Great Parks of Hamilton County  
Wastewater Compliance Services Request for Proposals (RFP)  
February 21, 2020

Introduction
Great Parks of Hamilton County (GPHC) is requesting proposals for monitoring and inspection compliance for 10 different facilities in Hamilton County, Ohio. This document shall be made part of the supplier’s proposal and serve as the contract for the work, if accepted.

Scope of Work
The supplier shall furnish all services and supervision required to provide the following: Wastewater Compliance Services for Great Parks of Hamilton County’s National Pollutant Discharge Elimination System (NPDES) permitted, lift stations, mound systems, drip dispersal systems, holding tanks and air relief valves (ARV). for the term of April 1, 2020 through March 31, 2021. This includes monitoring, maintenance and reporting. Scope of work for these systems is as follows:

1. NPDES Permitted wastewater plants:
   a. Use and fill out GPHC waste water treatment (WWTP) inspection form. Check mechanical conditions of the system, time clock, control operation, all motor volt/amp readings, motor couplings, clean vanes and vent ports, clear diffusers, change oil and/or add appropriate lubrication to air lift pumps, scrape down aeration tank and make other operational adjustments as needed. Report to be completed and turned in with each inspection. Only consumable parts may be replaced, all other parts need authorization.
   b. Provide samplings per NPDES permits which are viewable on OEPA website, listed below: Contractor is responsible to report any in-house maintenance deficiencies to park manager and Project Manager.
      i. Embshoff Woods Nature Preserve  
         http://wwwapp.epa.ohio.gov/dsw/permits/doc/1PG00103.pdf  
      ii. Miami Whitewater Forest-Big Sycamore  
         http://wwwapp.epa.ohio.gov/dsw/permits/doc/1PG00106.pdf  
      iii. Miami Whitewater Forest-Harbor  
         http://wwwapp.epa.ohio.gov/dsw/permits/doc/1PG00056.pdf  
      iv. Woodland Mound-Breezy Point  
         https://epa.ohio.gov/dsw/permits/GP_SmallSanitaryDischargers
   c. Time frames must be met or a notification of schedule change request must be made in writing to Project Manager prior to the change. Failure to do so may result in contract cancellation.
   d. Contact park manager of each site for entry to facilities 24 hours in advance.
   e. Provide park managers and Project Manager with Monthly Operating Report (MOR) via email. Any irregularities need to be reported to the park manager immediately.
   f. Contractor will provide a chain of custody/record of resulting as required by the permit, including:
      i. The exact place and date of sampling.
      ii. The person(s) who performed the sampling or measurements.
      iii. The date the analysis was performed on those samples.
      iv. The person(s) who performed the analysis.
      v. The analytical techniques or methods used.
vi. Reports to be emailed to park manager at each location, monthly.

vii. Provide data for annual sludge report and submit.

g. Contractor is responsible to report any malfunctions of a plant during visit on the service form to park manager.

i. Any time equipment needs to be replaced due to motor failure or blower failure, notify park manager before replacement.

ii. Service for failed components shall be scheduled upon submitting price quote to park manager.

2. Lift Stations & Mound Systems
   a. Provide four onsite visits: April, June, August, September.
   b. Includes: checking the mechanical condition of the system and timing mechanism, testing alarm circuits, recording motor amperage and voltage readings, performing necessary lubrication, test lift bulb (floats) and system, inspect electrical cables for cuts, scrapes or other damage, megger the insulation between the phases and between any phase and ground resistance. Check seal chamber oil for water intrusion. Check impeller per MFG guidelines. GPHC inspection form is to be completed and turned in with each inspection to the park manager. MSD air relief valves will be visually inspected during each visit. If chamber is filled with water, park district staff will be notified.

   c. Mound Systems Only: Annually change the direction of flow with the manual valve in the two mound system configurations.

3. Drip Dispersal Systems
   a. Check basic pump operation.

4. Holding Tanks
   a. Check alarm panel operation.

5. Air Relief Valves
   a. Provide annual service to the ARV’s located on the sewer lines. This service will include purging, cleaning, and testing the ARV’s. The back flow valve should be checked for normal operation at this time.

   b. This service work will be performed before May 1.

