

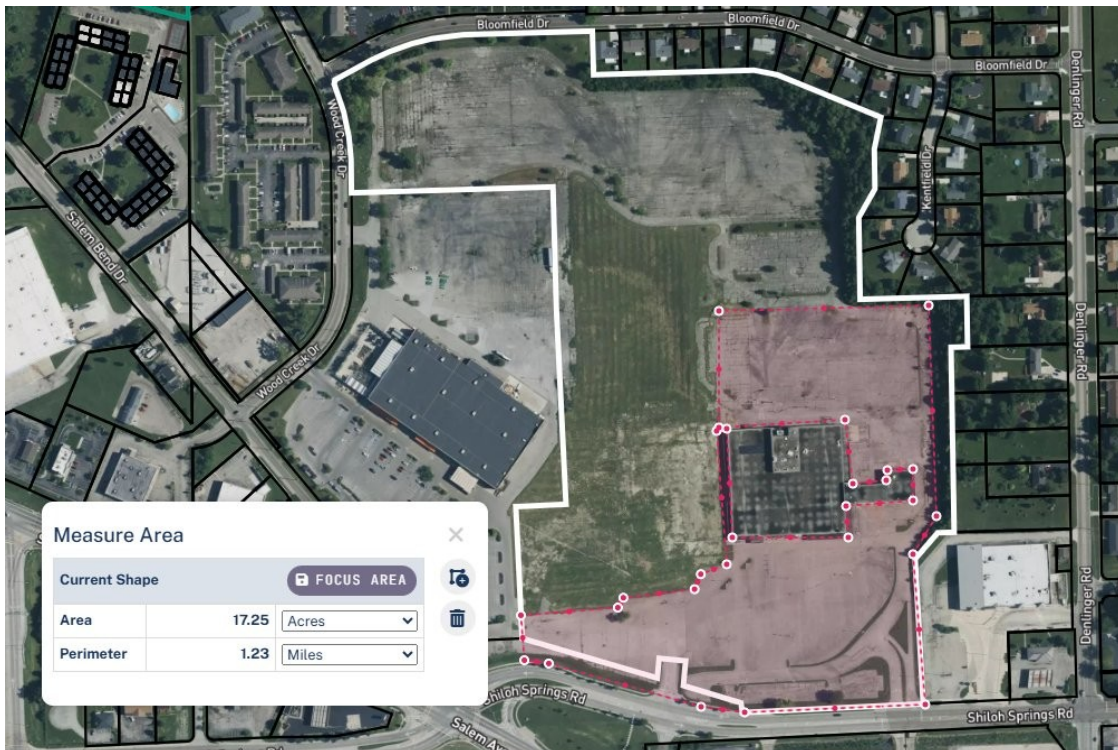


**TROTWOOD COMMUNITY  
IMPROVEMENT CORPORATION**

# REQUEST FOR PROPOSALS

**Targeted Site Cleanup, Weed/Overgrowth Detailing,  
Debris Removal, and Seasonal Touch-Up Services**

**Former Sears / Trotwood Salem Redevelopment Site  
5200 Salem Avenue, Trotwood, Ohio 45426**



■ White line = overall property boundary (reference only)

■ Red outlined area = service area for this RFP (~17.25 acres)

**Issued by:** Trotwood Community Improvement Corporation | 3035 Olive Road, Trotwood, Ohio 45426

**RFP Issued:** On or before June 10, 2026

**Proposals Due:** **Wednesday, June 17, 2026, at 5:00 p.m.**

**Award Anticipated:** On or before June 22, 2026

**Completion Deadline:** **Friday, July 3, 2026**

**Primary Contact:** Chad Downing, Executive Director | [cdowning@trotwoodcic.org](mailto:cdowning@trotwoodcic.org) | 937-854-7214

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## 1. Introduction and Purpose

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The Trotwood Community Improvement Corporation (“TCIC”) seeks proposals from qualified contractors to perform targeted site cleanup, weed and overgrowth detailing, debris removal, vegetation haul-off, herbicide treatment, and optional seasonal touch-up services at the former Sears / Trotwood Salem redevelopment site at 5200 Salem Avenue, Trotwood, Ohio.

