applying under that process too.

The Land Bank will award annual contracts to multiple contractors and will distribute the work based on ongoing need, contractor capacity or in any manner that best accomplishes the work. Contracts are to be for one year, with the option to extend for additional one-year periods, if so desired by both parties. A contract for services does not guarantee that the contractor will receive a specific amount of work.

The Land Bank expects each contractor to understand its mission, its Policies & Procedures, including its Purchasing Policy, and its likely inventory. The Land Bank owns these properties in order to help facilitate nuisance abatement needs and to ultimately place the property back into private ownership and back on the tax rolls.

Toledo regional companies with demonstrated experience and capacity in tree & landscaping services are invited to respond to this request. The Land Bank encourages participation from MBE/WBE/EDGE contractors. After the deadline, the Land Bank will review and score all submissions and select a core group of qualified tree & landscaping contractors. The Land Bank reserves the right to rescind and republish this request without award if no companies are deemed responsive.

### **TREE AND LANDSCAPING SERVICES RFQ OUTLINE**

The Land Bank expects to contract to remove and trim trees and bushes, clear heavy tree and brush debris, plant trees, and provide general landscaping services. The Land Bank owns many residential and commercial properties, primarily in the City of Toledo, that have gone through foreclosure and are in need of work. Contractors should have experience in residential tree and landscaping services, a track record of safety, and be able to demonstrate their ability to respond in a timely manner to a high volume of work orders.

#### Mandatory Meeting

The Land Bank staff will host a mandatory meeting for all interested contractors on February 14, 2018. At a minimum, at least one company owner or key representative should be present and in attendance. The Land Bank staff will explain every aspect of this RFQ and the Land Bank's expectations at that time. Any questions that a contractor has will be answered at that mandatory meeting. If a question cannot be answered during the meeting, a written answer will be distributed to all attendees by February 16, 2018. A contractor may request that the Land Bank excuse their attendance if under no circumstances can the contractor or any other company representative attend the meeting.

#### Service Expectations

A contractor will be expected to professionally cut down and remove dead & deceased trees, bushes, and general overgrowth in a residential and urban environment. The contractor must haul away and dispose of wood and overgrowth properly and lawfully.

A contractor will also be expected to professionally procure, plant, and warrant the installation of young trees or perform landscaping design and planting services on residential properties in an urban environment.

Pricing

The Land Bank intends to select contractors who provide efficient service and an affordable rate given market conditions in Lucas County. To ensure that pricing meets this criteria, the Land Bank is requesting that each contractor visit the properties listed below and provide a price quote for the work outlined. Questions regarding these price quotes will be answered at the mandatory meeting.

**1. 1218 Blum Toledo, Ohio 43607**

There are two dead trees on the left side of this vacant lot that need to be removed entirely. Please provide two quotes. One for each tree to be removed including the removal of the stump. A lot description and photos are shown below.

X  
X



**2. 30 Neise Toledo, Ohio 43605**

The structure is to be demolished but the backyard has severe overgrowth preventing lawn care from being completed and creating a great nuisance to the neighborhood. Please provide a quote and an explanation of work necessary to clean up all overgrowth on property. Safe access should be created after the work is completed. All healthy and living trees and vegetation should be trimmed back while all dead materials should be removed. A lot description and photos are shown below.

Backyard overgrowth  
XXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXX  
XXXX House XXXX



**3. 807 Elysian Toledo, Ohio 43607**

The Land Bank will be listing this home for sale. Please provide a quote with a written description of work to complete the following. A lot description and photos are shown below.

- Trim back bushes in front left of house
- Trim back/remove all small trees in front yard
- Trim back all overgrowth in driveway and backyard
- Remove piles of brush and debris in backyard
- Trim back tree branches rubbing on roof

Backyard overgrowth & brush XXXXXXXXXXXX

Drive-way

House

Bushes

Street



**4. 4336 Jackman Toledo, Ohio 43612**

Please provide a quote to purchase and plant a 12 gallon thornless honey locust tree with 1 year warranty in the center of this vacant lot where a home was previously demolished.

