



INVITATION TO BID

(This is not an order.)

Buyer: Jules Gilliam
 216-664-2621
 jgilliam@city.cleveland.oh.us

Requestor: Toi Porch
 216-664-4255
 tporch@city.cleveland.oh.us

CITY OF CLEVELAND

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

Procurement Folder	RFB No.	RFB Description	
146781	RFB 7012 20240000000234	Ward 7 Vacant Structure Lawn Maintenance - May 2024 - Rebid	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
May 16, 2024 3:00 PM		7012	May 16, 2024 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Ward 7 Vacant Structure Lawn Maintenance - May 2024 - Rebid		From To	

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

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

Vendor to Bid Price per Lot

Price per Lot: \$ _____

Ward 7, Subsections 1-19 Map

*****Purchase Order Valid for One (1) Year or Until Funds Are Exhausted Whichever Occurs First*****

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

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

*****Purchase Order Not to Exceed \$49,999.99*****

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

Ship To: PARKS MAINT COMM OFF-4TH FL PARKS MAINT COMM OFF-4TH FL 1230 E 6TH ST Cleveland, OH 44114	Vendor Response	
		Contract Amount
		\$

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



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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.

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.



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BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:
STREET ADDRESS:
CITY: STATE: ZIP CODE:
FED ID # / SSN #:
PHONE NO.: FAX NO.:
EMAIL ADDRESS:
PLEASE PRINT CONTACT NAME:
AUTHORIZED SIGNATURE: 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
Cleveland, OH 44114

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.

Bids received after the Closing Date, Closing Time and sent to any other email address not identified in the Bidders Instruction cannot be considered.

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

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

Bids received after the Closing Date, Closing Time and sent to any other email address not identified in the Bidders Instruction cannot be considered.

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.