This RFP covers advanced cleanup beyond routine mowing. The City of Trotwood handles routine mowing for portions of the property. This work focuses on detailed site cleanup: weed whipping, overgrowth removal, vegetation removal from pavement cracks and curbs, building perimeter cleanup, trash and debris removal, herbicide treatment, and vegetation haul-off. TCIC will award one contract for the initial cleanup, with optional pricing for seasonal touch-up services.

## 2. Background

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The project site encompasses the former Sears building and surrounding areas within the former Trotwood Salem Mall property — part of a larger redevelopment effort supporting economic development, food access, workforce development, entrepreneurship, and productive reuse of the former retail site.

The work area includes paved surfaces, parking lot cracks and seams, curb lines, landscaped islands, building perimeter areas, rear service areas, and other locations requiring cleanup beyond routine mowing. The specific service area is identified on the project area map in Attachment A.

## 3. Project Area

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Proposals shall be based solely on the **red outlined service area** shown in **Attachment A – Project Area Map**. The white boundary line shows the overall property boundary for reference only. The red outlined area identifies the specific area TCIC is procuring services for.

The red outlined service area is estimated at approximately **17.25 acres**. This figure is for general reference only; the map and the written scope of work control the limits of work. The area generally includes targeted paved surfaces, parking lot cracks and seams, curb lines, drive lanes, building perimeter areas, and rear service areas. The scope excludes the full white-outlined property (except where also within the red area) and excludes routine mowing maintained by the City of Trotwood. Contractors are responsible for reviewing the map and understanding the work limits before submitting a proposal. A site visit is strongly encouraged.

## 4. Scope of Work

The contractor shall perform a complete targeted cleanup of the red outlined service area shown on Attachment A. Work includes, but is not limited to, the following:

### A. Weed, Grass, and Overgrowth Detailing

1. Cut, trim, weed whip, and remove weeds, grass, brush, and overgrowth throughout the service area.
2. Weed whip around: building perimeter; sidewalks and entries; curbs and parking islands; fence lines; loading and service areas; utility areas; signs, poles, light standards, and bollards; storm drains; and all paved edges.
3. Remove weeds and vegetation from cracks, seams, expansion joints, and breaks in parking lots, drive lanes, sidewalks, and curbs — including front and rear areas within the service area.
4. Cut all vegetation to a clean, low, uniform height and remove all cut material from the site.

### B. Parking Lot Crack, Seam, and Pavement Weed Treatment

1. Remove vegetation growing through cracks in asphalt, concrete, curbs, and pavement seams within the service area.
2. Apply an appropriate herbicide or vegetation control product to treated areas per all applicable laws and product labels. Avoid overspray to adjacent properties, storm drains, or building surfaces.
3. Identify the proposed herbicide in the proposal and include Safety Data Sheets.

### C. Vegetation Haul-Off and Disposal

All cut vegetation, brush, and debris shall be collected, removed from the site, and lawfully disposed of. No material shall be left piled or dispersed on-site without written TCIC approval. All hauling and disposal costs are included in the proposal price.

### D. Trash and Debris Removal

1. Remove non-hazardous trash, litter, and loose debris — including paper, plastic, bottles, cans, small dumped items, and loose debris along curbs, parking islands, and building edges.
2. Do not disturb or remove suspected hazardous materials, unknown containers, chemicals, asbestos, medical waste, appliances, electronics, batteries, or tires without written TCIC authorization. Report any such materials immediately to TCIC.

### E. Building Perimeter Cleanup

1. Clear weeds, brush, volunteer growth, and debris immediately adjacent to the former Sears building — around doors, docks, entryways, exterior walls, sidewalks, ramps, and loading/service areas.
2. Avoid damaging building elements. Notify TCIC of any observed safety hazards, unauthorized access, dumping, vandalism, or structural damage.

