Great Parks of Hamilton County
Portable Toilet Supplier
Request for Proposal
March 5, 2020

A. Introduction

Great Parks of Hamilton County (GPHC) is requesting proposals to provide Portable Toilet Supplier services to 29 different locations in Hamilton County, Ohio. This document shall be made part of the Supplier’s proposal.

B. Scope of Work

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

1. SERVICES WILL INCLUDE:
   a. Provide standard and handicap accessible portable toilets for delivery and routine servicing for park district locations including, but not limited to those indicated on pages 6-8.
   b. Each portable toilet shall display a record of service clearly identifying personnel performing service and date of service.
   c. Pick-up of cancelled units will be made within one week of termination date.
   d. Minor repairs of units will be made on site when possible. Any unit which cannot be repaired on site must be exchanged within 48 hours.
   e. Units which have been overturned shall be picked up and replaced by the Contractor at no charge to the park district.
   f. For emergencies the Contractor shall respond within 2-4 hours from time of request.
   g. Portable toilet units are to be clean, sanitized, and equipped with proper chemicals and paper products upon delivery and fully operational.
   h. All waste will be pumped out on a regular weekly basis and hauled away by a qualified and licensed hauler.
   i. All units will be cleaned and sanitized, paper products and proper chemicals replaced as needed at each schedule service interval or upon request.
   j. All waste is to be disposed of according to all federal and state regulations.
   k. Documentation of proper disposal will be required upon request.
   l. Scheduled Routine service to units is required to occur BEFORE NOON at all sites.
   m. ON-CALL/EXTRA service shall occur next day after request prior to NOON.
   n. Vendor shall be responsible for cleaning up any spillage that may occur while servicing units.

2. EQUIPMENT
   a. Each unit shall be equipped with a working lock system, an occupied/vacant indicator, a tissue paper holder that is firmly attached to the unit per manufacturer’s specifications. The seat cover shall be hinged and in working order. All other equipment shall be in working order.
b. All units shall have translucent tops and proper ventilating.

c. All units shall be consistent in color, appearance and age.

d. Each unit shall be equipped with original equipment or the manufacturer’s replacement parts. Units with altered or rigged equipment will not be accepted, i.e. eyelets and hooks as replacement locking mechanism.

e. Vendor shall be responsible for any repair/replacement of unit(s) in the event of damage or loss due to vandalism, flood or other circumstance.

C. Proposal Deadline

Proposals are due Wednesday, March 18th, 2020 by 12:00 PM. This entire signed and initialed Request for Proposal, including any additional documents provided by the Supplier, shall be submitted to Amy Marcrum, Great Parks of Hamilton County, 10245 Winton Road, Cincinnati, Ohio 45231 or by email to amarcrum@greatparks.org. Any questions prior to the proposal deadline should be directed to Amy Marcrum by email or by phone at 513-728-3551 x 262.

D. General Notes

1. All permits and inspections are the responsibility of the Supplier, when applicable.
2. 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.
3. Work to start immediately upon award.
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.

E. Submission of Invoices

The Supplier shall submit monthly invoices via email to AccountsPayable@greatparks.org or via mail to Great Parks of Hamilton County, 10245 Winton Rd, Cincinnati, OH 45231. A proper invoice will include account number, the park, location, quantity delivered, per unit price, total amount, shipping date, invoice number, invoice date, and GPHC’s purchase order number.

F. 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 Portable Toilet Supplier 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 5).
6. Signed Bid Form (page 6).
7. Initial all pages in the area provided on the footer of each page (pages 1-8).

G. 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

H. Renewal Option

The initial Contract Period shall commence on day of award April 1, 2020 and end on March 31, 2021. This proposal may be renewable annually up to two (2) renewal periods (April 1, 2021 to March 31, 2022 and April 1, 2022 to March 31, 2023) if in the judgement of GPHC the renewal rate is determined to be reasonable. During the annual renewal period, the Supplier will submit pricing change proposal, if any. This renewal period will be from December 1 – December 31 of each year. For any reason, GPHC may determine not to renew the contract and decide to re-
bid the services. All terms of the existing proposal will remain intact unless GPHC notifies the Supplier of a service change. The pricing will then be in effect from April 1 of the new period of service until the following March 31.

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 of 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:** ___________
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
Portable Toilet Supplier
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 (____)

We (the supplier) propose to provide Great Parks of Hamilton County with Portable Toilet Services at the locations listed herein for the period of April 1, 2020 to March 31, 2021 for the prices of:

