



***Fulton County Board of Commissioners
152 S. Fulton Street, Suite 270
Wauseon, Ohio 43567***

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**Fulton County Board of Commissioners
Request for Proposals
Lawn Maintenance**

The Fulton County Board of Commissioners has elected to receive proposals for lawn mowing for various county lots. Proposals must be received in the administrative office of the Clerk of the Board no later than 9:00 A.M. on Tuesday, April 7, 2026. If interested, specifications and proposal forms can be downloaded from fultoncountyoh.com, or obtained in the administrative office of the Clerk of the Board at 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567, 419-337-9255 ext. 1612.

BY ORDER OF THE FULTON BOARD OF COUNTY COMMISSIONERS

Joe Short
Jeff Rupp

Jessica Schuette, Clerk

Fulton County Expositor:

Please publish: March 19, 2026 – April 7, 2026

**SPECIFICATIONS FOR THE CONTRACTUAL SERVICE OF PROVIDING LAWN
MAINTENANCE SERVICES FOR FULTON COUNTY OHIO**

INSTRUCTIONS

- I. All proposals must be received by Tuesday, April 7, 2026 no later than 9:00 A.M. and must be in a sealed envelope, clearly marked **“2026 LAWN MAINTENANCE BID”** on the outside, along with the name and address of the vendor;
- II. Each proposal must be submitted on the forms provided and must have any and all blank spaces filled in, using blue or black ink;
- III. Any and all proposals received after 9:00 A.M. on Tuesday, April 7, 2026 will be considered late and will be rejected;
- IV. The Contracting Authority (“County”) reserves the right to waive any irregularities and the right to reject any and all proposals;
- V. All affidavits & acknowledgments contained in the proposal and shall be submitted at the time of proposal: Non-Collusion Affidavit, Non-Discrimination Affidavit, No Findings for Recovery Affidavit, Personal Property Taxes Affidavit & OPERS Independent Contractor/Worker Acknowledgment;
- VI. Prior to entering into contract, the awarded vendor (“Contractor”) must submit a Certificate of Insurance, and proof of coverage by Workers’ Compensation Insurance;
- VII. The Contractor shall be employed as an independent contractor and not as an employee of Fulton County, Ohio, for any purpose whatsoever, including civil service laws, to perform the duty of lawn maintenance, as needed for the locations described in “Exhibit A” attached hereto;
- VIII. The County will pay the Contractor on a “price per property” basis for services rendered in accord with the “price per property” proposal submitted for each item awarded as full compensation for the actual work performed;
- IX. The Contractor shall furnish all labor, material, tools and equipment to perform and complete the lawn maintenance as described herein;
- X. All documents contained herein shall be considered part of the awarded contract;
- XI. The Contractor shall complete all work and services, as described herein on a weekly basis, unless otherwise instructed by the Board of Commissioners office and/or designee. Any additional services will require authorization prior to the work being performed and invoiced;
- XII. The awarded contract shall be in effect from date of Board authorization, for one (1) calendar year, with two (2) one-year options to renew the current contract, unless otherwise amended by formal proceedings of the Fulton County Board of Commissioners.

DESCRIPTION OF CONTRACTUAL SERVICES

Section I.

SCOPE OF SERVICE:

The Contractor shall furnish all labor, materials, tools, equipment and service on a schedule as directed, necessary to perform and complete the lawn maintenance program authorized by this Agreement. The locations subject to this agreement in “Exhibit A”, as part of this proposal, shall include the following services:

