



# INVITATION TO BID

(This is not an order.)

## CITY OF CLEVELAND

Division of Purchases & Supplies  
 601 Lakeside Avenue  
 Room 128  
 Cleveland, OH 44114

**Buyer:** Jules Gilliam  
 216-664-2621  
 JGilliam@clevelandohio.gov

**Requestor:** Shaniqua Harris  
 216-348-7277  
 shaniqua\_harris@clevelandwater.com

Procurement Folder	RFB No.	RFB Description	
159911	RFB 2002 202600000000324	Landscaping Maintenance - D&M Harvard - July 2026	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
July 16, 2026 3:00 PM		2002	July 16, 2026 3:00 PM

### SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Lawn/Turf Mowing	80.00000 / EA		

Prior to mowing, all litter and debris shall be picked up and removed from lawn areas. The height of the mower shall be set to cut no lower than two inches (2") and no more than 1/3 of blade of grass shall be removed per cutting. Mowing shall not be more than once a week unless directed otherwise, or if necessary when the average height of grass reaches three and one half inch (3-1/2"). Mowing shall be done with sharpened mowers to prevent tearing the grass blades.

Mowing shall be done in a parallel pattern keeping the lines straight from one point to another. Exercise a sufficient overlap with the mower to prevent "missed lines" between mowed rows. If one cutting does not provide a continuous flat appearance and areas of "missed lines" are apparent, from damp or wet grass or an exceedingly long growth, a second cutting will be made immediately following the first cutting.

All clippings shall be removed from the building areas.

All Lawn areas except those designated specifically "Do Not Mow" must be cut regardless of grade, slope, or roughness.

Edging and trimming of all sidewalks, curbs and other paved areas shall be performed during each lawn/turf cutting. A power edger may be used along all walk edges. In addition, trim around the entire periphery of buildings, structures, poles, fencerows, trees and along all plant beds and all elements abutting lawns.

\*\*\*\*\*Please See Attachments for Additional Details & Specifications\*\*\*\*\*

\*\*\*\*\*Services & Orders Are To Be Provided After Prior Departmental Approval\*\*\*\*\*

\*\*\*\*\*Services & Orders Are To Be Provided As Needed\*\*\*\*\*

\*\*\*\*\*Quantities & Orders May Vary\*\*\*\*\*

\*\*\*\*\*The Bid Must Be Submitted to: CityofClevelandbids@Clevelandohio.Gov - ONLY\*\*\*\*\*

Ship To:
Water - Distribution Water - Distribution 4600 Harvard Cleveland, OH 44105

Vendor Response		
Unit Price	Extension	Delivery Days
\$	\$	Day(s)



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1 / 2	Sweeping	80.00000 / EA		

All paved pedestrian sidewalks surrounding buildings shall be thoroughly blown/swept/hosed and/or washed to the satisfaction of the Building Manager. All litter shall be picked up and removed prior to washing. No litter or debris shall be washed into drainage basins. Drainage gratings and openings shall be thoroughly cleaned of any and all debris or obstructions.

All cleaning not specifically covered in these specifications shall be done by the contractor. The contractor shall be directly responsible for the cleaning by all subcontractors and shall correct any conditions not acceptable to the Building Manager.

This cleaning shall include periodic cleaning such as the prompt removal, at suitable frequent and regular intervals, of debris and rubbish; and final cleaning not accepted under the above paragraph. Cleaning shall also include, but is not limited to, the periodic mowing of lawn areas and cutting &/or removal of weeds as deemed necessary by the Building Manager and the City.

Periodic cleaning, if not done promptly and frequently enough to keep the work and premises looking reasonably neat and clean, so as to continually provide and maintain easy circulation for workers and material everywhere on the premises, shall be subject to the Building Manager's direction for more frequent cleaning.

Final cleaning shall leave the premises rake-clean, and all exposed surface and finished free from foreign matter, blemishes and imperfections.

The contractor shall, at his own expense keep the site of his operation, building or structure being worked on clean during the operations and remove all rubbish as it accumulates. Upon the completion of the work, remove all rubbish of all kinds from any grounds which he occupied and shall leave the site and the work in a clean and neat condition.

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1 / 3	Fertilization	8.00000 / EA		

PROPER SOIL TESTING AND ANALYSIS IS REQUIRED BEFORE APPLICATION.

