Great Parks of Hamilton County
Park Mowing at Lake Isabella
Request for Proposal
February 27, 2020

A. Introduction

Great Parks of Hamilton County (GPHC) is requesting proposals for mowing at Lake Isabella in Hamilton County, Ohio. This document shall be made part of the Supplier’s proposal.

B. Pre-Bid Meeting

On Friday, March 6, 2020 at 10a.m., a pre-bid meeting will be held with the Great Parks Project Manager at Lake Isabella, 10174 Loveland-Madeira Road, Loveland, OH 45140 to review this Request for Proposal (RFP).

C. Scope of Work

The Supplier shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required to provide the following:

1. All areas will be mowed weekly, or as indicated by the Project Manager.
2. Mowers must have a grass chute cover. Cover must remain in down position (no tying up chute). All other safety guards must be in place. Industry standard PPE must be used.
3. Under normal weather patterns, properties must be cut in one day. Standard industry practices should be used during inclement weather events.
4. Mowing is prohibited on Friday, Saturday and Sunday unless prior written approval is given from Project Manager.
5. When onsite, employees should remain in uniform.
6. Contractor is to mow Riverside Lodge lawns, Boathouse lawns, grass areas from Riverside Lodge to the I-275 overpass; Entry roadway buffer to be mowed two mower passes wide where possible, one otherwise, Railway from the drive to the Railroad. The frontage of Loveland Madeira Road from the entrance to the first guard rail on each side of the entrance (See map for description).
7. Tables and trash cans to be moved to cut underneath them.
8. Any areas where mowers cannot get due to restrictions need to be string trimmed.
9. Grass Clippings to be blown off any drives or sidewalks after mowing is completed.
10. Trash needs to be picked up manually and not mowed over.
11. Mowing may begin at 7:00 am. Park is to be mowed Thursday, if possible, to provide maximum aesthetic for clientele.
12. Mowing by Riverside Lodge is to be completed by 8:00 am.
13. Mowing within 50 feet of an occupied campsite is prohibited.
14. Mowing will continue over leaves during fall months.
15. No herbicides may be used as part of this contract.
16. Great Parks will be responsible for major limb removal, if necessary.
17. Expansion of mowing area to natural areas is prohibited.
D. **Proposal Deadline**

Proposals are due Thursday, March 12, 2019 by 5:00 p.m. This entire signed and initialed Request for Proposal, including any additional documents provided by the Supplier, shall be submitted to Amy Marcum, Conservation and Parks Administrator, by email to amarcum@greatparks.org. Any questions prior to the proposal deadline should be directed to Amy Marcum by email or by phone at 513-728-3551 x 262.

E. **General Notes**

2. All permits and inspections are the responsibility of the Supplier, when applicable.
3. All Work shall conform to applicable codes and authorities having jurisdiction. Each Supplier shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for his own work.
4. The Supplier shall furnish all labor, material and appurtenances necessary for a complete project or operational system as outlined in the plans, specifications and this Request for Proposal.
5. The Supplier shall visit the facility and site to become familiar with existing conditions prior to delivery.
6. All excess material shall be hauled off-site and legally disposed.
7. Prevailing wage rates do not apply.
8. Great Parks of Hamilton County is tax exempt.
9. Great Parks of Hamilton County reserves the right to reject any and all requests for proposals.

F. **Submission of Invoices**

The Supplier shall submit proper invoices via email directly to AccountsPayable@greatparks.org. A proper invoice will include account number, the park, location, quantity delivered, per unit price, appropriate sales tax, total amount, shipping date, invoice number, invoice date, and GPHC’s purchase order number.

G. **Acceptance of Proposal (Award)**

It is the intent of GPHC to award a contract provided the proposal has been submitted in accordance with the requirements of the mowing at Lake Isabella Request for Proposal. GPHC shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in GPHC’s judgment, is in GPHC’s own best interests.