## PRICE QUOTE WORKSHEET

Request Item	Price Quote
1. 1218 Blum, Toledo 43607 (Removals)	
2. 30 Neise, Toledo 43605 (Overgrowth)	
3. 807 Elysian, Toledo 43607 (Removal/Trim/Overgrowth)	
4. 4336 Jackman, Toledo 43612 (Purchase/Planting)	

All quotations submitted will be compared by service request. If the quotations are significantly greater than other submissions or greater than the Land Bank's historic pricing for similar work, the contractor may be disqualified without further review of the RFQ application.

For routine work, the Land Bank will seek at least two quotes from qualified contractors for each work order and will choose the lowest and most responsive quote. If a work order is likely to be \$500 or less, the Land Bank reserves the right to issue the work order to a specific qualified contractor without seeking multiple quotes.

### Work Orders, Invoices, and Photos

The Land Bank will issue work to a contractor by email through a standard written work order system.

The work order will also be the template for the contractor's invoice. Instead of using the contractor's own invoice, the contractor will submit an invoice using the original written work order. This process will help ensure a consistent approach and expedite payment to contractors. More details and the work order / invoice formatting will be shared when a contract is negotiated.

A contractor will be expected to submit a specific set of photos for each work order completed. The contractor must only submit the photos requested below and may not submit extra photos or risk non-payment or delayed payment of the invoice.

For all tree services, the following photos must be taken:

- A before and after mirror image of each tree or bush removed, trimmed, or planted
- A before and after mirror image of each area of the property where overgrowth has been removed, trimmed back, or cleaned up

### Payment & Contractor Audits

After an invoice and all supporting documentation is submitted to the Land Bank, the Land Bank will review and will endeavor to make payment to the contractor no later than 30 days after submission. Payments will be made by check and mailed to the contractor's business address.

Before any invoice is paid, the Land Bank will audit all photos submitted by a contractor to ensure that the work was done well, completely, and to the specifications requested. A random site visit during work completion may also occur from time to time. The Land Bank will hold payment if any of the work order specifications have not been met. A contractor may be required to submit additional information or further complete the work to the Land Bank's satisfaction in order to be paid.

The Land Bank will also review all contractor invoices on a quarterly basis to ensure that contractors are charging a reasonable and customary amount for similar work. If a contractor is found to be charging more than reasonable and customary amounts, the Land Bank reserves the right to seek explanation, withhold payment, or withhold future work until the issue is resolved.

### Subcontracting

Qualified contractors who receive a work order are prohibited from subcontracting any of the work without the written permission of the Land Bank, which must be granted before any work begins.

### Citizen Disputes

If a citizen disputes a contractor's work, becomes angry in the field, or otherwise interferes with the work order, the contractor must act professionally at all times. Even if the contractor is 100% correct, the contractor must provide the citizen with a Land Bank contact card (to be provided upon signing a contract) and leave the site. The contractor must immediately report the incident to the Land Bank with photos and a written explanation (whenever possible). The Land Bank will issue further instructions to the contractor following review.

### Disqualifications for Performance

Contractors may be excluded from future work and may be liable for costs associated with current work if any of the following conditions occur:

- Failure to timely complete the assigned work order
- Failure to notify the Land Bank when issues prevent timely completion of the work
- Failure to professionally and responsibly dispose of debris
- Failure to resolve issues discovered after a monthly audit
- Failure to communicate regarding damage
- Subcontracting work without the written permission of the Land Bank

- Allowing illegal activity on the site
- Causing injury to workers, bystanders, or property during the mowing work
- Failure to abide by the Land Bank's contract

Prohibitions / Exclusions from Work

The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for non-performance or for any activity by the contractor which is inconsistent with the Land Bank's mission, goals, Policies & Procedures, or Purchasing Policy.

## PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. An updated Contractor Pre-Qualification Form [attached to this Request], including documentation of required insurance and worker's compensation coverage (if not already on file). A contractor may contact the Land Bank prior to submitting an RFQ proposal for the sole purpose of determining if the current Contractor Pre-Qualification Form and other required documentation on file is sufficient.
2. Experience
  - a. An explanation of your company's experience in the tree and landscaping business.
  - b. An explanation of any prior tree and landscaping work with the Land Bank.
  - c. An explanation of any prior tree and landscaping work with another public entity performed in an urban setting.
  - d. A list of the primary zip codes (in Lucas County) in which tree and landscaping services have been completed by the company in the past two years.
  - e. Contact information (address and phone) for at least three local references from companies that have hired you to perform tree and landscaping work.
3. Capacity
  - a. An explanation of the number of full-time, part-time, and seasonal employees your company will directly employ for this work.
  - b. A list of the equipment you own or will lease (please identify which) and will have available to complete this work.
  - c. An explanation of how and where you will dispose of wood, vegetation, and debris following site cleanup (name or names of landfills, mulching centers, etc.)
  - d. A detailed explanation of how you will undertake tree and landscaping work for the Land Bank from the quotation process all the way through to site finish (When will you visit the site initially? How will you price the job? How will the job be scheduled in your system when awarded? What process is in place on site to manage the work? How will you clean up the site and dispose of debris? How will you process the invoice and photos to the Land Bank?)
  - e. A list of other likely entities and property owners you will be working for in the coming season and the expected volume of work from those customers.
  - f. The completed Price Quote worksheet on page 5 of the RFQ.

## EVALUATION AND SCORING

In evaluating responses, the following will be reviewed and scored:

### Experience – 40 Points

- Has the company demonstrated experience in the tree and landscaping business?
- Has the company demonstrated experience working in Lucas County's core neighborhoods providing tree and landscaping services?
- Has the company provided three local references from organizations that have hired the company to provide this kind of work?
- Has the company previously worked with the Land Bank and has the Land Bank rated their performance as competent?
- Has the company previously worked with other public entities completing similar work and have those entities rated their performance as competent?

### Capacity – 40 Points

- Does the company have the capacity and business relationships to meet the scope of the work required, including personnel, equipment, and disposal facilities?
- Has the company demonstrated through its process description that it has considered all of the factors necessary to complete this work to the Land Bank's satisfaction?
- Does the company have the time and availability to complete this work to the Land Bank's satisfaction given the scope of the work to be performed for other clients?
- Did the company submit a price quote for each property project in this RFQ and were the prices in line with local market averages and Land Bank historic pricing?

### Compliance – 20 Points

- Does the company have the necessary insurance coverage, licenses, workers compensation coverage, and has the company documented such to the Land Bank?
- Did the company attend the mandatory informational session (reduction of 15 points if unexcused non-attendance)?

All timely submissions will be scored by three Land Bank employees individually and averaged for a final contractor score. The contractors receiving the highest scores will be qualified under this request in the complete discretion of the Land Bank.

Contractors who have previously been disqualified from Land Bank work in writing for unacceptable performance may not be scored, even if a timely submission is received.

CONTRACTOR PRE-QUALIFICATION FORM



# CONTRACTOR PRE-QUALIFICATION FORM

The Lucas County Land Reutilization Corporation (the “Land Bank”) is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The Land Bank has established this pre-qualification process for contractors interested in working for the Land Bank. Contracts for work are awarded only to pre-qualified contractors who meet the Land Bank’s expectations.

In order to pre-qualify for Land Bank work, please complete this form in full and attach all required documents. You will then be added to the Land Bank’s contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The Lucas County Land Bank reserves the right to require additional information in order to pre-qualify for Land Bank work.