- Grass must be mowed no higher than 3.5” or as directed by the Maintenance Supervisor.
- Remove and bag up debris in area to be mowed. This is required prior to and after mowing if necessary. Vendor will remove the bags from area after work is completed.
- Vendor is responsible for obeying all traffic laws, setting appropriate traffic control patterns, and wearing proper personal protection equipment (PPE) as necessary.
- Vendor is responsible for line-trimming the edges of the area to be mowed. Line trimming around trees and/or other structures/plants within the area to be mowed to include parking lots, curbs, top and bottom, and along outside borders.
- The regularity of the mowing may increase by seasonal demand, and will be determined by the Maintenance Supervisor.
- Best efforts are to be made in protecting Fulton County and our grounds. Vendor is required to report damages to Maintenance Supervisor.
- Limbs will be removed from site prior to mowing. If limbs need to remain on site until they can be removed in pieces, they must be piled neatly in an area off to the side until they can be removed.
- After mowing & trimming is complete, vendor is required to keep all sidewalks and roads free of all lawn clippings, bagging lawn clippings when clippings are visible, or as otherwise instructed by the Maintenance Supervisor.
- The County reserves the right to remove the vendor from the program if the vendor fails to meet the program standards for current, accurate invoicing, and timely completion of work as directed by the Maintenance Supervisor.
- Vendor must notify Fulton County in writing if they are unable to fulfill mowing contract.
- Vendor is required to have a current insurance policy throughout the entire duration of the contract period.
- Vendor will be evaluated for the work completed during the contracted season. Those evaluations will be discussed between Fulton County personnel and the individual vendor as the season commences.
- Vendor is required to be current and compliance with tax obligations, both personal and business, to be awarded a contract for the 2026 program.
- Vendor may not be a current Fulton County employee or elected official, or a relative of a current employee or elected official.

Section II.

WORK COMPLETION. The Contractor shall complete all work and services, as described in the scope above, on a weekly basis, with the season to commence no later than Friday, May 1, 2026, unless otherwise instructed by the Maintenance Supervisor.

Section III.

SCHEDULE OF PAYMENTS. The Contractor shall submit an invoice to the Fulton County Board of Commissioners on a weekly calendar basis, 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567. Payment to the Contractor shall payable upon receipt, approval of work completed by the Maintenance Supervisor, and subject to review and acceptance by the Board of Commissioners office.

Section IV.

REVIEWS AND ACCEPTANCES. All work and services performed by the Contractor under this agreement shall be subject to review and acceptance by the county.

Section VII.

INSURANCE. During the term of any agreement awarded herein, Contractor shall maintain liability insurance in minimum amount of at least \$1,000,000.00. Prior to beginning of said work, Contractor shall present the County with a Certificate of Insurance as proof of a minimum of \$1,000,000.00 of liability insurance in force. Said insurance shall name the Fulton County Board of Commissioners and indemnify and hold the County harmless for any and all liability, obligations, losses, claims and damages, and without limitation, counsel fees and expenses, penalties and interest, arising out of or relating to said work.

In addition, the Contractor shall maintain, as required by law, an adequate Certificate of Worker's Compensation and shall be submitted to the Contracting Authority prior to the beginning of the performance of any work, subject to this agreement.

If sole proprietor, WC is not required, but a waiver and release will need to be signed.

Insurance requirements are due no later than Thursday, April 23, 2026.
Bidders should include cost of insurance into the bid price.

Section VIII.

BID SUBMISSION. Bids for this project will only be accepted in-person on paper. Bid prices shall be to two (2) decimal places (i.e. \$0.00). Only one (1) price per line item will be accepted with this bid. For all submissions, handwritten entries must be clear and legible. Any line-item pricing that cannot be reasonably discerned will be considered invalid and excluded from evaluation. The remainder of the bid will still be reviewed for responsiveness.

NO BID SUBMITTALS WILL BE ACCEPTED AFTER 9:00 A.M. EST, TUESDAY, APRIL 7, 2026.

BID OPENING. Bids will be opened at 9:15 A.M. EST on Tuesday, April 7, 2026.

“EXHIBIT A”

Wauseon Properties:

- Health Dept & Detwiler Bldg, 604-606 S. Shoop Ave.
- Courthouse Plaza, 234 S. Fulton St.
- Board of Elections, W. Chestnut St.
- Fulton County Courthouse, 210 W. Fulton St.
- Administration Building, 152 S. Fulton Street
- Parking Lot, 245 Clinton St.
- Vacant lot, 225 Vine St.
- Vacant lot, 119 Commercial St.

