



## **CITY OF HURON REQUEST FOR PROPOSALS**

**Proposals are to be submitted to the City of Huron, Ohio (Owner) at the office of the Planning & Zoning Manager, Huron City Hall, 417 Main Street, Huron, Ohio 44839 by February 2, 2026 at 4:00pm for the:**

### **2026-2027 Property Maintenance/Code Enforcement Program for Grass and Weed Mowing, Debris Clearing, and Branch Trimming Services**

The "Owner" is an Equal Opportunity Employer and does not discriminate against the handicapped. Firms must comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

The "Owner" is a governmental agency exempt from all local, state, and federal taxes. Firms shall be responsible for the collection of and payment of all sales and other taxes that may be applicable.

The "Owner" reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept any bid which it deems most favorable.

All bids are subject to Ordinance 2022-22, Local Preference. (copy included)

**Detailed Specifications for  
2026-2027 Property Maintenance/Code Enforcement Program for Grass and  
Weed Mowing, Debris Clearing, and Branch Trimming Services**

As part of the City of Huron Property Maintenance/Code Enforcement program, the City requires services for the mowing/trimming of grass and weeds, clearing of debris, and branch trimming work to be performed, on an as-needed basis, on parcels of property found to be violation of City Ordinances.

- Throughout the growing season (April -December) on an "as needed" basis, the City will provide the Contractor a work order list of properties by address and/or permanent parcel number that requires services. Contractor will be provided an aerial map, if necessary, for identification of the location, and specific information of the services required for each location.
- Contractors must be able to perform the services within **three (3)** working days from receipt of said list.
- **MOWING:** The Contractor shall mow all grass and weeds, to a maximum height of 2". Grass clippings shall not be allowed to 'clump' in any area. Grass clippings will be required to be bagged and removed from the site. The parcels of land that contain areas of 'underbrush' or wooded areas need not be mowed. All walks, driveways, parking lots and surrounding areas and streets shall be swept or blown clean after the completion of each mowing of the entire site.
- **TRIMMING:** The Contractor shall trim weeds around hydrants, trees, driveways, curbs, fences, ditches, etc. Occasional branch trimming may be required; cut branches shall be removed from the site.

The Contractor shall protect all lawns, shrubs, trees, buildings, surfaces, contents, equipment, personnel, etc., from harm or damage during the performance of their work.

All work shall be completed with respect to the City's standards for contractors doing business in the City of Huron and shall abide by all of its regulations.

## **INVOICING REQUIREMENT**

- A. Contractor shall advise the city of completion of the work order within twenty-four (24) hours of completion to allow a representative of the City to check the parcel.
- B. Invoices shall be submitted to the City **within 2 weeks of completion of services**. The City has a 30 day accounts payable policy to remit payment. \* City is tax- exempt.
- C. Each parcel of land will be individually listed on the invoice (parcel number and address), date of service, hours spent , unit cost, and total fee.

## **SHOULD THE CITY ACCEPT YOUR PROPOSAL:**

-You will be required to register with the City of Huron as a Contractor, providing all documents required with the application, including but not limited to, Liability Insurance Certificate, Workers Compensation Certificate, and a \$10,000 Surety Bond.

-A completed New Vendor Form and W-9 will be required for our Accounts Payable Department.

-All work shall be completed to the satisfaction of the City and/or its representative. No additional work shall be undertaken by the contractor unless agreed upon, in writing, by the City of Huron and/or its representative.

If you have any questions, or require any additional information, please

contact the Planning & Zoning Office: 419-433-5000 ext. 1301 or email:

[christine.gibboney@huronohio.us](mailto:christine.gibboney@huronohio.us)

**CONTRACTOR'S PROPOSAL**

**2026-2027 CITY OF HURON Property Maintenance/Code Enforcement Program for Grass and  
Weed Mowing, Debris Clearing, and Branch Trimming Services**

TO: The Planning & Zoning Manager of the City of Huron Ohio, County of Erie.

FROM:

Company Name: \_\_\_\_\_

Contact/Rep: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

The undersigned having carefully read and considered the terms and conditions of the Grass and Weed Mowing, Debris Clearing and Branch Trimming Specifications for the City of Huron, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the specifications:

- Service can be provided within three (3) days of work order notice.
- Confirmation of service completion can be provided within 24 hours.
- Invoicing for services can be submitted within two (2) weeks of service.
- Proposal is attached with rates that include the total hourly rate, and minimum charge, if any, for your services. Note: The City of Huron is tax-exempt.

PrintName: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

**ORDINANCE NO. 2022-22**

Introduced by Joe Dike

**AN ORDINANCE ADOPTING CHAPTER 160 LOCAL PREFERENCE; AND DECLARING AN EMERGENCY.**

**WHEREAS**, Huron City Council has determined that it is in the public interest for the City of Huron to purchase equipment, material, and supplies from local business; and

**WHEREAS**, providing a system of preference for local business will benefit the local economy and generate additional tax revenues for the City of Huron.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HURON, OHIO:**

**Section 1.** That Chapter 160 (Local Preference) of the Codified Ordinances of the City of Huron, Ohio, is hereby adopted as follows:

**CHAPTER 160  
Local Preference**

**160.01 Definitions of terms.**

**160.02 Local preference.**

**WHEREAS**, Huron City Council has determined that it is in the public interest for the City of Huron to purchase equipment, material, and supplies from local business; and

**WHEREAS**, providing a system of preferences for local business will benefit the local economy and generate additional tax revenues for the city of Huron.