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

TERMS AND CONDITIONS

1. **Acceptance of Purchase Order.** This Purchase Order shall be effective when Seller executes it, otherwise indicates its acceptance, or delivers to the City of Cleveland any of the goods ordered herein or renders for the City any of the services ordered herein. If this Purchase Order has been issued by the City in response to an offer, then the issuance of this Purchase Order by the City shall constitute an acceptance of such offer subject to the express condition that the Seller assent to any additional or different terms contained herein. Any additional or different terms or conditions contained in any acknowledgement of the purchase by the Seller shall automatically be deemed objected to by the City and shall not be binding upon the City unless specifically accepted by the City in writing.
2. **Entire Agreement.** This order, the instructions to bidders, the Request for Bid, the Bid Schedule of Items, and any specification and/or other attachments, if any, incorporated hereby by reference, constitute the entire agreement between the parties and replaces and supersedes any prior or contemporaneous communications, representations, or agreements, whether oral or written with respect to such matter.
3. **Indemnification.** Seller shall indemnify, defend, and hold harmless the City, its officers, agents, and employees from all claims, demands, liabilities, losses, suits, cause of action, judgments, costs, and expenses, including attorneys' fees, arising, occurring, or allegedly arising or occurring from the personal injury, including death, property damage, including loss of use, or otherwise, to any person or the property of any person, including third parties and employees of any party, as a result of negligent or intentional act or omission of Seller or its agents, employees, subSellers or suppliers, in the furnishing of the goods covered by this PO, or because of any imperfection or defect in said goods, or based upon any claim of product liability of strict liability in tort, or because of the failure of such goods to be in accordance with the description of such goods as may appear in any catalog, analytical information report or other technical bulletin as is furnished or used by the City, or because of the failure of such goods to be produced in compliance with the requirements of this PO.
4. **Limit of Liability.** In no event shall the City be liable for anticipated profits, incidental or consequential damages, or penalties of any description. The City's liability on any claim arising out of or connected with or resulting from this contract or from the performance or breach thereof shall in no case exceed the price allocable to the goods or services or unit thereof which gives rise to the claim.
5. **Remedies.** The city's remedies shall be cumulative and remedies herein specified do not exclude any remedies allowed by law or in equity. Waiver of any breach shall not constitute waiver of any other breach of the same or any other provision. Acceptance of any items or payment therefore shall not waive any breach.
6. **Default.** Payment or acceptance of any items after the delivery date shall not constitute a waiver of the City's right to cancel this order with respect to subsequent deliveries. The City reserves the right to reasonable testing and inspection before payment or acceptance. The City's failure to inspect and accept or reject goods, materials, or articles shall not relieve Seller from liability for tender or delivery of nonconforming goods nor constitute a waiver of any of the City's rights or remedies for breach of contract. The City reserves the right to reject any or all items not in conformity with the specifications noted within this purchase order in any respect.
7. **F.O.B. Destination.** Freight terms are F.O.B. Destination, Freight Prepaid, unless otherwise approved in writing by the Commissioner of Purchases and Supplies.
8. **Non-Assignment.** Neither this contract, nor any interest herein, shall be assigned or subcontracted by the Seller except upon the prior written consent of the City.
9. **Patent, Trademark or Copyright Infringement.** Seller agrees to defend, entirely at its own expense, all claims, demands, and actions that may be asserted against the City for all alleged patent, trademark, and/or copyright infringement resulting from the use or resale of goods covered by the PO, and to indemnify and hold the City harmless against all costs, expenses, legal fees, and judgments related to such claims, demands, and actions.
10. **Timing.** Time is of the essence in this contract. Failure to deliver within the time specified shall entitle the City, in addition to any other rights or remedies, to cancel this order and purchase the goods elsewhere, in which event the Seller shall be responsible for any increase in cost.
11. **Implied Warranty.** In addition to its standard warranty, Seller warrants that all goods supplied will be free and clear of all liens and encumbrances, good and merchantable title being in the Seller. Upon receipt by Seller of payment, good and merchantable title will vest in the City. All goods will be free from any defects in design, materials or workmanship and will be of good and merchantable quality. All goods will conform to the City's specifications or the approved sample as the case may be, and will be fit for the known purposes for which purchased, and that Seller will not substitute anything without the City's written consent.
12. **Change Orders.** No changes in the PO, its prices, terms, conditions, length, or attachments are permitted, without the City's prior written approval.
13. **Cancellation.** The City shall have the right to cancel this order, or any undelivered portion of this order, without cause, and its liability for such cancellation shall be limited to Seller's actual cost for work and materials applicable solely to this order that have been expected when Seller receives notice of cancellation. The City may, at its option, cancel this order without liability to Seller (except for conforming shipments the City previously accepted) if Seller (a) ceases to exist, (b) becomes insolvent, (c) becomes the subject of bankruptcy or insolvency proceedings, or (d) commits a breach in the performance of any obligation under this agreement or of any other written agreement with the City of Cleveland.
14. **Compliance with Laws.** Seller shall comply with all federal, state, and local laws, ordinances, rules, and regulations in the manufacture and sale of the goods and performance of the services. Seller shall defend and hold the City harmless from any losses, damages, or costs arising from or caused in any way by Seller's actual or alleged violation of any federal, state, or local law, ordinance, rule or regulation.
15. **Access to Records.** Seller shall provide access to pertinent records relative to this contract/order for a period of three (3) years after the last receipt of payment is made under this contract/order, whichever occurs last.
16. **Material Safety Data Sheets:** Any substance delivered as a part of this order must be properly labeled in accordance with all applicable regulations and must be accompanied by a Material Safety Data sheet (MSDS).
17. **Venue.** Any dispute arising under this order not disposed of by agreement shall be decided by a court of competent jurisdiction in Cuyahoga County in the State of Ohio. Pending settlement on final decision of any dispute, Seller shall proceed diligently with the performance of this order in accordance with the City's direction. The Charter and Ordinance of the City of Cleveland shall govern.
18. **Tax.** Buyer is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the Buyer may not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Buyer, nor shall any Seller be authorized to use the Buyer's Tax Exemption number in acquiring such materials, without the prior issuance of a signed Tax Exemption Certificate. A Tax Exemption Certificate is available upon written request.
19. **Documentation.** Seller shall clearly mark all documentation with the applicable valid PO number.
20. **Payment Terms.** Payment will be made in accordance with the terms on the face of this contract, or the Seller's invoice, whichever are more favorable to the City and payment date therefore shall be calculated from the receipt of invoice or receipt or final acceptance of the goods or services, whichever is later. All claims for money due or to become due from the City shall be subject to deduction or setoff by the City by reason of any counterclaim arising out of this or any other transaction with the Seller. The acceptance by the Seller of final payment shall operate as a full and complete release of the City. No payment for goods or services shall constitute acceptance of any defective or nonconforming goods or services by the city. Unless otherwise stated in the PO, the terms of payment shall be net 30 days from the receipt of a proper invoice. It shall be understood that the cash discount period, if any, to the City will date from receipt by the City of acceptable goods and invoice and not from date of invoice.
21. **Insurance.** Unless otherwise stated in the specifications, whenever labor is involved, the Seller shall procure and maintain insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the services, materials, equipment and/or supplies provided to the City. The insurer(s) must be licensed for business in the State of Ohio and maintain an A.M.Best rating of no less than A: VII or be an insurer approved by the City. The Seller shall submit all required insurance certificates to the City before commencing work. The City is to be added to each policy as an additional insured. The Seller shall notify the City in writing at least 30 days before it cancels or reduces its insurance policy or coverage and immediately upon the Company's receipt of notice from the carrier of any cancellation or reduction of the coverage or policy. Seller must demonstrate the following minimum insurance coverage in accordance with the estimated value limits: 1) **Purchases less than \$50,000:** General Liability Insurance, with a \$500,000 combined single limit. 2) **Purchases \$50,000 and over:** General Liability Insurance with bodily injury and property damage limits of \$1,000,000 for each occurrence with a \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate. Automobile Liability Insurance must be in effect for any owned, hired and non-owned vehicle used in the performance of the work, with bodily injury limits of \$1,000,000 for each person and \$1,000,000 for each accident, and with property damage limits of \$1,000,000 for each accident; OR \$1,000,000 combined single limits, including bodily injury and property damage. The above limits are the minimum acceptable and do not infer or place a limit on the liability of the Seller. The Seller's insurance shall be primary and any insurance or self-insurance maintained by the City shall be excess for the City and not contribute with the coverage maintained by the Seller.
22. **Workman's Compensation:** Whenever labor is involved, the Seller shall subscribe to and comply with the Workmen's Compensation Laws of the State of Ohio and pay such premiums as may be required there under and to save the City harmless from any and all liability arising from or under said act. He shall also furnish a copy of the official certificate or receipt showing the payments herein referred to before commencing any work.
23. **Authority to Bind.** All parties to this order agrees that the representatives named herein, including in all attachments, possess full and complete authority to bind said parties.
24. **Inspection and Acceptance.** No material received by the City pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement. No goods returned as defective shall be replaced without written authorization from the Commissioner of Purchases and Supplies. Such return shall in no way affect the City's discount privileges. Such right to return, offered to the City arising from the City's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
25. **Non-appropriation of Funds.** As with any other public entity, an Agreement, Contract, or issuance of Purchase Order by the City is contingent upon the legal availability of funding and the allocation of said funds. The City reserves the right to cancel any ongoing Agreement, Contract, or Purchase Order immediately, by giving written notice to the Seller, in the case of a failure by the appropriating body to appropriate funds or funding for the specific project, commodity or service.
26. **Equal Opportunity.** This Agreement is a "contract", and the Seller is a "contractor" within the meaning of Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976. During the term of this Purchase Order, the Seller shall comply with all terms, conditions and requirements imposed on a "contractor" in the Equal Opportunity Clause, Section 187.22(b) C.O., and herein made a part of this Agreement by reference. A complete copy of the Equal Opportunity Clause is available at the City of Cleveland website.