### F. Final Site Condition

At completion: all cut vegetation, trash, and debris removed; no piles remaining; parking areas, sidewalks, curbs, and drive lanes visibly improved; pavement cracks and seams treated; all contractor equipment removed. Work completed no later than Friday, July 3, 2026, unless TCIC approves a written extension.

*Proposals shall address only the red outlined service area shown in Attachment A — not the full white-outlined property.*

## 5. Optional Seasonal Call-Back / Touch-Up Services

In addition to the initial cleanup, proposers shall provide separate pricing for seasonal call-back or touch-up services. TCIC may request one or more visits during the **2026 growing season**. Touch-up services may include:

- Weed whipping and trimming of regrowth around the building, curbs, parking islands, sidewalks, drive lanes, pavement cracks, and other targeted areas.
- Spot herbicide treatment of weed regrowth in pavement cracks, curbs, and seams.
- Removal of new non-hazardous trash, litter, and small debris.
- Light cleanup of building perimeter areas and key entry points.
- Reporting of site conditions observed during the visit.

Proposers shall provide pricing as: lump sum per visit; hourly crew rate including equipment; unit pricing by area or task; or a recommended seasonal maintenance schedule with pricing. TCIC reserves the right to accept, reject, or modify optional call-back services.

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## 6. Required Completion Date

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The initial cleanup must be completed no later than **Friday, July 3, 2026**, unless TCIC approves a written extension. Proposers shall confirm they can meet this deadline and identify any factors that could affect timely completion. **The ability to meet the July 3, 2026 deadline is the single most heavily weighted evaluation factor.**

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## 7. Contractor Responsibilities

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The selected contractor shall:

1. Provide all labor, supervision, equipment, transportation, herbicide, materials, hauling, and disposal necessary to complete the work.
2. Maintain a safe worksite and comply with all applicable federal, state, and local laws.
3. Ensure workers are properly trained and supervised; use required personal protective equipment.
4. Maintain required licenses, certifications, and insurance; use herbicides per applicable laws and product labels.
5. Protect storm drains, adjacent properties, public rights-of-way, building surfaces, and site improvements from debris, overspray, or damage.
6. Coordinate with TCIC; immediately report hazardous, unsafe, or unusual site conditions.
7. Provide before-and-after photographs if requested; submit invoices with sufficient detail for TCIC's grant files (dates, work description, labor/equipment summary, disposal costs).

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## 8. Federal Funding and Compliance

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This procurement is funded through **federal Community Project Funding (CPF)** administered by HUD. The selected contractor shall comply with:

1. 2 CFR Part 200 — including procurement, cost reasonableness, recordkeeping, and audit requirements.
2. Suspension and debarment requirements. Contractor must not be debarred, suspended, or otherwise excluded from federal programs.
3. Record retention and access requirements sufficient to support TCIC's grant documentation, reimbursement requests, monitoring, or audit.

The contractor shall cooperate with TCIC in providing documentation needed for grant compliance, reimbursement, and audit purposes.

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## 9. Site Visit

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Site visits are available **by request and appointment only**. Contractors are strongly encouraged to inspect the site before submitting a proposal. Contact:

**Chad Downing, Executive Director**  
Trotwood Community Improvement Corporation  
[cdowning@trotwoodcic.org](mailto:cdowning@trotwoodcic.org)  
**937-854-7214**

Failure to inspect the site does not relieve the contractor of responsibility for completing the work as described.

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## 10. Questions

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Written questions must be submitted no later than **Friday, June 12, 2026, at 5:00 p.m.**, to:

**Chad Downing, Trotwood Community Improvement Corporation**  
[cdowning@trotwoodcic.org](mailto:cdowning@trotwoodcic.org)

TCIC may issue written responses to all known prospective proposers, or respond individually.