**160.01 DEFINITIONS OF TERMS.**

As used in this Chapter 160, the following words, phrases and terms shall be defined as set forth below:

- (a) “Bid” means the quoted monetary amount submitted to the City of Huron in a response to an invitation for bid, solicitation or request for proposal for a price in connection with the award of a municipal contract for services or supplies.
- (b) “Bidder” means a person, firm, sole proprietorship, partnership, association, corporation, company, or other business entity of any kind including, but not limited to, a limited liability corporation, incorporated professional association, joint venture, estate or trust offering or proposing to enter into a contract with the City in response to an invitation to bid, solicitation or to a request for proposal.
- (c) “Bid Preference” means the application of a percentage adjustment to the total amount of a Bid submitted by a Bidder whose Operations Location is within the City, Huron Township, or Erie County (as referenced herein) for a contract solely for the purpose of bid comparisons. The use of a Bid Preference for Bid

comparison will not alter the total amount of the Bid or price submitted by a Bidder or the contract executed based on a Bid.

(d) “Chapter” means all of the provisions of this Chapter 160 of the Codified Ordinance of Huron, Ohio.

(e) “City” means the City of Huron, Ohio.

(f) “Contract” means a binding agreement executed on or after the effective date of this Chapter by which, after the making of an invitation to bid, solicitation or request for proposal, the City either grants a privilege or is committed to expend or does expend its funds or other resources for or in connection with any Contract for the:

- (1) Construction of any public improvement;
- (2) Purchase of personal property;
- (3) Purchase of supplies, material or equipment;
- (4) The provision of services to the City other than Professional Services.

(g) “Contracting Department” includes any administrative department under charge of the City Manager.

(h) “Contracting Authority” means the official authorized to enter into a Contract on behalf of a particular Contracting Department.

(i) “Operations Location” means the actual physical location of the principal place of business of the Bidder, with such business having either an actual physical business location and actual operations related thereto at the Operations Location or other substantial presence at the Operations Location as reasonably determined by the City. For persons who are not registered with the State and who have no principal place of business, the residence of such person shall be the Operations Location, and a valid driver’s license may be provided by persons who are not registered with the State indicating a place of residence within Erie County. A Bidder shall submit a “Bidder’s Affidavit” in a form prescribed by the Contracting Authority at the time of submission of Bid in order to qualify for a Bid Preference.

(j) “Local Bidder” means an individual or business entity which at the time of the award of a Contract pursuant to a Bid:

- (1) Has a Operations Location within Erie County; and
- (2) If required by law, has filed an income tax return for the year preceding the award of the Contract with a Erie County taxing authority; and
- (3) If required by law, is paid in full or is current and not otherwise delinquent in the payment of City income taxes.

(k) “Professional Services” means services that usually require skill or expertise of an advanced, specialized or peculiar nature, including but not limited to attorneys, architects, engineer, professional design firms, construction managers, surveyors, accountants, physicians, real estate appraisers, real estate brokers and sales people, insurance advisors, computer software consultants, telecommunications consultants and third party benefit administrators.

## **160.02 LOCAL PREFERENCE.**

- (a) **Application of Bid Preference.** Subject to the limitations contained in subsection (f) below, a Contracting Authority shall, prior to awarding a Contract, evaluate all Bids received and apply a Bid Preference equal to four percent (4%) to each Bid of any Local Bidder whose Operations Location is within the City or within Huron Township or two percent (2%) to each Bid submitted by any other Local Bidder. Only one Bid Preference is to be applied to each Bid.
- (b) All Contracts shall be awarded to the lowest and best bidder. The determination of the best bid shall be made in conformance with the criteria set forth in the bidding documents and other criteria established by the Contracting Authority.
- (c) Nothing herein shall be construed as increasing or decreasing the actual price of a Bid and the resulting Contract made in accordance with the terms of this Chapter. The provisions of this Chapter are intended to be used for the exclusive purpose of comparing the evaluating bids for goods and services. Nothing in this Chapter shall be construed to create any private rights, claims or causes of action on behalf of any person, including but not limited to any Bidder.
- (d) The provisions of this Chapter shall not apply to the following contracts or situations:
  - (1) Contracts funded in whole or in part with State or Federal funds;
  - (2) Emergency procurements;
  - (3) Purchases made through the Ohio Department of Administrative Services or through participation in a joint purchasing program authorized under Section 9.48 of the Ohio Revised Code;
  - (4) Contracts for Professional Services;
  - (5) Contracts proposing or requiring local hiring preferences or to require local employees in the bidding or hiring process (O.R.C. 9.75); or
  - (6) Any other Contract for which an invitation to bid, solicitation or request for proposal has not been made.
- (e) The City shall indicate in all of its invitations to bid, its requests for proposals and its solicitations for Contracts that it shall apply a Bid Preference in accordance with this Chapter.
- (f) The maximum amount of Bid Preference applied according to this Chapter shall be:
  - (1) For contracts up to \$500,000, the maximum Bid Preference shall be \$10,000; and
  - (2) For contracts from \$500,001 to \$1,000,000 and higher, the maximum Bid Preference shall be \$25,000.

**Section 2.** That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including O.R.C. §121.22.

**Section 4.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare of the residents; and, additionally, in accordance with Section 3.06 of the Charter of the City of Huron, appropriation ordinances shall take effect immediately. **WHEREFORE**, this Ordinance shall take effect immediately upon its adoption.

ATTEST:

Russi Welkenn  
Clerk of Council

ADOPTED:

26 APR 2022

Monty Tapp  
Monty Tapp, Mayor