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.

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

This Request For Bid seeks to identify Contractor(s) that can perform Lawn Maintenance on vacant and occupied structures that are out of legal compliance. The work required under this contract shall include the furnishing of all labor, materials, tools, transportation, supervision, technology, fuel and service necessary to provide Lawn Maintenance on the previously vacant and occupied structures within the COC.

Work Orders must be performed in strict adherence to all local codes regarding use of machinery during the hours of 8:00 am and 7:00 pm, under CCO Section 605.10 (Unnecessary Noise).

The Contractor shall provide all personnel, equipment, tools, supervision, and services necessary to ensure that ground maintenance is performed in a clean, neat and professional manner, and shall indemnify and hold the City harmless from any damage to the property caused by its employees or agents. COC has the right to reject a contractor based upon the condition of equipment, tools and/or experience.

Qualified Bidders:

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. Failure to submit the documentation may make your bid nonresponsive.

- Bidder shall supply a list of current employees
- Has your company had any lawsuits relating to the services proposed, or do you have any pending or threatened litigation relative to the kinds of services proposed? Yes/No
If yes, briefly explain;
- How many years has the bidder been in business? _____
- Provide references from 2-3 current or past clients

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

- Bidder shall submit a current list of equipment that they own and intend to use to fulfill this contract

Approximate Quantities:

The frequency of maintenance is contingent on the rate of growth of the grass before it is a Nuisance, the rate of occupied structure referrals from the Dept. of Health, and other circumstances that may emerge during the usual course of performance. All tasks are to be performed in the grass cutting season that is defined as April to November 2024, unless otherwise stipulated by the Commissioner or Director. The Contractor understands that there is no guarantee of quantities. We are estimating 220 unique parcels/850 cuts.