### BASIC INFORMATION

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

Primary Contact: \_\_\_\_\_

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

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

Business Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

### BUSINESS TYPE / CLASSIFICATIONS

Sole Proprietorship  LLC  Corporation  Other: \_\_\_\_\_  
*(please specify)*

MBE (Minority Business Enterprise)  WBE (Women Business Enterprise)

Other: \_\_\_\_\_  
*(please specify)*

Union-Affiliated: \_\_\_\_\_  Non-Union  
*(please specify)*

How long contracting under present name: \_\_\_\_\_

### REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**AREA(S) OF SPECIALTY**

- Asbestos Inspection
- Board Up and Security
- Concrete
- Electrical
- Garage Doors
- Energy Efficiency Improvements
- Masonry / Brick
- Painting
- Plaster / Drywall
- Property Management Services
- Siding
- Trash Out / Cleaning Services
- Waterproofing / Foundation Services
- Lawn Maintenance
- Other: \_\_\_\_\_

- Asbestos Remediation
- Carpentry
- Demolition / Excavation
- Floor Coverings
- General Contracting
- Lead Abatement
- Mechanicals
- Pest Control
- Plumbing
- Roofing
- Gutters & Downspouts
- Tree Planting / Removal
- Windows
- Landscaping

*(please specify)*

**LICENSES HELD**

License Number/Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

License Number/Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

**QUALIFICATIONS**

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio’s debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all Land Bank work.

---



---



---



---



---

**MINIMUM INSURANCE COVERAGE / WORKER’S COMPENSATION**

To pre-qualify for Land Bank work, your company must maintain and furnish evidence of insurance and participation in Ohio’s worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Land Bank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker’s Compensation (with statutory limit).

**Your insurance carrier must provide a current Certificate of Insurance naming the Lucas County Land Reutilization Corporation as an additional insured with certificate holder status.** Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from Land Bank work until corrected.

**FINAL CHECKLIST**

In order to pre-qualify, the following is attached or will be provided:

- Current Certificate of Insurance with Land Bank as additional insured
- Copy of current Ohio Worker’s Compensation certificate
- Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

\_\_\_\_\_  
Signature, Authorized Representative

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date

Please return completed forms to:

Lucas County Land Bank  
One Government Center, Ste. 580  
Toledo, Ohio 43604  
Fax: (419) 213-4249  
Email: [lucascountylandbank@co.lucas.oh.us](mailto:lucascountylandbank@co.lucas.oh.us)

**Questions?  
Call the Land Bank at (419) 213-4293**

## Contractor Pre-Qualification Terms and Conditions

The contractor set forth above (the “Contractor”), in consideration of being listed as a pre-qualified contractor in the database of the Lucas County Land Reutilization Corporation (the “Land Bank”) and therefore, eligible for Land Bank work, agrees as follows:

1. The Contractor warrants:
  - that all materials used in the performance of Land Bank work shall be free from defect;
  - that all work performed and funded shall be free from defect or faulty workmanship;
  - that the Contractor, at the Contractor’s expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by Contractor, after notice by the Land Bank at any time up to one year from the date of final payment to the Contractor covering such work;
  - that the Contractor will furnish the Land Bank or any subsequent owner with all applicable manufacturer’s and supplier’s written guarantees and warranties covering materials and equipment installed or constructed; and
  - that the warranty made here will apply to all work performed by an subcontractor or agent of the Contractor.
2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or disability. Such action shall include, but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor acknowledges that the Land Bank is subject to Ohio’s strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the Land Bank or its employees in consideration of or in conjunction with the award of a contract for Land Bank work.
4. The Contractor acknowledges that it has read and understands the Land Bank’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Land Bank made in conjunction with an award of Land Bank work may make the Contractor ineligible for current or future Land Bank work at the Land Bank’s sole discretion.

*This Contractor Pre-Qualification Form will expire if the Land Bank has not contracted with the vendor for any services in the past two years based on an annual review conducted in conjunction with the Land Bank's insurance audit.*

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
						-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.