Northern Wauseon Properties:

- Robert Fulton Agricultural Building, 8770 St. Rt. 108
- Heritage Center, 8848 St. Rt. 108

Ottokee Lots:

- County Engineer & Dog Warden bldg, 9460 Co. Rd. 14
- Fulton County Cemetery, Co. Rd. J & Co. Rd. 14
- Impound Lot, 9103 Co. Rd. 14

Swanton Lot:

- Eastern District Court, 204 S. Main Street

PROPOSAL

Location Address	Parcel #	Acres	Mowing Area (acres)	Sq. Foot	Bid
Health Dept & Detwiler Bldg 604-606 S. Shoop Ave.	06-017072- 00.000	8.48	4.40	191,664	
Courthouse Plaza 234 S. Fulton St.	06-016914- 00.000	0.43	0.16	6,970	
Fulton County Courthouse 210 W. Fulton St.	06-016904- 00.000	2.10	0.65	28,314	
Board of Elections W. Chestnut St.	06-016908- 00.000	0.46	0.09	3,921	
Sheriff Parking Lot Fulton Rear St.	06-016911- 00.000	0.10	0.08	3,485	
Vacant Lot 225 Vine St.	06-013072- 00.000	0.58	0.53	23,087	
Administration Building 152 S. Fulton St.	06-016882- 00.000				
	06-016881- 00.000				
	06-016910- 00.000				
	06-016907- 00.000				
	06-012360- 00.000				
	06-016909- 00.000				
Vacant Lot 119 Commercial St.	06-012356- 00.000	0.10	0.05	2,178	
Parking Lot 245 Clinton St.	06-008868- 00.000	0.26	0.07	3,050	
Robert Fulton Building 8770 State Route 108	08-018568- 01.000	6.12	3.34 <i>areas with an X – do not mow</i>	145,490	
Heritage Center & Museum 8848 State Route 108	08-018568- 00.000	2.67	1.39	60,548	
County Engineer's Building 9460 County Road 14 <i>(incl. Dog Warden, Cemetery, Airport)</i>	08-019008- 00.000	247.60	85.54 <i>areas with an X – do not mow</i>	3,726,122	
Impound Lot 9103 County Road 14	08-018968- 00.000	1.72	0.98	42,689	
Eastern District Court 204 S. Main St.	28-053908- 00.000	0.76	0.15	6,534	
TOTALS			97.43	4,244,052	

NON-COLLUSION AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

PROJECT: _____

State of _____)

ss.

County of _____)

I _____, _____,
(Name of party signing affidavit) (Title)

being duly sworn, do depose and say: that

(insert name of individual, co-partnership, or corporation)

its agent, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

(Signature)

(Title)

Sworn to and subscribed before me this _____ day of _____
20 ____.

(Notary Public)

_____ County, Ohio

My commission expires _____

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I, _____, _____
Name Title

_____ Affirm that at the time I submitted the bid for
Name of Company

_____ To the Board of Fulton County Commissioners
on
Bid Title

_____, 2026 that _____
Date Name of Company

WAS/WAS NOT charged with delinquent personal property taxes by the Fulton County Auditor.

(If personal property taxes are delinquent, please complete the following section)

The amount of delinquent personal property taxes due to Fulton County is \$ _____
and unpaid penalties and interest are \$ _____.

Signature

Company Name

Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary

NO FINDINGS FOR RECOVERY

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I _____, _____, _____
Name Title Name of Company

affirm that at the time that I submitted the bid for _____
Bid Title

to the Board of the Fulton County Commissioners on _____ that
Date

_____ HAS/HAS NO unresolved finding for recovery from the State
Company Name Circle One

Auditor per Ohio Revised Code 9.24.

(If there is an unresolved finding for recovery from the State Auditor, please complete the following section)

The amount of unresolved finding for recovery due the State Auditor is:

_____ and unpaid penalties and interest are _____.
Amount Amount

Signature

Company

Date

Sworn to and subscribed before me this _____ day of _____, 20____.



INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Outreach: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

Grid for Social Security Number (9 digits with dashes)

First Name

Grid for First Name (20 characters)

MI

Grid for Middle Initial (2 characters)

Last Name

Grid for Last Name (30 characters)

STEP 2: Public Employment Information

Name of Public Employer

Grid for Name of Public Employer (50 characters)

Employer Contact

First Name

Grid for Employer Contact First Name (20 characters)

MI

Grid for Employer Contact Middle Initial (2 characters)

Last Name

Grid for Employer Contact Last Name (30 characters)

Employer Code

Grid for Employer Code (8 characters)

Employer Contact Phone Number

Grid for Employer Contact Phone Number (10 digits with dashes)

Service Provided to Public Employer

Grid for Service Provided to Public Employer (50 characters)

Grid for Service Provided to Public Employer (50 characters)

Start Date of Service

Month Day Year

Grid for Start Date of Service (MM/DD/YYYY)

End Date of Service

Month Day Year

Grid for End Date of Service (MM/DD/YYYY)

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature _____ Today's Date ____/____/____
Do not print or type name

Location Address	Parcel #	Acres	Mowing Area (acres)	Sq. Foot	Bid
Health Dept & Detwiler Bldg 604-606 S. Shoop Ave.	06-017072- 00.000	8.48	4.40	191,664	
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TOTALS			97.43	4,244,052	