Grass and turf areas shall be fertilized with a suitable, recommended fertilizer approved by the City Representative in the spring, fall, and fall as follows:

Spring fertilization/weed control shall occur between March 15 and April 15 as per the recommendation of the soil testing laboratory and/or manufacturer's recommendations. Exact products and time of fertilizing/weed control to be approved by City Representative.

Summer fertilization/weed control as per the recommendation of the soil testing laboratory and/or manufacturer's recommendations. Exact products and time of fertilizing/weed control to be approved by City Representative.

Fall fertilization/weed control in September, as per the recommendation of the soil laboratory and/or manufacturer's recommendations. Exact products and time of fertilizing/weed control to be approved by City Representative.

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1 / 4	Pre-Emergent Weed Control/Weed Control/Cultivation	20.00000 / EA		

Tree, shrub and groundcover beds shall be kept weed free to the satisfaction of the Building Manager during the life of the contract. Planting areas shall be cultivated and hand-weeded as necessary to meet the requirements of the Building Manager throughout the life of the contract. Weed control is best accomplished by hand pulling.

The soil around the trees and shrubs shall be cultivated to control and eliminate weeds and to open the soil for greater air circulation and water penetration. Cultivation should be done when the mulch cover becomes thin. Spray plant material if required. Cultivation of tree, shrub, and groundcover beds should continue as necessary to control weed growth and maintain the soil in a porous state.

**Broad-Leaf Weeds:** Weed control shall be done once during the year in the fall, at least two weeks prior to fertilizing, in late August or in late spring during early July

Weed control spray shall not be allowed to contact shrubs, trees or ground cover plants. Spraying shall be done when wind will not carry the spray to existing shrubbery, trees, ground covers, or to susceptible plants. Spraying shall occur when temperature is between 70 and 85 degrees, during the heights of the growing period.

**Pre-Emergency Herbicide-Crabgrass Control:** To control crabgrass, yellow foxtail and goose grass and other annual grasses, apply pre-emergence in early spring, late March - early April. Material recommended shall be Dachthal W-75 , or equal. Use as per manufacturer's specifications. Application shall be done when will not carry spray to other areas or to other plants.

All applications must be completed by a certified herbicide/pesticide applicator. All chemical weed killers are herbicides and are toxic to all plants and animals. Their use on lawns and in paved and gravel areas requires correct dosage that will selectively kill undesirables plants (weeds) and not harm turf.

Do not apply herbicides on lawn within five feet of the drip line of trees, shrubs or shrub beds and ground cover. Do not apply herbicides on lawn uphill from trees, shrubs, and ground covers where the slope is (5:1) or greater. If weeds are a problem within uphill areas and spraying will likely do damage, hand weeding is recommended. With extreme accuracy, spot treatment can be done with an applicator, being cautious to apply only to the plant leaf.

Lime is required to correct soil acidity. Lime application is recommended once in approximately three years; however, soil testing is the only accurate means of determining the quantity of lime needed to bring soil to desired level of acidity or alkalinity. Excessive liming is beneficial to some types of weeds and detrimental to evergreens and other acid soil plants.

Lime application should be made during calm weather when the wind will not carry the product airborne. Do not apply lime within five feet of drip line of evergreen trees and shrubs, and broad leaf evergreens which are acid soil plants. Exact product and time of lime application to be approved by City Representative.

EACH UNIT OF WEED CONTROL/CULTIVATION ITEM REPRESENTS THE WEED CONTROL/CULTIVATION OF ALL INDIVIDUAL TREES, SHRUBS, AND GROUNDCOVER BEDS AS A LUMP SUM UNIT PRICE.

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\*\*\*\*\*Services & Orders Are To Be Provided As Needed\*\*\*\*\*

\*\*\*\*\*Quantities & Orders May Vary\*\*\*\*\*

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Water - Distribution Water - Distribution 4600 Harvard Cleveland, OH 44105

Vendor Response		
Unit Price	Extension	Delivery Days
\$	\$	Day(s)

Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 5	Spring Grounds Clean-Up	3.00000 / EA		

Prior to any maintenance item performance in early rpsing including seeding or mowing, the entire site shall be cleared of all debris including limbs, sticks, stones, trash, or other objects larger than one ince (1") in thickness or diameter, and of all roots, leaves, brush, wire and other objects that might be a hindrance to any and all maintenance operations.

The contractor shall also develop a list of plants that require pruning and/or removal and provide a list to the Building Manager.

Note: Spring Grounds Clean-Up shall include the entire site including all turf areas, tree, shrub, groundcover areas, and flower beds.

