



REQUEST FOR QUOTES (RFQ)

DATE ISSUED: September 17, 2026

QUOTES DUE: September 24, 2026 by 2:00 p.m.

The Lucas County Board of Developmental Disabilities ("Lucas DD") is requesting quotes for:

Lawn Care/Mowing and Landscape Maintenance Services and Optional Snow Removal Services at the Lucas DD campus: 1154 Larc Lane and 1155 Larc Lane, Toledo, Ohio 43614. Photo included for reference only.

The Quotes received from qualified contractors will assist Lucas DD in evaluating options for obtaining supplemental lawn care/mowing and landscape services to assist with maintaining its campus.

Lucas DD is also requesting separately priced optional snow removal services to evaluate whether those services may be included in a future contract or otherwise obtained through a separate arrangement.

NOTICE: This RFQ is not a formal competitive bidding process. Lucas DD is not obligated to accept any quote, make an award(s), or enter into a contract(s).

Site Visit & Point of Contact. It is strongly encouraged prior to submitting a response, to schedule a site visit. Please contact Phillip Conley, Capital Projects Supervisor, at 419-380-2635 or pconley@lucasdd.org.

Thank you for considering our request. We look forward to receiving your quote for the lawn care/mowing and landscape maintenance services and optional snow removal services.

**LUCAS COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
1154 LARC LANE
TOLEDO, OHIO 43614**

SERVICES REQUESTED INFORMATION

The purpose of this request is to obtain pricing and qualifications for lawn care/mowing and landscape maintenance services and optional snow removal services to supplement existing Board staffing resources as specified in the Scope of Services.

GENERAL STANDARDS/REQUIREMENTS

- **Must currently be in the business of providing lawn care/mowing and landscaping maintenance services and snow removal services of this type and must be doing so for a minimum of at least five (5) consecutive years (see Section 1- Quote Form).**
- **Must have applicable licenses, approvals or other qualifications needed to conduct business in Ohio and affirm that all are current (See Section 1-Quote Form).**
- **Provide at least three (3) business references with similar services of this type (see Section 2-Quote Form).**
- **Provide a current signed Form W-9**
- Ability to meet Lucas DD insurance requirements if a contract results from this RFQ.
 - Agree to procure and maintain commercial general liability insurance, which includes coverage for comprehensive liability and automobile liability insurance coverage and;
 - Comply with the Workers' Compensation insurance statutory limits as required by Ohio law and;
 - Insurance policies will name the Lucas County Board of Developmental Disabilities as an additional insured. The certificate of insurance and insurance endorsement forms will be emailed to: accountspayable@lucasdd.org no later than five (5) days.
- Compliance with Federal, State and Local Laws
- OHSA requirements and Environmental requirements, as applicable
- No contractor receiving Lucas DD funds, or who proposes to perform any work or furnish any goods shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans' status, physical or mental disability or perceived disability, or other criteria protected by law. Lucas DD complies with all Equal Employment Opportunity requirements and does not discriminate in the admission of, or employment in, its programs, activities or services.
- Lucas DD reserves the right to reject, in whole or in part, any quote that Lucas DD has determined, using the factors and criteria Lucas DD developed pursuant to this section, would not be in the best interest of the Lucas DD.

SCOPE OF SERVICES

A. Routine Lawn Maintenance

- Mow designated lawn areas.
- Trim and edge along sidewalks, curbs, buildings, fences, and other applicable areas.
- Perform string trimming and weed-eating around obstacles and structures.
- Blow grass clippings and debris from sidewalks, paved areas, entrances, and other applicable surfaces.
- Maintain a neat and orderly appearance of the serviced grounds.
- Remove or properly manage lawn care debris generated through the services.

B. Grounds Maintenance

- Trim or maintain designated landscape areas.
- Remove weeds from designated areas, as authorized.
- Maintain or trim ornamental grasses and similar plantings, if requested.
- Remove small branches, leaves, and other routine landscape debris.
- Perform other routine grounds maintenance tasks agreed upon by Lucas DD.

C. Seasonal and Additional Lawn Care

If available, contractors may provide separate pricing for:

- Spring cleanup.
- Fall cleanup and leaf removal.
- Mulching.
- Bed maintenance.
- Shrub or hedge trimming.
- Fertilization or weed control.
- Aeration or overseeding.
- Other recommended seasonal services.
- Any chemical application, pesticide, herbicide, or fertilizer services must be separately identified and performed in accordance with applicable requirements and any Board approval requirements.

D. Optional Snow Removal Services - Separately Priced

Snow removal services are not required to be included in the lawn care quote and will be evaluated separately. Lucas DD may elect not to award snow removal services, may award them separately, or may negotiate a separate agreement for those services.