Inclement Weather:

The Contractor is expected to perform in mild to moderate climate events without putting him/her/themselves and their crew in danger due to, but not limited to, rain, sleet, hail, wind, or lightning. Light to moderate precipitation is not cause to abandon the contractor's job duties.

The Contractor may elect to designate specific days in which to complete his/her/their work assignments and may choose to select alternate or additional days to complete his/her/their outlined work week due to inclement weather.

Assignment of Work Orders:

Contractors will receive their work by way of City Works. Prior to assignment, these locations will have been inspected and determined to be a Nuisance. These locations will all be in the COC.

Work orders will be issued in batches of no more than 10 at a time, unless the contractor has demonstrated the capacity to handle additional work. The decision to issue more than 10 work orders will be made by the Commissioner based on the contractor's performance

The City will provide the Contractor with a list of vacant/occupied structure that may need emergency lawn maintenance services performed. For expedience, the

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

Manager will assign these to the Contractor via email. Emergency Work Orders should be completed within 48 hours of notice.

The Contractor will receive access to City Works and training prior to start of the assignment by the City of Cleveland designee. A minimum of two of the Contractor's employees will be designated as the Contractor's point of contact for City Works access and training.

Work orders must be fulfilled on a weekly basis. If a property remains on the list for more than two (2) weeks without completion, the contractor will not receive any new work orders.

If, during the course of performance, the Contractor identifies a location that needs to be mowed, the Contractor will contact the COC designee, via e-mail, and inform them of the location. Said designee will inform the contractor within 48 business hours of whether the location is approved for service.

The Contractor shall not mow grass that does not exceed 8 inches. If this is done, or pictures provided do not clearly show that the property grass exceeds 8 inches, payment will NOT be made.

Discarding Litter and Debris:

The Contractor agrees to move all litter and debris from the grass prior to performing Lawn Maintenance.

The Contractor will remove any debris from the grass to allow them to perform Lawn Maintenance. The Contractor will move the debris to driveway of the structure. Then, the Contractor will notify the Manager of the location of the amount of the debris that requires removal via e-mail, within 24 hours. When practicable, the Contractor will provide photos of the debris or litter so that Manager can assign the most efficient removal.

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

Access to Work:

The Commissioner and designee(s) shall at all times have access to inspect the work wherever it is in preparation, progress, and the Contractor shall arrange and provide proper facilities for such access and inspection to determine whether such work is being done in accordance with the contract requirements.

The term “unacceptable work” will be used when the Contractor or Manager inspects a property either at random or by client request and the property is not left in an attractive manner. The Contractor(s) will have a 24 to 48 hour grace period to reconcile the unacceptable work – weather permitting.

Forms and Procedure:

The forms to be used and the method and procedure to be followed by the Contractor for the submission of schedules, invoices, breakdowns and all other items required by and pertaining to the contract, shall be in accordance with the directions of the Commissioner.

Submission of completed Work Orders:

The Contractor will review Work Orders completed by his staff to verify quality of performance and completion of requisite photographs.

The City of Cleveland reserves the right to make random Quality Assurance visits to inspect progress and quality of performed work before payment will be authorized.

The Contractor shall upload to City Works a minimum of six (6) pictures per location upon completion of services at that location. The photographs must include the address of the property, before and after cuts of the front yard and back yard, and the measurement of the grass showing identifiable landmarks. All pictures must be imprinted with a date stamp. The contractor will need to supply their own device for accessing Cityworks and for taking pictures of lots.

The Contractor will submit notice of completed Work Orders and the requisite photographs via e-mail to the Manager, if experiencing technical difficulties with Cityworks. The Contractor will submit this email within 48 hours of the completed

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

Work Order. The Manager will confirm receipt within 48 hours of the notice of completed Work Orders and photos.

Invoice and Billing Requirements:

The Contractor shall submit invoices that accurately reflect the work performed. Original Invoices must be typed and legible. The City of Cleveland does not pay for copies or duplicate invoices.

Invoices can also get emailed. Email addresses will be provided upon award.

Original invoice to address as shown on Purchase Order under "BILL TO:"

The Division of Accounts will assist only if the Department is unable to resolve the question.