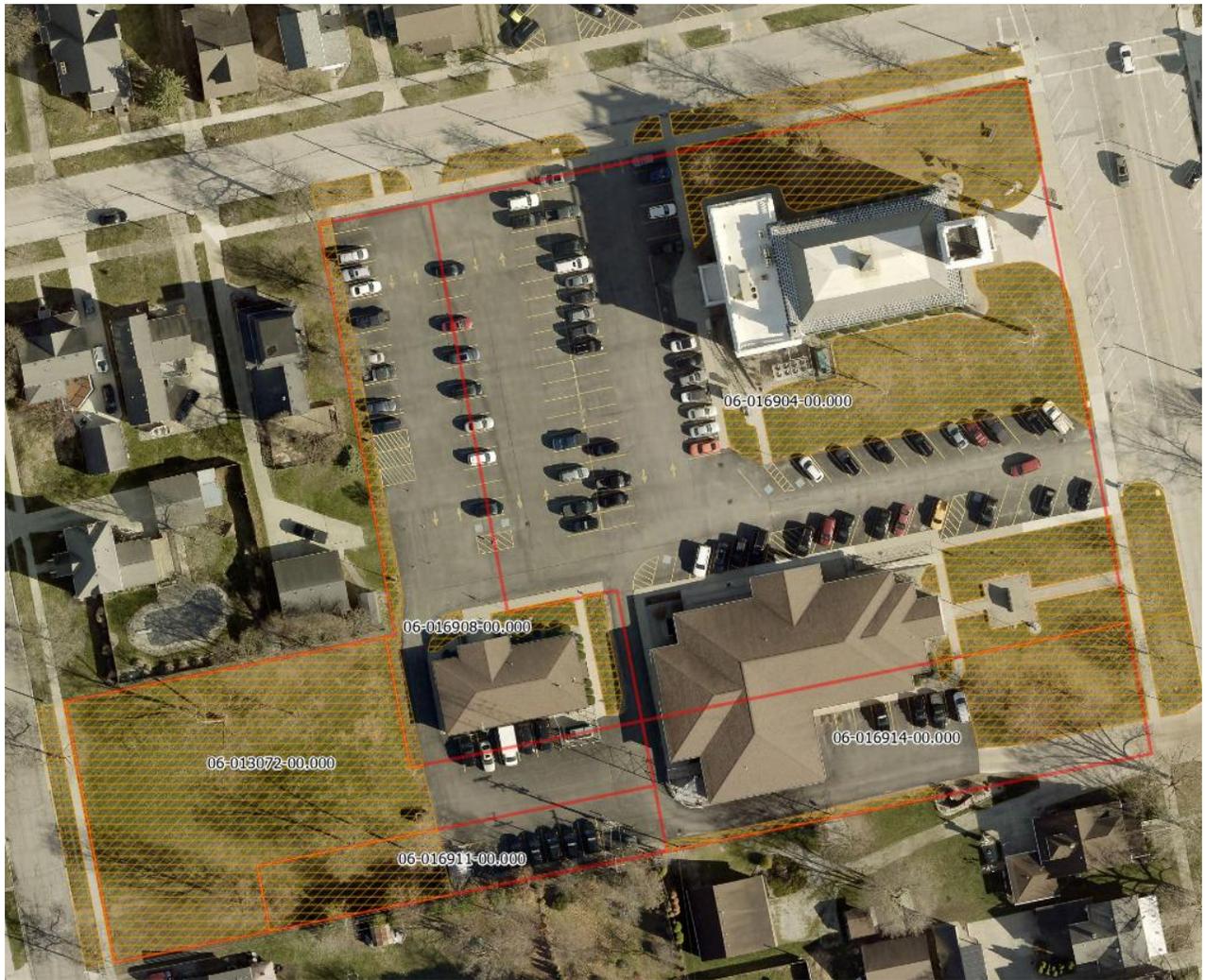
HD & Detwiler

06-017072-00.000

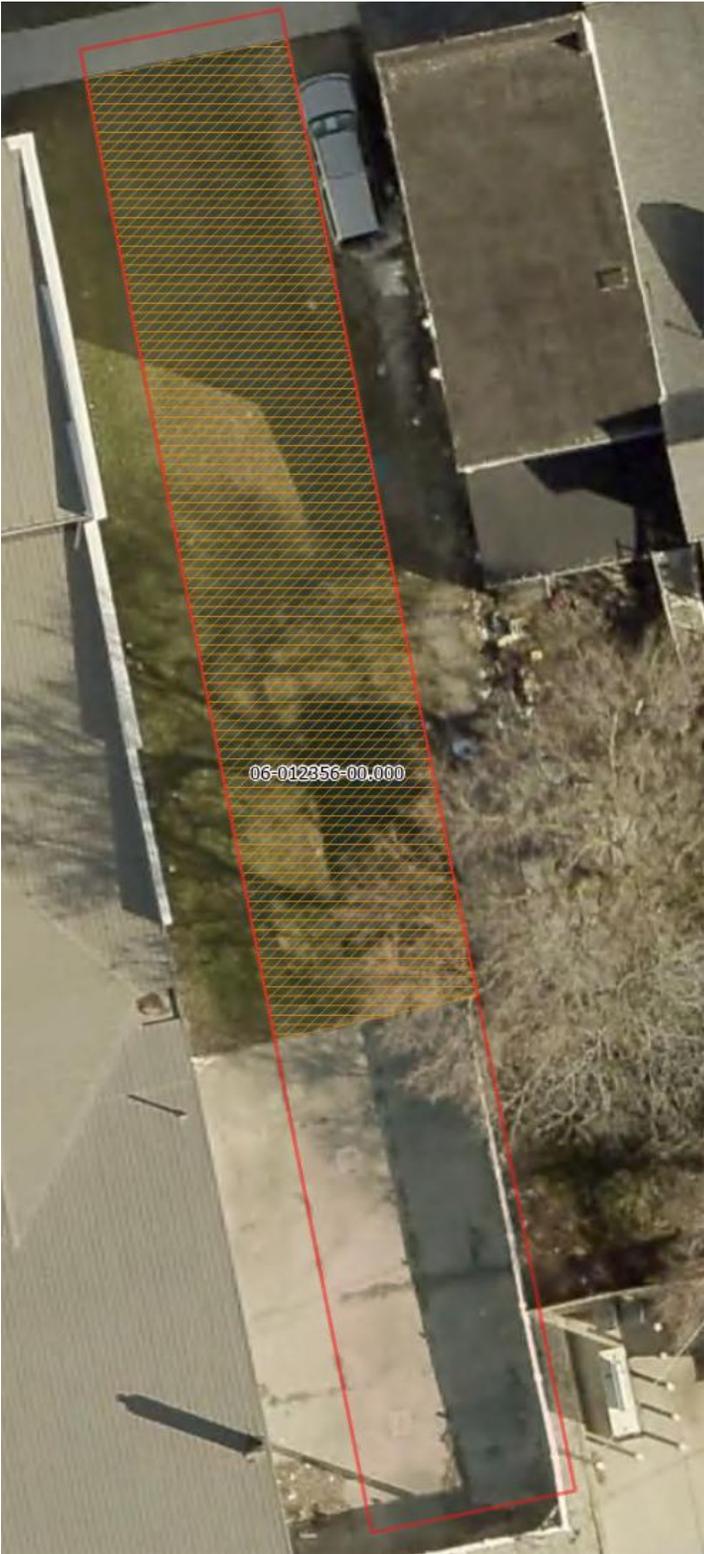
4.40 AC



Vacant Lot (Vine St)	06-013072-00.000	0.53 AC
Courthouse	06-016904-00.000	0.65 AC
BOE	06-016908-00.000	0.09 AC
Sheriff Parking Lot	06-016911-00.000	0.08 AC
Courthouse Plaza	06-016914-00.000	0.16 AC



Vacant Lot (Commercial St.) 06-012356-00.000 0.05 AC