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1 / 6	May Event Grounds Clean-Up (Building Area ONLY)	3.00000 / EA		

The May Event Clean-up item shall include a thorough cleaning of all outdoor areas, which are to be open for public tours and visits.

Items or tasks to be performed include mowing, edging/trimming, weed control/cultivation of all lawns and planting beds to insure that the event shall have a clean, pleasing appearance to the general public. Also included is sweeping, litter and bulk item removal as directed by the Building Manager.

NOTE: MAY EVENT CLEAN-UP SHALL INCLUDE THE EVENT AREA ONLY INCLUDING ALL TURF AREAS, TREE, SHRUB, GROUND COVER AREAS AND FLOWER BEDS.

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Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 7	Fall Grounds Clean-Up	4.00000 / EA		

After seeding and mowing season, the entire site shall be cleared of all debris including leaves, brush, limbs, roots, sticks, stones, trash or other objects larger than one inch (1") in thickness or diameter.

The contractor shall also develop a list of plants that require pruning and/or removal and provide a list to the Bulding Manager.

Annual, perennial, ornamental grasses, etc. beds shall be prepared in late fall (end of October or early November) after previous annuals, perennials, etc. are killed by frosts. Remove all dead plant material (annuals, perennials, ornamental grasses, etc.) and weed growth. Amendments shall be incorporated into the soil by mechanical tilling or by hand cultivating. Level the bed soil, but do not fine grade. Leave in medium size clumps for moisture holding texture for the winter. Beds shall be cultivated again in the spring, prior to planting.



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NOTE: FALL GROUNDS CLEAN-UP SHALL INCLUDE THE ENTIRE SITE INCLUDING ALL TURF AREAS, TREE, SHRUB, GROUND COVER AREAS AND FLOWER BEDS.

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1 / 8	Special Clean-Up	6.00000 / EA		

The Contractor shall provide special clean-up services as required at the direction of the Building Manager. This item is to be performed when requested by the Building Manager for the cleaning, relocation, removal, etc. of items not normally encountered such as, but not limited to, graffiti removal, storm damage, excessive litter control, illegal dumping and any other unforeseen natural or unnatural activity. For such Special Clean-up the contractor shall also provide for the collection and disposal of trash accumulated in receptacles and scattered at the facility.

NOTE; THE CONTRACTOR SHOULD PROVIDE A PER VISIT RATE FOR THE SPECIAL CLEAN-UP.

ALSO NOTE: THE BUILDING MANAGER OR REPRESENTATIVE SHALL NOTIFY THE CONTRACTOR OF THE NEED FOR A SPECIAL CLEAN-UP AT LEAST SEVENTY-TWO HOURS IN ADVANCE OF THE DATE(S). AS PER SPECIFICATION, THE SPECIAL CLEAN-UP MUST COMMENCE NO LATER THAN 72 HOURS AFTER REQUESTED.

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		Day(s)	

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

**TERMS OF DELIVERY**

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

**EVALUATION CRITERIA**

Group/Line #	Evaluation Criteria Description	Response Type
1 / 1	Lowest and best bidder under Chapter 181 C.O.	NONE

**BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID**

**Shipping/Freight Charges**  
 ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.  
 NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

**Call Buyer Only**  
 Bidders must address all questions to the Buyer (See Above.) Do NOT contact the "Requestor." Contract only the Buyer listed above.

**MSDS required**  
 A Material Safety Data Sheet is required to be shipped with each specific applicable item on this PO.

**No Price increase**  
 This Purchase Order does not permit price increases.



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**Missing information**

It is each bidder's individual responsibility to determine for themselves, in advance of bid submission, the accuracy and completeness of any and all information in an RFB. If a potential bidder does not notify the Division of Purchases and Supplies in advance of the bid opening date of any possible discrepancy then any such discrepancy or erratum cannot be the basis for a protest of award. Contact the Buyer immediately if there is a question of accuracy or completeness in these bid documents.

