



2017 MOWING PRE-BID MEETING

PURPOSE: Pre-Bid Meeting to review bid specifications and answer questions from contractors

DATE/TIME: February 7, 2017 / 10:00am

ATTENDEES: **Deerfield Township:** Joel Smiddy, Keith Clutter, Brent Osborne; **Contractor Listing:** pg. 5

ACTION ITEMS

Task	Person Responsible
Email 2016 Bid Tabulation to contractors	Joel Smiddy

Location Highlights

Location	Required Day of Week to Mow	Earliest Start Time	Priority Area(s)
Cottell Park	Fridays	7:00am (per Deerfield Township Noise Ordinance)	Playgrounds (2) ★ Mowed/Edged/Blown by 8:30am Baseball Fields ★ Completed by 5pm when practice/games begin
Fleckenstein Park	Thursdays	7:00am (per Deerfield Township Noise Ordinance)	Playground ★ Mowed/Edged/Blown by 8:30am Baseball Fields ★ Completed by 5pm when practice/games begin
Carter Park	Wednesdays or Thursdays	7:00am (per Deerfield Township Noise Ordinance)	Around school building ★ Do first; complete by 8:30am
I-71 Loop	Flexible (weekly)	7:00am (per Deerfield Township Noise Ordinance)	-
Rose Hill Cemetery	Flexible (bi-weekly)	6:00am (per Mason City)	Funerals usually occur between 10am-2pm. ★ Need to temporarily shut down if funeral taking place

General Overview

Joel Smiddy, Deerfield Parks & Recreation Director, introduced Deerfield Staff and provided an overview of the bid specification process.

- ❖ 2-year mowing bid as required by the ORC (Ohio Revised Code)
- ❖ Includes parks, open green space, and a cemetery
- ❖ The award is based on the lowest, best bid.
 - Lowest price based on ability to complete the job
 - Positive references with evidence of previous similar work
 - Ability to complete the work
- ❖ Maps of mowing locations were distributed
 - Details areas to be mowed
 - 2 new areas for 2017 – Rose Hill Cemetery and I-71 Loop
- ❖ Mowing Standards Checklist form was distributed and reviewed.
 - Used to improve communication between contractor and Deerfield
 - Required for each mow; submitted within 24 hours after mowing is completed
 - Check off items as completed.
 - Take picture of form and email to Deerfield
 - Area for comments (ex: unable to complete due to weather conditions, etc.)
- ❖ Contractors are encouraged and expected to independently do site visits prior to submitting bids.
- ❖ There is a 24 hour turn around required.
 - Mowing must be completed for each area within 24 hours of the start of mowing.
 - Each area (ex: Cottell Park) must be completed the same day.
 - The only exception is Rose Hill Cemetery, which may not be feasible to complete in one day. Deerfield will work with the contractor to determine appropriate turn-around time.
- ❖ Participant requested clarification on spraying.
 - Contractor allowed to spray in certain, low visibility areas such as fence around baseball field
 - High visibility areas require weed-eating
 - Areas for spraying are what is covered in bid specifications – does not include interior of landscape beds
- ❖ There are several contractors who are interested in bidding, but were unable to attend. If they submit a bid, an email will be sent out updating the list of bidding companies. This email will be sent to all contractors in attendance.

Carter Park

Joel Smiddy reviewed Carter Park specifications.

- ❖ Areas include the open space with asphalt pathway, inside pathway, around the red roof barn, field around school, soccer fields and baseball fields
- ❖ Across the street are two baseball fields (Church Street) that are included; behind the Kings Board of Education building, from the street to the back (whole circle, curb to curb)
- ❖ Participant asked if the ball fields are treated and if this impacts the rate of growth.
 - Joel indicated that yes, these areas are treated and do grow more quickly.
 - Deerfield also mows these rapid growth areas.

- The contractor will work with Keith Clutter on cutting in a certain direction. (Deerfield will cut in a different direction so that each party can clearly see who mowed last.)

Keith Clutter, Parks Foreman, noted the following:

- ❖ Around the school building should be done first.
- ❖ Carter Park may be done on Wednesdays or Thursdays.

I-71 Loop

Joel Smiddy reviewed the I-71 Loop specifications.

- ❖ Fields Ertel and Mason-Montgomery loop to head North
- ❖ Mow entire inside loop and around outside coming down on the opposite side
- ❖ I-275 going North – mow entire inside loop
- ❖ Off ramp coming from the North – mow all the way back to the ODOT fence – southbound lane
- ❖ Mow up until the furthest back marking/painting on the ground
- ❖ Encourage contractors to drive over and take a good look at this area.
 - May be hard to access with limited parking
 - Trash will need to be picked up prior to mowing as in standard requirements
 - Public Works may occasionally pick up trash in this area, but are not regularly scheduled.

Cottell Park

Joel Smiddy reviewed the Cottell Park specifications.

