

Southwest Local School District  
Request for Proposal  
Lawn Services, Landscaping, Fertilization, and Snow Removal  
February 20, 2026

Introduction:

The Southwest Local School District is requesting proposal for lawn care service, landscaping, fertilization, and snow removal at the following properties:

- 9860, 9850, 9840, and 9999 West Rd. Harrison, OH 45030
  - Main Campus includes our High School, Junior School, MWE, Activity Center, and fields.
- 8382 New Haven Rd. Harrison, OH 45030 – Crosby Elementary
- 600 E Broadway Harrison, OH 45030 – Harrison Elementary
- 10800 Campbell Rd. Harrison, OH 45030 – SLSD District Office and ECLC

The Southwest Local School District is a high performing school district and requires a high level of quality and performance from each service provider. Responders to this RFP should expect that the needs of the students come first and understand that this may impact contractors in the following ways:

- Whenever possible, services shall be provided when school is not in session and/or students are not present. At a minimum, services should be scheduled around recess times at any schools where that may be applicable to avoid conflicts with students in the same area.
- Safety measures must be at their highest levels to ensure staff and student safety in the event someone is on the grounds during times when school is in session.
- A sense of urgency must exist on the part of the contractor recognizing that school must be opened during times of snow and/or ice coverage. This will require the contractor to give the owner first priority in scheduling snow and ice removal – even over long-standing, existing customers.
- Background checks may be required at the discretion of the school district for any employee who is within 30 yards of the building when school is in session.

Basic Lawn Services – Scope of Work:

- Grasses will be mowed at a height of 2.5 – 3 inches.
- Trim along curbs, sidewalks, fences, poles, etc. after each cut.
- Remove all grass and trimmings from pavement, sidewalks, benches, and other like common areas upon completion of each cutting.
- Mowing includes policing the grounds to remove debris/trash prior to mowing.
- The contractor agrees to work with the district where circumstances require the contractor to work special hours due to class schedules, testing dates, or other special circumstances.
- The contractor must have in place an alternative plan in the event of failure of any mowing equipment. A point of contact from the contractor must be provided, available 24 hours a day, 7 days a week, including holidays that will ensure a response time of 4 hours or less.
- The Board of Education will consider additional services proposed by any interested firm. A residential grade weed killer may be used around curbs and inside cracks/control joints of concrete walks and drives.

#### Mulch and Landscaping Services – Scope of Work:

- Lay mulch in all landscaping beds and tree bases each Spring and edge landscape beds.
- Playground mulch shall be added as needed to remain compliant with all safety regulations.
- Refresh mulch late July/early August before school starts – remove any accumulated trash and both fluff existing mulch to provide a fresh look and add mulch to each bed.
- Trim shrubs/landscape beds and remove all weeds around trees and in landscape beds at least three times per year (Spring/Summer/Fall).
- Remove all leaves a minimum of once per year in late Fall and cut ornamental grass/perennials.
- Apply a pre-immersion weed control to all mulch beds and around trees.

#### Lawn Fertilization / Weed Control Services – Scope of Work

- Provide a total of three applications including a pre-emergent in early March, followed by two “weed and feed” applications in late April, and September to the turf on each campus.
- Two additional fertilizer applications shall be included for all athletic fields on the main campus.
- All permitted chemical applications must take place during non-school hours and at times when students and/or athletes are not present (coordinating around weekends and holidays).
- No chemicals are to be applied to the playground mulch areas for any purpose.

#### Snow Removal Services – Scope of Work:

- The owner requires a priority scheduling by the contractor for snow and ice removal to ensure that school is open if at all possible.
- Employees of the school will handle the clearing of all sidewalks and walkways to the building, though support could be requested if necessary.
- Pricing for snow removal will be set per occurrence (not per hour). Plowing must be performed after total accumulation of 1.5” (unless otherwise agreed to by the Superintendent or his designee) while salting will be necessary for any event less than 1.5” to keep them free of ice.
- Special attention should be paid to the bus parking lot and student loading/unloading areas at each school. While moving buses is not an expectation, assistance in clearing snow from between/under buses once they have left for routes may be required.
- Every effort should be made to clear snow in a manner that will preserve as many parking spots as possible and not result in snow piles that would flow “downhill” once melting and refreezing takes place which results in ice across parking lots or other necessary walkways.
- The contractor must have in place an alternative plan in the event of failure of any snow removal equipment. A point of contact from the contractor must be provided, available 24 hours a day, 7 days a week, including holidays that will ensure a response time of 1 hour or less.