Proposal Deadline

Proposals are due Tuesday, March 10th, 2020 by 4:00 p.m. This entire signed and initialed Request for Proposal, including any additional documents provided by the Supplier, shall be submitted to Amy Marcrum by email to amarcrum@greatparks.org or to Winton Centre, Great Parks of Hamilton County, 10245 Winton Road, Cincinnati, Ohio 45231 (opened Monday through Friday, 8 a.m.-4:30 p.m.). Any questions prior to the proposal deadline should be directed to Amy Marcrum by email or by phone at 513-728-3551 x 262.

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 per required dates.

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.

2020-2021 Wastewater Compliance Services
a. GPHC will provide necessary log books, chlorine tabs and dechlorination tabs.
b. GPHC personnel will perform basic maintenance inside and around the perimeter of each site, including weed control and tree care.

5. Supplier shall visit the 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.

Record Keeping
The supplier shall be responsible for maintaining a wastewater recording digital logbook for each site specified in this contract. These records shall be emailed to each site manager and maintained any time services are performed by the supplier. The logbook shall contain the following items:
1. Description of scope of work.
2. System type.
3. Copy of invoice.

Submission of Invoices
The supplier shall submit proper invoices monthly via email directly to accounts payable@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, appropriate sales tax, total amount, shipping date, invoice number, invoice date, and GPHC’s purchase order number.

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 Wastewater Compliance Services RFP. 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 appropriate technical experience in projects of similar scope and conditions.
4. 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 6).
6. Signed Bid Form (page 7-8).
7. Initial all pages in the area provided on the footer of each page (pages 1-8)

Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:
   a. Bodily Injury $1,000,000 Each Occurrence; $2,000,000 Aggregate
   b. Property Damage $1,000,000 Each Occurrence; $1,000,000 Aggregate

2. 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

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 January 1 – January 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.

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.

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.
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
Wastewater Compliance Services
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 propose to provide Great Parks of Hamilton County with wastewater services at the locations listed herein for the period of April 1, 2020 to March 31, 2021 for the total price of:

Annual Cost

1. Woodland Mound, Anderson Township, Ohio:
   a. Breezy Point, NPDES, 2 visits per week year round, analysis required by permit and all Ohio EPA reporting.*

   b. 3 Lift stations, Clubhouse, Maintenance and Juneberry, includes ARV inspections, 4 inspections per year.

2. Miami Whitewater Forest, Harrison, Ohio:
   a. Harbor Point NPDES, 2 visits per week year round, analysis required by permit and all Ohio EPA reporting.*

   b. Big Sycamore NPDES, 2 visits per week year round, analysis required by permit and all Ohio EPA reporting.

   c. Timberlakes holding tank 3 inspections per year.

2020-2021 Wastewater Compliance Services
d. 5 Lift stations, Parkys Pirate, Golf clubhouse, Golf west, Golf east, and Maintenance bldg., includes ARV inspection, 4 inspections per year.

3. Embshoff Woods, Delhi Township, Ohio:
   a. Rivermount NPDES, 2 visits per week year round, analysis required by permit and all Ohio EPA reporting.
   b. 1 lift station, Horseshoe Haven, 4 inspections per year.

4. Shawnee Lookout, Miami Township, Ohio:
   a. Golf and Maintenance drip dispersal system, 3 inspections per year.
   b. Ranger station holding tank, 3 inspections per year

5. Winton Woods, Springfield Township, Ohio:
   a. 5 Mound Systems, Woodpecker Woods, Owl Overlook, Owl Opening, Group Camp and Frisbee Golf, 4 inspections per year.
   b. 2 lift stations, Parkys Farm and Cherry Hill, 4 inspections per year.

6. Sharon Woods, Sharonville, Ohio:
   a. 7 lift stations, Harbor Pavilion, Harbor Changing, Lakeside Lodge, Golf #2, Golf #4, Golf Clubhouse and Maintenance bldg., includes ARV inspection, 4 inspections per year.

7. Lake Isabella, Symmes Township, Ohio:
   a. 1 lift station, 4 inspections per year.

8. Withrow Nature Preserve, Anderson Township, Ohio:
   a. 1 lift station, 4 inspections per year.

9. Little Miami Golf Center, Newtown, Ohio:
   a. 2 lift stations, Clubhouse and Maintenance bldg., 4 inspections per year

10. Mitchell Memorial Forest, Cleves, Ohio:
    a. Maintenance building, General, 3 inspections per year
    b. Bathroom holding tank, 3 inspections per year.

The total annual cost will be =

*For the NPDES for Breezy Point and Harbor Point a Great Parks employee would still need to record flow data and turbidity, 3 times a week, this does not require a licensed operator.