- ❖ Busiest park; requires most attention; Deerfield receives the most calls regarding this park
- ❖ Need to ensure it is maintained at proper height and specifications.
- ❖ Includes 5 baseball fields with outfield and infields.
 - By the time the mowing season begins, the outfields will have fences around them.
 - Contractor needs to take into account the 5 additional fences that will need to be maintained around.
- ❖ Park also includes soccer fields.
 - Deerfield prefers if soccer goals are not moved – just weed eat around.
 - If contractor moves goals, then they must ensure the goals are put back properly with the corkscrew stakes.
- ❖ Veterans Park at this location is a high priority.
 - Contractor must ensure turns are made in the grass and not on the pavers as this will leave black marks on the paver stones.
- ❖ All other areas to be mowed, edged, trimmed, and blown.
- ❖ Baseball fields must be completed by 5pm when games/practices begin.

Keith Clutter noted the following:

- ❖ Cottell must be mowed on Fridays.
- ❖ The two playground areas must be mowed/edged/blown by 8:30am as they are busy areas.

Fleckenstein Park

Joel Smiddy reviewed the Fleckenstein Park specifications.

- ❖ Park located in front of Chestnut Hill subdivision.
- ❖ Includes 2 baseball fields and 2 soccer fields
- ❖ Mowing open green space and pathways
- ❖ Includes area on opposite side of the road where gazebo located – from inside of fence to property boundary to tree line and pavers
- ❖ The HOA mows the area in front of the pavers.
- ❖ In front of the park, mow all the way out to Mason-Montgomery Road.
- ❖ Recommend contractors go out to site and see the significant grade changes and hillside

Keith Clutter indicated that Fleckenstein must be mowed on Thursdays.

Rose Hill Cemetery

Joel Smiddy reviewed the Rose Hill Cemetery specifications, which is a new parcel for 2017.

- ❖ Located on the left, across from the Mason Municipal building.
- ❖ This location has slightly different specifications.
 - Mow every other week.
 - Weed eating around all headstones, monuments, trees, curbs, etc.
 - May spray along fence line
 - No spraying is allowed around headstones or monuments; these areas require weed eating
 - Frontage along Mason-Montgomery to back of cemetery
 - Bid is for the entire cemetery; this may be negotiated after bid awarded.
 - Section from the sidewalk to Mason-Montgomery is maintained by Mason City.
 - Recommend contractors visit the site; there is a hillside on site

Brent Osborne, Cemetery Sexton, noted the following:

- ❖ Funerals normally occur between 10am and 2pm. Contractor will need to shut down equipment during funeral services.
- ❖ Memorial Day weekend is very busy with a large number of visitors. Contractor will need to ensure mowing is completed on the Monday or Tuesday prior to Memorial Day weekend.

Question & Answer Session

Question	Answer
Are there areas to watch out for?	Keith Clutter: The baseball fields at Carter Park. Need to walk the area first as mowers can get stuck.
Is your 2016 contractor in attendance?	Joel Smiddy: Yes, but we had no concerns with our previous contractor. The ORC requires that we put the job out for bid every two years.
When are bids due?	Joel Smiddy: Friday, February 10th.

Question	Answer
Do you do any spraying?	Joel Smiddy: Yes, we do our spraying in-house. We do spring and fall treatments.
May we see the bid tabulation from last year?	Joel Smiddy: Yes, I will email this out to all contractors in attendance.
Do you require safety signs?	Joel Smiddy: We ask that you follow the standard safety guidelines and those of your own safety program.
Have you encountered any thieving on the rigs?	Joel Smiddy: Yes, as in any park, please be careful and secure items. Theft has occurred with valuables in the front seats that are visible as well; it happens most often at lunchtime or during breaks.
Can you bid just one or do you have to bid all locations?	Joel Smiddy: You may bid one, but we have always awarded all locations to a single contractor. It is most efficient and beneficial for us to do all locations.
Is there a bond due?	Joel Smiddy: Yes, this may be a bond or a check. Most bid bonds are turned into performance bonds once awarded.

Deerfield Township Contact Information

Type of Question	Contact Person	Contact Information
Bid Specifications or Process	Joel Smiddy	513.701.6958 jsmiddy@deerfieldtwp.com
Park Specific	Keith Clutter	513.262.3119 kclut@deerfieldtwp.com
Cemetery Specific	Brent Osborne	513.678.7176 bosbo@deerfieldtwp.com

Attendee Contractor Listing

Name	Company	Phone	Email
Russ Mason	River Oaks Services	616.3551	rmason@riveroaksgroup.com
Sandy Pierce	Pierce's Lawncare	513.543.1193	sandypierce@thepiercetouch.com
Alisa Meyer	Pepperoak	859.412.6382	alisa@pepoak.com
Patrick Dailey	Dailey's Lawn & Landscaping	937.304.4676	daileyslawn@aol.com
Dan Marciniak	Buckeye Lawn & Landscape	937.606.0824	daniel@oneilsitesolutions.com