**BIDDER MUST COMPLETE & SIGN BELOW**

<b>NAME OF THE FIRM:</b>
<b>STREET ADDRESS:</b>
<b>CITY:</b> STATE: ZIP CODE:
<b>FED ID # / SSN #:</b>
<b>PHONE NO.:</b> FAX NO.:
<b>EMAIL ADDRESS:</b>
<b>PLEASE PRINT CONTACT NAME:</b>
<b>AUTHORIZED SIGNATURE:</b> DATE:

*All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.*

**RETURN BID TO:** Division of Purchases & Supplies  
601 Lakeside Ave  
Room 128, City Hall  
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Effective Immediately: In accordance with Codified Ordinance 181.13 (I) the City shall receive competitive sealed bids through email. All City of Cleveland bids estimated to be less than 50K in value will be submitted and received electronically via email. All bids must be emailed to CityofClevelandbids@clevelandohio.gov. Upon receipt of your bid, you will receive a reply indicating your bid has been received.

### Bidder's Instructions

See enclosed Terms & Conditions. Read and follow all terms and conditions of the bid.

Bids must be submitted to CityofClevelandbids@clevelandohio.gov, the Document ID Number and Buyer's Name must be identified in the email subject line. Also clearly state the Document ID Number, Bid Description, Buyer's Name and Closing Date.

**PLEASE NOTE: Bids received after the Closing Date, Closing Time or sent to any other email address not identified in the Bidders Instructions cannot be considered.**

Northern Ireland Affidavit must be completed, signed and included with each bid.

**The bid must be submitted to: CityofClevelandbids@Clevelandohio.Gov**

The bid documents must include:

- The Document ID Number and Buyers Name in email subject line
- PDF File of Request For Bid Form
- Terms & Conditions.
- Northern Ireland Affidavit.
- Wage Theft Form.

Contact the Buyer immediately at the number on the Bid Form if you do not have all the required documents.

## Subject: Submission of NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

Each bidder and/or appropriate parties should complete the DISCLOSURE and submit it with the bid, if possible. If not submitted with the bid, it must be completed and submitted to the Commissioner of Purchases and Supplies prior to any contract being awarded by the City. If a bidder or appropriate parties fail to complete and submit it, they shall not be eligible for a contract award.

## **NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE**

INSTRUCTIONS: Pursuant to Codified Ordinance Sec. 181.36, the information requested on this page must be supplied by all Contractors and any Subcontractors having more than a fifty percent (50%) interest in the proposed contract prior to any contract being awarded by the City of Cleveland. Any Contractor or Subcontractor who is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract. For failure to cure such a default, the Contractor or Subcontractor shall be automatically excluded from bidding for the supply of any goods or services for use by the City for a period of two years.

### **CHECK WHICHEVER IS APPLICABLE:**

A. ( ) The undersigned or any controlling shareholder,\* subsidiary, or parent corporation of the undersigned is NOT ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph A. is checked, proceed to the signature line.)

B. ( ) The undersigned or any controlling shareholder,\* subsidiary, or parent corporation IS ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph B. is checked, please either check the stipulation contained in paragraph C. or attach documentation that shows that the undersigned has complied with the stipulation contained in paragraph C.

C. ( ) The undersigned and all enterprises identified in paragraph B. are TAKING LAWFUL AND GOOD FAITH STEPS TO ENGAGE IN FAIR EMPLOYMENT PRACTICES WHICH ARE RELEVANT TO THE STANDARDS EMBODIED IN THE "MacBRIDE PRINCIPALS FOR FAIR EMPLOYMENT IN NORTHERN IRELAND." A copy of the MacBride Principles can be obtained from the Office of the Commissioner of Purchases and Supplies. In lieu of checking this paragraph, the undersigned must attach documentation which the undersigned believes shows compliance with the stipulation contained in this paragraph C.

\_\_\_\_\_  
Name of Contractor or Subcontractor  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\*"Controlling shareholder" means any shareholder owning more than fifty percent (50%) of the stock in the corporation or more than twenty-five percent (25%) of the stock in the corporation if no other shareholder owns a larger share of stock in the corporation.



## **WAGE THEFT AND PAYROLL FRAUD DISCLOSURE**

### **SUMMARY:**

Bidders on certain City contracts, recipients of Assistance, and any of their prospective subcontractors must disclose any wage theft or payroll fraud violations over the last three years. Unless they receive a waiver from the City's Fair Wage Employment Board, violators are placed on the City's Adverse Determination List, which prevents them from entering into new contracts with or receiving Assistance from the City. This disclosure requirement and the waiver process are set forth in Chapter 190 of the Codified Ordinances of Cleveland, Ohio, 1976 ("Chapter 190").

### **INSTRUCTIONS:**

Pursuant to Chapter 190, the information requested on this document must be provided by any person or entity bidding on or making a proposal for a Construction or Improvement Contract or a Service Contract, or applying for Assistance, and any of their prospective subcontractors.