If offered, snow removal services may include:

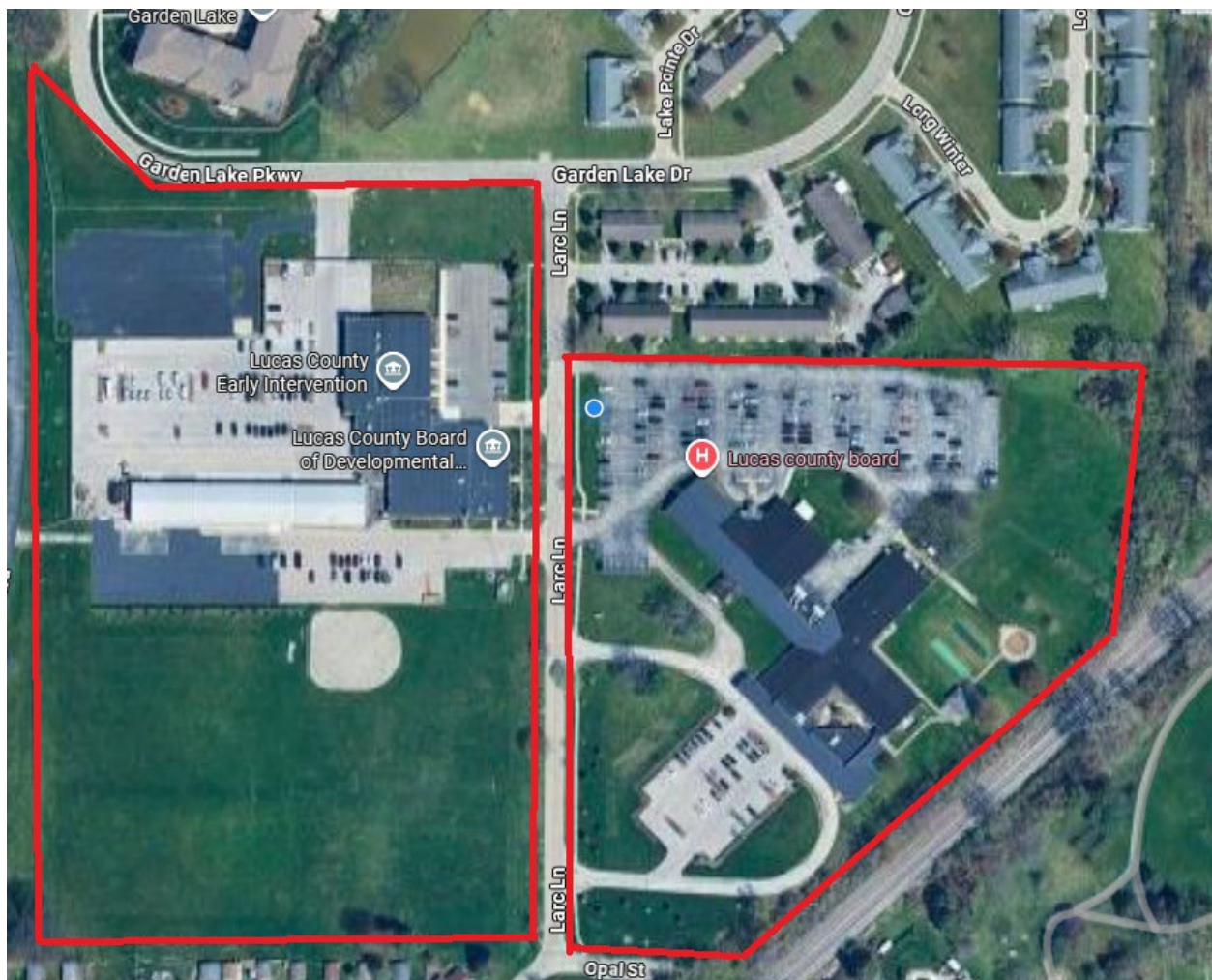
- Snow plowing of designated parking lots and driveways
- Snow removal from designated sidewalks and pedestrian paths
- Application of salt, ice melt, or other approved deicing materials

- Clearing entrances, accessible routes, and other priority areas
- Snow relocation or hauling, if requested and separately priced
- Monitoring and response during snow or ice events
- Post-event cleanup and removal of accumulated snow, if requested

Contractors should identify:

- Whether services are provided on a per-event, per-inch, seasonal, monthly, or other pricing basis.
- Any minimum service charges.
- Trigger depth for service.
- Response time following a snowfall or ice event.
- Whether de-icing materials are included.
- Whether the contractor supplies all equipment and materials.
- Any exclusions or additional charges.

The Lucas DD may establish priority areas and service standards before entering into any snow removal agreement.



INQUIRIES

Any questions or requests for clarification shall be directed to Phillip Conley at pconley@lucasdd.org. Please include "Lucas DD Lawn Care/Mowing and Landscape Maintenance RFQ" in the subject line.

Lucas DD may, at its option, disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all contractors will be posted on Lucas DD's website at: <https://lucasdd.org/news>.

NOTE: Lucas DD may conduct discussions with potential contractors who submit responses for the purpose of clarifications or corrections regarding a quote to ensure full understanding of, and responsiveness to, the requirements specified in the RFQ.

SUBMISSION GUIDELINES

Responses must be submitted in PDF format via email on or before **2:00 p.m. on Thursday, September 24, 2026** to:

contract-request@lucasdd.org.