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## 11. Proposal Submission Requirements

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Proposals must be concise, complete, and submitted in PDF format by email. Use Attachment D (included) to structure your response. Each proposal shall include:

### A. Contractor Information

1. Legal name, address, primary contact, phone, and email.
2. Federal Employer Identification Number (FEIN).
3. SAM.gov Unique Entity ID, if available.
4. Confirmation the firm is not suspended, debarred, or excluded from federally funded work.

### B. Project Understanding and Approach

1. Description of how the contractor will complete the initial cleanup.
2. Confirmation that the contractor has reviewed Attachment A (project area map).
3. Proposed equipment, crew size, vegetation haul-off approach, and debris disposal approach.
4. Proposed herbicide or treatment method, with Safety Data Sheets.
5. Site protection approach and how the contractor will avoid disturbing hazardous or unknown materials.

### C. Relevant Experience

1. Experience with commercial sites, vacant retail sites, parking lots, overgrowth cleanup, or similar work.
2. References for at least three similar projects (name, contact, scope, year).

### D. Schedule

1. Earliest available start date.
2. Estimated number of days to complete the initial cleanup.
3. Confirmation that the initial cleanup can be completed by **Friday, July 3, 2026**.
4. Availability for seasonal touch-up services.

### E. Pricing

1. Lump sum price for the initial cleanup (use Attachment B — Pricing Form).
2. Separate pricing for optional seasonal call-back / touch-up services.
3. Any hourly rates, unit prices, assumptions, exclusions, or conditions.

### F. Insurance

1. Certificate of insurance or evidence of ability to provide insurance acceptable to TCIC.
2. Confirmation of any coverage specific to herbicide or pesticide application.

### G. Compliance Certifications

1. Statement confirming no suspension or debarment.
2. Statement confirming no known conflict of interest.
3. Statement confirming willingness to comply with applicable federal grant requirements.

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## 12. Required Documentation

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Submit the following with your proposal (to the extent available). The selected contractor must provide all required documentation before contract execution or notice to proceed:

- Completed Attachment B — Pricing Form
- Completed Attachment D — Proposal Response Form
- Completed IRS Form W-9
- Certificate of insurance or evidence of ability to provide insurance acceptable to TCIC
- Statement confirming not suspended, debarred, or excluded from federally funded work
- SAM.gov Unique Entity ID, if available
- Conflict of interest disclosure or statement confirming no known conflict
- Herbicide/pesticide applicator license or certification, if applicable

- Safety Data Sheets for proposed herbicide or vegetation control products
- References for similar cleanup, property maintenance, or overgrowth removal work
- Any proposed exceptions, assumptions, or exclusions

Missing documentation will not automatically disqualify a proposal. TCIC may request additional information before award.

### 13. Evaluation Criteria

TCIC will award the contract to the responsive, responsible proposer offering the **best overall value** — considering price, experience, work plan, schedule, ability to meet the **July 3, 2026** deadline, references, and compliance readiness. TCIC is not required to select the lowest-cost proposal.

Evaluation Category	Points
Ability to Meet Schedule / July 3 Completion Deadline	35
Price / Cost Reasonableness	25
Relevant Experience and Past Performance	20
Understanding of Scope and Work Plan	10
Federal Compliance Readiness / Documentation	10
<b>TOTAL</b>	<b>100</b>

TCIC reserves the right to request clarification, negotiate with one or more proposers, reject any or all proposals, and waive minor irregularities.

### 14. Contract Type and Payment

TCIC anticipates a fixed-price written service agreement or purchase order covering the approved scope, pricing, schedule, insurance, documentation, and applicable federal grant compliance provisions, with optional unit or lump-sum pricing for seasonal touch-up services.