Any person or entity that is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract.

### **DEFINITIONS:**

"Adverse Determination" means a final action or adjudication that the person or entity in question has committed Wage Theft or Payroll Fraud and is further defined in Chapter 190.

"Assistance" means any form of City financial assistance, except for financial assistance provided for the development, rehabilitation or other means of providing residential housing. Assistance includes but is not limited to: grants; economic development loans; tax credits, incentives and abatements; subsidies; and bonds. Assistance does not include financial assistance which is received from another government or other entity with the City acting only as a conduit or fiscal agent for the funds, where the City exercises no control over the identity of any recipient or of the terms of the contract. Community Development Block Grant Funds are not considered conduit funds and, to the extent they otherwise qualify, are included as Assistance.

"Construction or Improvement Contract" means any contract entered into pursuant to Chapter 167 or Chapter 185 of the Codified Ordinances.

"Payroll Fraud" means concealing an entity's true payroll tax liability or other financial liability to a government agency from government licensing, regulatory or taxing agencies through misclassification of employees, failure to report or underreported



payment of wages, or executing a cash transaction while failing to maintain proper records of reporting and withholding.

“Service Contract” means any contract or subcontract between a person, business or corporation and the City of Cleveland that primarily involves the furnishing of services to the City (as opposed to the purchase of goods or other property or the leasing of property), and shall be limited to the following categories of services: food service, janitorial, security services, parking lot attendants, home health care, health care aides, waste management, automotive repair services, landscaping, towing contracts, building and maintenance services, carpentry, clerical services, urban forestry, housekeeping, street maintenance and repair, and sidewalk maintenance and repair. This includes services performed on City-owned premises including the following City-owned locations: airports, parking lots, municipal parks, recreational facilities, and City-owned buildings. Contracts that are primarily for the purchase of goods or other property are not considered Service Contracts.

“Wage Theft” means a violation of the Ohio Prompt Pay Statute, RC 4113.15; the Ohio Minimum Fair Wage Standards Act, RC Chapter 4111; Oh. Const. Art. II, Sec. 34a; RC Chapters 4109 or 4115; RC 4113.17, 4113.18, 4113.52 or 4113.61; or a violation of any substantially equivalent federal or state law; as any of these laws may be amended or superseded.

**CHECK WHICHEVER IS APPLICABLE:**

(A) (  ) The undersigned person or entity HAS NOT had any Adverse Determinations within the last three (3) years.

(B) (  ) The undersigned person or entity HAS had any Adverse Determinations within the last three (3) years.

If (B) is checked, then in an attachment(s) to this form, please disclose all Adverse Determinations within the last three (3) years.

Name of Person or Entity: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

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

Div. of Water – Distribution and Maintenance

Qualifications to be submitted with bid:

The following is required from any bidders that have not previously submitted bids for this work or from bidders that have submitted bids for this work and have not been awarded contracts by DPU.

The bidder shall show that they have available, under their direct employment supervision, the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.

Bidder shall submit with his bid a notarized statement attesting to the following:

- A. That the bidder has maintained an organization capable of performing the work hereinafter described, in continuous operation for at least the past five years as qualified in the above section.
- B. The names of his employees in the areas responsible for this contract, their function in the company, title and number of years of service with the bidder's firm and years of experience in the field of landscape maintenance and construction. The supervisors and work crews assigned to this job shall be actively employed by the contractor and have a minimum of three years' experience.
- C. The present address of the main operating facilities of this organization.

Failure to submit the above documentation may make your bid non-responsive.

Bidders that have previously been awarded contracts (in the last five years) for Landscape Maintenance at Various Public Utilities Facilities by DPU are not required to submit the above documentation.

Landscaping Maintenance - D&M Harvard - July 2026  
RFB 2002\*0324\*

BASIS OF AWARD

A single purchase order will be awarded to the lowest and best bidder.

Grand Total – Commodity Line #1 - 8: \$\_\_\_\_\_

\*Purchase order is active for a 2-year period or will expire once the funds are depleted.\*

\*\*Unit prices quoted to remain firm for the duration of the purchase order.



CCFO, CEGIS

# Landscape Maintenance: Harvard Service Center

Produced by Cleveland Water - 6.21.2023

## Limits of Work

- |   |  |
|---|--|
|  Mowing (Ordinary)     |  Hillside Maintenance |
|  Mowing (Construction) |  May Clean-Up         |