<table>
<thead>
<tr>
<th>Location</th>
<th>Standard or Accessible</th>
<th>Qty</th>
<th>Dates of Service</th>
<th>Times Serviced per Week</th>
<th>Cost Per Month</th>
</tr>
</thead>
</table>
| Armleder Park Dog Park  
5057 Wooster Pike, Cincinnati, OH 45226 | A | 2 | All Year | 1 |
| Avoca Park Trail  
Wooster Pike, Avoca Trail Head, Ohio 45244 | A | 1 | Nov 15- Apr 15 | 1 |
| Campbell Lakes Park  
10431 Campbell Rd, Harrison, OH 45030 | A | 1 | All Year | 1 |
| Embshoff Woods Nature Preserve Rivermount  
4505 Paul Rd, Cincinnati, OH 45238 | A | 2 | Nov 1 - Apr 30 | 1 |
| Fernbank Park (Trail)  
50 Thornton Ave, Cincinnati, OH 45233 | A | 2 | Nov 1 - Apr 30 | 1 |
| Fernbank Park Lee Shelter  
50 Thornton Ave, Cincinnati, OH 45233 | A | 2 | Nov 1 - Apr 30 | 1 |
| Glenwood Gardens Trail  
377 Sheffield Rd, Cincinnati, OH 45240 | A | 1 | All Year | 1 |
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<thead>
<tr>
<th>Location</th>
<th>Standard or Accessible</th>
<th>Qty</th>
<th>Dates of Service</th>
<th>Times Serviced per Week</th>
<th>Cost Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Isabella - Shady Elm 10174 Loveland Madeira Rd, Loveland, OH 45140</td>
<td>A</td>
<td>2</td>
<td>All Year</td>
<td>1 time a week Apr 1-Oct 31 Monthly Nov 1-Mar 31</td>
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<tr>
<td>Little Miami Golf Center - Course 3811 Newtown Rd, Cincinnati, OH 45244</td>
<td>S</td>
<td>1</td>
<td>All Year</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Little Miami Golf Center – Lawn Bowling 3811 Newtown Rd, Cincinnati, OH 45244</td>
<td>A</td>
<td>1</td>
<td>May 1 - Sept 30</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Little Miami Golf Center - Par 3 course 3811 Newtown Rd, Cincinnati, OH 45244</td>
<td>S</td>
<td>1</td>
<td>All Year</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Miami Whitewater Forest Golf Course 8801 Mt. Hope Rd, Harrison, OH 45030</td>
<td>S</td>
<td>2</td>
<td>Nov 15 – Apr 15</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Miami Whitewater Forest Park - Shaker Trail #1 9001 Mt. Hope Rd, Harrison, OH 45030</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
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<td>1</td>
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<tr>
<td>Miami Whitewater Forest Park - Shaker Trail #2 9001 Mt. Hope Rd, Harrison, OH 45030</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
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<td>1</td>
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<tr>
<td>Miami Whitewater Forest Park - Shaker Trail #3 9001 Mt. Hope Rd, Harrison, OH 45030</td>
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<td>1</td>
<td>March 15-Nov 15</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Miami Whitewater Forest Park - Soccer Fields #1 8715 Hamilton Cleves Rd, Cleves, OH 45002</td>
<td>S</td>
<td>4</td>
<td>March 1-Nov 15</td>
<td>1</td>
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<tr>
<td>Miami Whitewater Forest Park - Soccer Fields #2 8715 Hamilton Cleves Rd, Cleves, OH 45002</td>
<td>A</td>
<td>2</td>
<td>March 1-Nov 15</td>
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<tr>
<td>Miami Whitewater Forest Park – Timberlakes 9001 Mt. Hope Rd, Harrison, OH 45030</td>
<td>A</td>
<td>1</td>
<td>Nov 1 – Apr 1</td>
<td>1</td>
<td>1</td>
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<td>Mitchell Memorial 5401 Zion Rd, Cleves, OH 45002</td>
<td>A</td>
<td>1</td>
<td>Nov 1 – Apr 1</td>
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<td>1</td>
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<tr>
<td>Shaker Trace Seed Nursery 8749 New Haven Rd, Harrison, OH 45030</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
<td>1</td>
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<tr>
<td>Sharon Woods Golf Course 11355 Swing Rd, Cincinnati, OH 45241</td>
<td>S</td>
<td>2</td>
<td>Nov 15 - Apr 15</td>
<td>1</td>
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<tr>
<td>Simmonds Family Dog Park 8715 Hamilton Cleves Rd, Cleves, OH 45002</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
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<tr>
<td>Triple Creek Park Field #4 2700 Buell Rd, Cincinnati, OH 45251</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Vineyard Golf Course 600 Nordyke Rd, Cincinnati, OH 45255</td>
<td>A</td>
<td>2</td>
<td>Nov 15 – Apr 15</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Location</td>
<td>Standard or Accessible</td>
<td>Qty</td>
<td>Dates of Service</td>
<td>Times Serviced per Week</td>
<td>Cost Per Month</td>
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<tr>
<td>Winton Woods Park - Meadow Links Golf Academy</td>
<td>S</td>
<td>1</td>
<td>Nov 15 - Apr 15</td>
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<tr>
<td>10999 Mill Rd, Cincinnati, OH 45231</td>
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<tr>
<td>Withrow Nature Preserve - Nature Trail</td>
<td>A</td>
<td>1</td>
<td>All Year</td>
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<tr>
<td>7075 Five Mile Rd, Cincinnati, OH 45230</td>
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<tr>
<td>Woodland Mound Park - Steamboat Bend Boat Ramp</td>
<td>S</td>
<td>1</td>
<td>All Year</td>
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<tr>
<td>9 Mile Rd, Cincinnati, OH 45255</td>
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### Extra Costs

- **Regular Unit – Special Event**: Weekday delivery/pickup $ per unit
- **Regular Unit – Special Event**: Weekend delivery/pickup $ per unit
- **Accessible Unit – Special Event**: Weekday delivery/pickup $ per unit
- **Accessible Unit – Special Event**: Weekend delivery/pickup $ per unit
- **Additional Service, per unit**: Weekday $ per unit
- **Additional Service, per unit**: Weekend $ per unit
- **Price for regular once-a-week service, per month**: $ per unit
- **Price for accessible once-a-week service, per month**: $ per unit
- **Regular Unit – Emergency Event**: $ per unit
- **Accessible Unit – Emergency Event**: $ per unit