Payment is conditioned upon: satisfactory completion; TCIC inspection and acceptance; a complete invoice; required documentation (photographs, disposal receipts, herbicide information); and compliance with contract and grant requirements. **TCIC may withhold payment for incomplete, deficient, or noncompliant work.**

### 15. Insurance Requirements

The contractor shall carry **commercial general liability coverage of at least \$1,000,000 per occurrence**, plus workers' compensation, automobile liability, and any other coverage appropriate for the work. If applying herbicide or pesticide, evidence of applicable licensure and related coverage may be required. TCIC reserves the right to require additional insurance before issuing a notice to proceed.

### 16. Safety, Access, and Site Conditions

The site is a former commercial retail property with uneven pavement, debris, trip hazards, utility structures, and vacant-building conditions. The contractor is responsible for maintaining safe working conditions and controlling access to active work areas.

Contractor shall not enter the building without TCIC's written authorization. Do not disturb suspected hazardous materials, unknown containers, asbestos, petroleum products, chemicals, medical waste, appliances, electronics, batteries, or tires — report any such conditions immediately to TCIC.

### 17. Proposed Procurement Schedule

Item	Date
RFP Issued	<b>On or before June 10, 2026</b>
Site Visits (by appointment)	Available upon request
Questions Due	<b>Friday, June 12, 2026 — 5:00 p.m.</b>
Proposals Due	<b>Wednesday, June 17, 2026 — 5:00 p.m.</b>
Anticipated Award	On or before June 22, 2026
Initial Cleanup Deadline	<b>Friday, July 3, 2026</b>
Optional Seasonal Touch-Up Period	2026 growing season, as requested

## 18. Submission Instructions

Submit proposals by **email in PDF format** to:

**Chad Downing, Trotwood Community Improvement Corporation**

[cdowning@trotwoodcic.org](mailto:cdowning@trotwoodcic.org)

**Subject Line:** *Proposal – Former Sears Site Cleanup – [Contractor Name]*

Proposals must be received no later than **Wednesday, June 17, 2026, at 5:00 p.m.** Late proposals may be rejected.

## 19. Reservation of Rights

TCIC reserves the right to: reject any or all proposals; waive informalities or minor irregularities; request clarification from proposers; negotiate with one or more proposers; modify or cancel this RFP; award all, part, or none of the work; accept the proposal in the best interest of TCIC; add or remove optional services based on funding and project needs; and request additional documentation prior to contract execution or notice to proceed.

## ATTACHMENT A Project Area Map

Former Sears / Trotwood Salem Redevelopment Site — 5200 Salem Avenue, Trotwood, Ohio 45426



- White boundary line = overall property boundary (reference only).
- Red outlined / highlighted area = specific service area for this RFP.

The red outlined service area is estimated at approximately 17.25 acres. The map and written scope of work control the limits of work. The contractor shall perform services only within the red outlined area, unless otherwise directed in writing by TCIC.

## ATTACHMENT B Pricing Form

**Contractor Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Phone / Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Initial Cleanup Pricing

Scope Item	Lump Sum Price
Weed/overgrowth cutting and trimming within service area	\$ _____
Weed whipping/removal — pavement cracks, seams, and curbs	\$ _____
Building perimeter cleanup	\$ _____
Trash and debris collection, hauling, and disposal	\$ _____
Vegetation haul-off and disposal	\$ _____
Herbicide / weed mitigation treatment	\$ _____
Other: _____	\$ _____
<b>TOTAL LUMP SUM — INITIAL CLEANUP</b>	<b>\$ _____</b>

*Price includes all labor, equipment, herbicide, haul-off, disposal, and work needed to complete the initial cleanup by Friday, July 3, 2026, within the red outlined service area shown in Attachment A.*

Initial here: \_\_\_\_\_

### Optional Seasonal Touch-Up Pricing

Touch-Up Service	Price
Lump sum per visit	\$ _____
Hourly crew rate (including equipment)	\$ _____ / hour
Herbicide spot treatment per visit	\$ _____
Trash / debris removal per visit	\$ _____
Vegetation haul-off per visit (if applicable)	\$ _____
Recommended seasonal visits	_____