The failure to follow above instructions may lead to delays in payment.

Invoices submitted by the Contractor for payment must include the following information:

- Contractor name, mailing address, telephone number and email address as it appears on the Contract.
- Contractor remit to address.
- Purchase Order (PO) Number under which the work being invoiced was authorized.
- Contractor Invoice Number, which must be a unique (non-recurring) number.
- Invoice Date
- Cityworks Data Management work order number.
- Location address for each item of service performed.
- Invoices should be submitted on a weekly basis. The invoice will include all work orders that have been assigned to the Contractor and completed that previous week, reviewed and approved by Manager.

Pictures of work completed are required for payment and are the responsibility of the contractor to provide.

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

Termination

A. For Cause.

1. Without Notice. The City may terminate this Agreement for cause and without any prior notice should contractor fail to maintain any licenses or permits as required by the contract or fail to adhere to the City's and/or Department's applicable rules and regulations.
2. Without Cause. The City may, at any time and in its sole discretion, without cause and upon ninety (90) days' written notice, discontinue the contract entirely. Such discontinuance of the contract by the City shall not constitute a breach of the contract by the City and the City shall have no obligation or liability whatsoever; and contractor shall make no claim for payment of damages or of any cost or expense incurred in connection therewith.
3. For Failure to Comply with Corrective Action Plan. If at any time during review or audit of contractor the City determines that contractor is not functioning in good faith, contractor must submit a corrective action plan within thirty (30) calendar days of the written findings. The City will then review the corrective action plan and, if acceptable, will provide written approval of the plan. If Contractor does not meet the provisions of the corrective action plan and the City continues to find Contractor not to be functioning in good faith or in non-compliance provisions of this Agreement, the City shall impose such sanctions as it may determine to be appropriate, including but not limited to (i) cancellation, termination or suspension of the contract; or (ii) suspension from participation in future contracts.
4. Required Records Upon Termination. If the City terminates this Agreement early, contractor shall, within ten (10) days, submit a certified final progress report of the work completed by the date of termination. The City shall pay contractor for the work completed as certified in this statement. Notwithstanding any other provision of this Agreement all records, documents, materials and working papers prepared as part of the work under this Agreement shall become the property of the City, and upon cancellation, contractor shall turn over to the City all records, documents,

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

working papers, and other materials which would be necessary, in the judgment of the City, to maintain continuity in progress of the work by another contractor.

Definitions

- Cityworks is the Data Management system used by the Division of Park Maintenance to assign Work Orders to Contractor(s).
- COC shall mean the City of Cleveland, its employees and agents of the City of Cleveland.
- Commissioner shall mean the Commissioner of the Division of Park Maintenance and Properties, Department Public Works, for the City of Cleveland, Ohio.
- Contract shall mean a legal agreement between the COC and the Contractor(s) in which the parties mutually agree that in exchange for Law Maintenance services, the Contractor shall be financially compensated by the COC.
- Contractor shall mean a business entity that agrees to perform work under the terms of a contract.
- Director shall mean the Director of the Department Public Works, for the City of Cleveland, Ohio, or his/her/their approved designee.
- Division of Park Maintenance, Dept. of Public Works, City of Cleveland, Ohio consists of five (5) sections; Vacant Properties (“VP”), Park Maintenance, Urban Forestry, Cemeteries and the Greenhouse.
- Lawn Maintenance shall mean the mowing vacant/occupied residential and/or commercial lawns; including, but not limited to the front yard, backyard, tree lawn, fence line and around building structures. This also includes removal of clippings, weeds and debris. Also removal of phone books and newspapers.

Ward 7 Vacant Structure Lawn Maintenance Requirements-Rebid

- Manager shall mean the Manager of the Vacant Properties section of the Division of Park Maintenance and Properties, Department Public Works, for the City of Cleveland, Ohio, or his/her/their approved designee.
- Nuisance shall mean grass that is over 8” in height, as defined in Cleveland Codified Ordinances Section 209.02.
- “VP” shall mean the Vacant Properties section of the Division of Park Maintenance and Properties, Department Public Works, for the City of Cleveland, Ohio.

*******Purchase Order Valid for One (1) Year or Until Funds Are Exhausted
Whichever Occurs First*******

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

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

*******Purchase Order Not to Exceed \$49,999.99*******

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

Ward 7

Subsections 1-33
 SS 32 is main both sides of Chester from E 27 to E 105
 SS 33 main both sides of Superior from E 12 to MLK