#### Terms:

- This contract will run from July 1, 2026 through June 30, 2029. Pricing shall include no escalators from year to year unless otherwise noted in your proposal.
- The contractor shall maintain liability insurance in the amount of one million dollars (\$1,000,000) and will provide a Certificate of Liability Insurance to the Treasurer that names the Southwest Local School District as an additional insured.

- The contractor shall also provide proof of Ohio Bureau of Workers' Compensation coverage for employees engaged in working on the school site.
- The contractor shall be responsible for all workers' compensation claims for its own employees and subcontractors, as applicable.
- The contractor shall comply with all Board of Education school policies and procedures while performing duties on Board owned premises.

References:

- Potential contractors shall provide a list of at least five (5) references, including any school district and/or commercial clients, list of reference names and reference contact information.

Submission and Deadline:

- Potential contractors shall complete Proposal Submission Form (attached). Proposals shall be received by 10:00AM on Friday, March 19.
- Services will be considered for each area both individually and as a part of a bundle. Pricing on the Proposal Submission form allows for contractors to list pricing individually and also capture any savings if multiple services are awarded via the "Bundle Pricing" section at the bottom of the form.

Tentative Timeline:

- February 20, 2026 RFPs publicly distributed (Enquirer, etc.)
- March 3, 2026 Mandatory meeting for contractors to walk grounds at each site. Report at 11 AM to 10800 Campbell Rd. Harrison, OH 45030
- March 13, 2026 RFP submission deadline – 10AM
- April 16, 2026 Board approval of successful contractor
- July 1, 2026 Begin providing services for District

Award Criteria

The Board of Education shall award the contract to the proposal who best fits the needs of the District with regard to staffing, experience, references, price, and capacity, among other considerations. The Board of Education reserves the right to reject all proposals and to waive minor defects in submitted proposals.

**Acceptance of a proposal by the Board of Education does not constitute the formation of a contract, this RFP is simply a request to receive offers from interested firms.** The Board and the successful firm shall negotiate in good faith and enter into a contract for the work.

No escalators should be assumed from year to year across the three years of this contract unless otherwise indicated in your proposal. The Board of Education reserves the right to terminate this contract for any reason that it may deem appropriate (quality, service, schedule, price, etc.).

**Southwest Local Schools  
Proposal Submission Form**

Contractor Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

**Cost Proposal (3 year agreement):**

**July 1, 2026 – June 30, 2029**

**Lawn Services:**

- 9840, 9850, 9860, 9999 West Rd. Harrison, Ohio 45030      Cost: \$ \_\_\_\_\_
- 8382 New Haven Rd. Harrison, OH 45030      Cost: \$ \_\_\_\_\_
- 600 E Broadway Harrison, OH 45030      Cost: \$ \_\_\_\_\_
- 10800 Campbell Rd. Harrison, OH 45030      Cost: \$ \_\_\_\_\_

**TOTAL for Lawn Services per year (based on 26 cuts):**      Cost: \$ \_\_\_\_\_

**TOTAL for Mulch and Landscaping Services per year:**      Cost: \$ \_\_\_\_\_

**TOTAL for Lawn Fertilization Services per year:**      Cost \$ \_\_\_\_\_

- 3 applications to entire campus, 5 for athletic fields

**Snow Removal Services:**

- 9840, 9850, 9860, 9999 West Rd. Harrison, Ohio 45030      Cost: \$ \_\_\_\_\_
- 8382 New Haven Rd. Harrison, OH 45030      Cost: \$ \_\_\_\_\_
- 600 E Broadway Harrison, OH 45030      Cost: \$ \_\_\_\_\_
- 10800 Campbell Rd. Harrison, OH 45030      Cost: \$ \_\_\_\_\_

**TOTAL for Snow Removal Services per event >1.5" (4"-6" tier)**      Cost: \$ \_\_\_\_\_

**TOTAL for SALT APPLICATION ONLY per event <1.5":**      Cost: \$ \_\_\_\_\_

**\*BUNDLE PRICING if multiple areas are awarded to the same vendor:\***

- Lawn Services      Total Cost: \$ \_\_\_\_\_
- Mulch and Landscaping Services      Total Cost: \$ \_\_\_\_\_
- Lawn Fertilization and Weed Control Services      Total Cost: \$ \_\_\_\_\_
- Snow Removal Services      Total Cost: \$ \_\_\_\_\_

Name (printed): \_\_\_\_\_

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