### Schedule

Earliest start date: \_\_\_\_\_

Estimated days to complete: \_\_\_\_\_

**Can complete by July 3, 2026?**     Yes     No    — If no: \_\_\_\_\_

Touch-up availability: \_\_\_\_\_

### Contractor Certifications

By signing, contractor certifies: (1) has reviewed this RFP and Attachment A; (2) proposed price covers all labor, materials, equipment, hauling, disposal, and herbicide treatment needed to complete the initial cleanup, unless specifically excluded; (3) not debarred or excluded from federally funded work; (4) no undisclosed conflict of interest; (5) will comply with applicable requirements; (6) can provide insurance acceptable to TCIC before starting work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT C

### Vendor Documentation Checklist

Submit the following with your proposal (to the extent available). The selected contractor must provide all required documentation before contract execution or notice to proceed:

- Completed Attachment B — Pricing Form
- Completed Attachment D — Proposal Response Form
- Completed IRS Form W-9
- Certificate of insurance or evidence of ability to provide insurance acceptable to TCIC
- Statement confirming not suspended, debarred, or excluded from federally funded work
- SAM.gov Unique Entity ID, if available
- Conflict of interest disclosure or statement confirming no known conflict
- Herbicide/pesticide applicator license or certification, if applicable
- Safety Data Sheets for proposed herbicide or vegetation control products
- References for at least three similar projects (name, contact, scope, year)
- Any proposed exceptions, assumptions, or exclusions



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## ATTACHMENT D Proposal Response Form

*Complete all sections and submit with your proposal. Refer to Section 11 for requirements.*

### A. Contractor Information

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**Legal Name of Firm:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Primary Contact — Name and Title:**

\_\_\_\_\_

**Phone:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Federal Employer Identification Number (FEIN):**

\_\_\_\_\_

**SAM.gov Unique Entity ID (if available):**

\_\_\_\_\_

**Confirm firm is not suspended, debarred, or excluded from federally funded work (Yes / No / Explain):**

\_\_\_\_\_

### B. Project Understanding and Approach

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**Describe how you will complete the initial cleanup:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Confirm you have reviewed Attachment A — Project Area Map (Yes / No):**

\_\_\_\_\_

**Proposed equipment and crew size:**

\_\_\_\_\_

\_\_\_\_\_

**Vegetation removal and haul-off approach:**

\_\_\_\_\_

\_\_\_\_\_

**Trash and debris disposal approach (include disposal facility, if known):**



Proposed herbicide or treatment method (attach Safety Data Sheets):

Site protection and safety approach:

How will you avoid disturbing hazardous or unknown materials?

### C. Relevant Experience

Describe your experience with commercial sites, vacant retail sites, parking lots, overgrowth cleanup, or similar work:

Reference 1 — Project Name, Contact, Phone, Scope, Year:

Reference 2 — Project Name, Contact, Phone, Scope, Year:

Reference 3 — Project Name, Contact, Phone, Scope, Year:

### D. Schedule

Earliest available start date:

Estimated number of days to complete initial cleanup:

Can you complete the initial cleanup by Friday, July 3, 2026? (Yes / No — if no, explain):

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Availability for seasonal touch-up services during the 2026 growing season:

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### E. Pricing Notes, Assumptions, and Exclusions

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List any pricing assumptions, exclusions, or conditions (items not included in Attachment B pricing):

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### F. Insurance

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Current general liability coverage (carrier, per-occurrence limit, policy expiration):

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Does coverage include herbicide/pesticide application? (Yes / No / Explain):

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Can you provide a certificate of insurance acceptable to TCIC prior to starting work? (Yes / No):

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### G. Compliance Certifications

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By signing below, proposer certifies that:

1. Proposer is not debarred, suspended, or otherwise excluded from participation in federally funded programs.
2. No actual or potential conflict of interest exists with this procurement, or any known conflict has been disclosed.
3. Proposer will comply with all applicable federal grant documentation, recordkeeping, and audit requirements.

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Signature

Date

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Printed Name / Title