Parking Lot (Clinton St.)

06-008868-00.000

0.07 AC



Robert Fulton Building

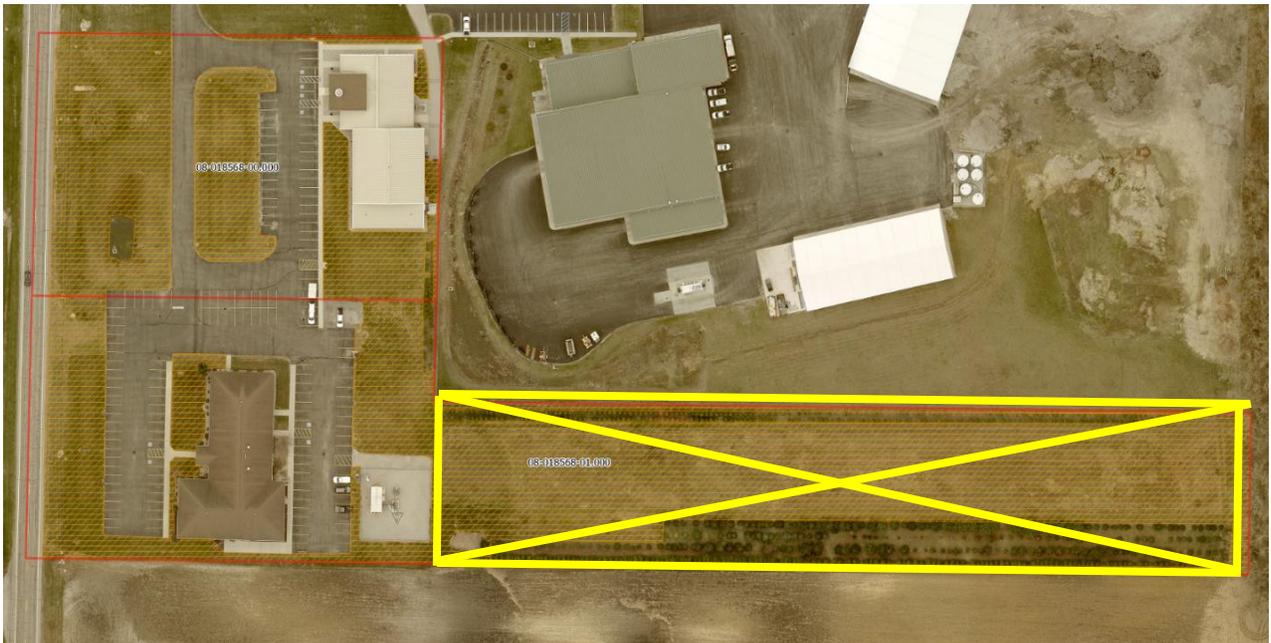
08-018568-01.000

3.34 AC

Heritage Center & Museum

08-018568-00.000

1.39 AC



Impound Lot

08-018968-00.000

0.98 AC



Eastern District Court

28-053908-00.000

0.15 AC



County Engineer's Buildings 08-019008-00.000 85.54 AC