In determining the lowest and best proposal, the following items will be considered in addition to the proposal amount:

1. The record of the Supplier in performing other GPHC projects and/or other similar publicly funded projects.
2. The record, experience and ability of the Supplier to execute services of like character, scope and size.
3. Supplier has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
4. Supplier has suitable financial status to meet obligations incident to the services.
5. Supplier has appropriate technical experience in projects of similar scope and conditions.
6. Suppliers to whom award of a Contract is under consideration shall submit, upon request, within five working days, a Suppliers Qualification Statement, similar to AIA A305 or similar statement which includes all information required in the following sections: 1. Organization; 2. Licensing; 3. Experience; 4. Reference; 5. Financing.

Prior to acceptance of the proposal and prior to performing work, the Supplier shall furnish proof of the below required documents:
1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
3. New Vendor Form (if applicable, for GPHC Finance Department purposes).
4. List of emergency contacts and their contact information.
5. Signed and completed Indemnification section (page 4).
6. Signed Bid Form (page 5).
7. Initial all pages in the area provided on the footer of each page (pages 1-6).

H. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

a. Bodily Injury $1,000,000 Each Occurrence; $2,000,000 Aggregate
b. Property Damage $1,000,000 Each Occurrence; $1,000,000 Aggregate

Automobile Liability (including Owner, Non-owned and Hired):

a. Bodily Injury $1,000,000 Each Occurrence; $1,000,000 Aggregate
b. Property Damage $250,000 Each Occurrence; $250,000 Aggregate

I. Safety of Persons and Property

The Supplier shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this work.

With respect to all Work performed, the Supplier shall:
1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the “Federal Register” Vol. 36. N.75 Saturday, April 17, 1971 and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor’s care of persons (including employees) who may be injured at the delivery site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
5. When use of storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the Supplier shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the Supplier or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Supplier is, except damage or loss attributable to acts or omissions of the GPHC or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the Supplier. The foregoing obligations of the Supplier are in addition to the Supplier’s obligations for Indemnification.

7. Designate a responsible member of the Supplier’s organization at the site whose duty shall be the prevention of accidents. This person shall be the Supplier’s superintendent unless otherwise designated by the Supplier in writing to GPHC.

J. Cancellation

This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first six (6) months the contract is in effect. Notwithstanding these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

K. Indemnification

To the fullest extent permitted by law, the Supplier shall indemnify and hold harmless, GHPC, GPHC’s consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Supplier, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Supplier, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Supplier or a Subcontractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

Company: ____________________________________________

Address: ____________________________________________

City, State, Zip: ______________________________________

Office Phone: _______________ Mobile Phone: ____________

Email: ___________________ Fax: ___________________

Authorized By: _______________ Title: __________________

Park Mowing at Lake Isabella Page 4 of 6 Initial_______
Bid Form

We, the undersigned, having familiarized ourselves with the site and local conditions and with the Request for Proposal prepared by Great Parks of Hamilton County do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required for:

Great Parks of Hamilton County  
Park Mowing at Lake Isabella  
Request for Proposal

COMPANY: ____________________________________________________________

BY (Name, Title): ______________________________________________________

SIGNATURE: ___________________________ DATE: ________________________

COMPANY ADDRESS: ___________________________________________________

________________________________________________________

WORK NO: ___________________________ MOBILE NO: ______________________

E-MAIL ADDRESS: _____________________________________________________

State whether a: Corporation (____); Partnership (___); Sole Proprietorship (___)

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<tr>
<th>Description of Park Mowing at Lake Isabella</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Bids must include all supplies and labor, including fuel.</td>
<td></td>
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<tr>
<td>Bid to reflect total cost of 26 weekly mowings. Contract begins on April 16th, 2020 and ends on October 8th, 2020.</td>
<td>$___________</td>
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<tr>
<td>GREAT PARKS OF HAMILTON COUNTY IS TAX EXEMPT.</td>
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