Subject Line: Lawn Care/Mowing and Landscape Maintenance RFQ

Submitted documents must be in searchable PDF format and must be no larger than 30 MB. Late submissions will not be considered.

Quote Form. Please provide the signed Quote Form and include a signed W-9. If necessary, include other attachments to fully provide information

Lucas DD may, in its sole discretion, extend the RFQ due date if such action is deemed necessary by Lucas DD. Responding contractors are responsible for monitoring this website for any addenda.

ANTICIPATED CONTRACT TERM

Lucas DD anticipates that a contract, if awarded, may begin following completion of the evaluation process and may continue through December 31, 2027, unless otherwise agreed in writing. The anticipated contract(s) may include:

- Snow removal: anticipated to begin as early as November 2026, with services for the remainder of the winter season.
- Lawn care: anticipated to begin in spring 2027.

The actual commencement date, term, renewal provisions, service schedule, and pricing terms will be established through final agreement, if any.

Contractors should identify whether quoted pricing can remain in effect through December 31, 2027, and identify any proposed annual increases or price adjustment provisions.

POTENTIAL CONTRACT AWARD

Lucas DD may review the responses to determine whether entering into a contract for lawn care services, optional snow removal services or both is in its best interest.

Lucas DD may award lawn care services and snow removal services separately to different contractors or not award one of the service categories.

Evaluation: The contract may not necessarily be awarded to the lowest price quote. Lucas DD may consider price, experience, references, responsiveness, service capacity, availability, insurance, and ability to meet the required schedule.

No contractor shall be subject to an “unresolved” Finding for Recovery under Section 9.24 of Ohio Rev. Code.

No contract will be awarded to any person or company that is in arrears or is in default to Lucas County upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the County or has failed to perform faithfully any previous contract with the County.

New Vendors/Contractors will need to set up an account in the Lucas County Auditor’s Supplier system in order to conduct business with Lucas County and Lucas DD.

Supplier Portal Registration System with Lucas County. The County Auditor’s Office manages the Supplier registration process. Register online at: [Supplier Registration | Lucas County, OH - Official Website](#)

QUOTE FORM

Lucas County Board of Developmental Disabilities
1154 Larc Lane, Toledo, Ohio 43614

Lawn Care/Mowing and Landscape Maintenance Services RFQ
Optional Snow Removal Services

SECTION ONE: COMPANY INFORMATION

Company Name: _____

Address: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Years in Business: _____

Briefly describe experience providing commercial, institutional, governmental, or similar lawn care and landscaping services. _____

Identify which requested lawn care and optional snow removal services your company can provide. _____

Briefly describe the equipment, personnel, and resources available to perform the requested services. _____

Identify any limitations, exclusions, or assumptions associated with your quote.

SECTION TWO: REFERENCES

Company
Name: _____

Address: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Service(s) Provided: _____

Company
Name: _____

Address: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Service(s) Provided: _____

Company
Name: _____

Address: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Service(s) Provided: _____

SECTION THREE: PRICING INFORMATION

The following information is requested to assist Lucas DD in comparing available options. Please provide pricing for all lawn care services and optional snow removal services your company is able to provide. You may use the pricing table below or attach your own pricing format. If you attach a separate pricing document, complete the sections above and write "See attached" in the applicable fields before submitting the signed Quote Form.

A. Lawn Care Pricing

Service	Proposed Pricing	Additional Information / Assumptions
Routine lawn mowing	\$ _____	Per visit / weekly / other
Trimming and edging	\$ _____	Included / separate
String trimming / weed-eating	\$ _____	Included / separate
Blowing sidewalks and paved areas	\$ _____	Included / separate
Routine grounds maintenance	\$ _____	
Spring cleanup	\$ _____	
Fall cleanup / leaf removal	\$ _____	

Service	Proposed Pricing	Additional Information / Assumptions
Shrub / hedge trimming	\$_____	
Mulching / bed maintenance	\$_____	
Other lawn care services	\$_____	
Estimated Routine Service Cost	\$_____	

Please identify:

- Whether pricing is per visit, weekly, monthly, seasonal, or based on another method.
- Estimated service frequency.
- Whether equipment, fuel, labor, and routine supplies are included.
- Any minimum charges, mobilization fees, or additional costs.
- Any services not included in the quoted price.

B. Optional Snow Removal Pricing - Separate from Lawn Care

Service	Proposed Pricing	Additional Information / Assumptions
Snow plowing	\$_____	Per event / per push / other
Sidewalk snow removal	\$_____	Per event / other
Deicing / salt application	\$_____	Materials included?
Snow relocation	\$_____	
Snow hauling	\$_____	
Emergency / after-hours service	\$_____	
Seasonal snow removal pricing	\$_____	If available

Service	Proposed Pricing	Additional Information / Assumptions
Estimated Snow Removal Cost	\$ _____	

AUTHORIZATION TO RESPOND:

(Signature)

Title_____

Name_____
(Typed or Printed)

Date_____