A. Introduction

Great Parks of Hamilton County (Great Parks) is requesting proposals from lighting suppliers/installers who wish to provide, install, remove and store lights for the Holidays on the Farm event November 24-December 31, 2023, at Parky’s Farm, located at 10073 Daly Rd. Cincinnati, Ohio 45231. This document shall be made part of the Supplier’s proposal.

B. Specifications

Qualified suppliers must be able to meet and agree to the following:

1. Supplier will purchase requested lights, light strands, and additional displays as ordered by Great Parks staff. All lights are owned by Great Parks. Supplier must provide proof with bid document that all items are in stock as of August 11, 2023, as well as guarantee a delivery date of October 1, 2023. All items must be UL approved, Industrial commercial grade product. Lights are warrantied for the lifetime of the contract.

2. When not in use, Supplier will store lights and equipment in watertight, airtight containers in a climate-controlled and pest-controlled location. Containers will be clearly marked with contents and placement instructions for the event. Supplier must take proper measures to ensure working condition of lights before storage including, but not limited to, testing, cleaning and drying light strands.

3. After storage and prior to installation, Supplier will inspect and test each light strand or display to ensure excellent working condition. Any defective lights or displays will be replaced by the Supplier at no cost to Great Parks.

4. Installation includes installing lights as specified in the attached Holiday on the Farm lighting plan. Installation and servicing may occur only between 8 a.m. and 4:30 p.m. Monday through Friday to begin on October 1, 2023, and be complete by November 15, 2023. Supplier must provide notice of 24 hours to schedule work. Supplier must provide their own installation equipment. Supplier will provide programmable astrological timers and all extension cords, as needed.

5. Removal of lights may begin on January 2, 2024, and must be completed by January 31, 2024.

6. Delivered lights must arrive in good condition. Upon delivery, Great Parks staff has the right to inspect all lights and reject any lights that are deemed unsafe or in poor condition.
7. Service during the event includes replacing damaged or defective lights, replacing damaged cords or timers. Repairs must be completed within 24 hours of notification during the event period of November 24 to December 23, 2023.

8. Supplier agrees that all lights, light strands, and additional displays are the sole property of Great Parks. Stored lights must be available to pull from storage by Great Parks staff within 72 hours of notification. Supplier agrees to install any lights, light strands or other displays on Great Parks property within two weeks of notification.

C. Pre-Bid Meeting

On Friday, August 4, 2023 at 11 a.m. a voluntary pre-bid meeting will be held with the Great Parks Guest Experiences Director at Winton Woods Parky’s Farm, 10073 Daly Road to review this Request for Proposal (RFP).

D. Proposal Deadline

Proposals are due Friday, August 11, 2023 by 1 p.m. This entire signed and initialed Request for Proposal, including any additional documents provided by the Supplier, shall be submitted to Rachel Dearing, Great Parks of Hamilton County, 10245 Winton Road, Cincinnati, Ohio 45231 or by email to rdearing@greatparks.org. Any questions prior to the proposal deadline should be directed to Rachel Dearing by email or by phone at 513-728-3631. Bids will be publicly opened and read aloud at 1 p.m. Friday, August 11, 2023, at Great Parks of Hamilton County Winton Centre.

E General Notes

1. The Supplier shall provide the ability to purchase, deliver and install lights beginning October 1, 2023, and complete by November 15, 2023.

2. The Supplier shall furnish all labor, materials, rental equipment and appurtenances necessary for delivery and installation of lights as outlined in the specifications and this Request for Proposal.

3. The Supplier shall visit the facility and site to become familiar with existing conditions and product storage prior to delivery.

4. Great Parks of Hamilton County is tax exempt.

5. 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 ParkDistrictAP@avidbill.com. 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 Great Parks’ purchase order number.
G. Proposal Timeframe

July 28, 2023    Request for Proposal advertised and published
August 4, 2023   Pre-Bid meeting
August 11, 2023  Proposal Deadline
August 17, 2023  Recommendation presented to Great Parks Board of Park Commissioners for Approval
August 18, 2023  Award Notification
October 1, 2023  Install begins
Nov 24–Dec 31, 2023  Holidays on the Farm event
January 31, 2023  Removal Complete
January 31–October 1, 2024  Storage of lighting until following season

H. Acceptance of Proposal (Award)

It is the intent of Great Parks to award a contract provided the proposal has been submitted in accordance with the requirements. Great Parks shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in Great Parks’ judgment, is in Great Parks’ 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 Great Parks 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, product, 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.

Prior to acceptance of the proposal and prior to performing work, the Supplier shall furnish proof of the following required documents:

1. Certificate of Liability Insurance, listing Great Parks of Hamilton County as additional insured.
3. New Vendor Form (if applicable, for Great Parks’ 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 7).
7. Initial all pages in the area provided on the footer of each page (pages 1-7).
I. **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

It is the Contractor’s responsibility to provide GPHC a current Certificate of Liability Insurance when policies are renewed.

J. **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.

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.

K. 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.

L. Indemnification

To the fullest extent permitted by law, the Supplier shall indemnify and hold harmless,
Great Parks, Great Parks’ 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:

Lights for Holidays on the Farm  Page 5 of 7  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
Lighting Purchase, Installation, and Storage for Holidays on the Farm
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 (   )

Please provide the names and phone numbers of two customers that have used your services within the past two years

1. Company: ____________________________________________________________

   Contact Person: ______________________________________________________

   Phone: ___________________________

2. Company: ____________________________________________________________

   Contact Person: ______________________________________________________

   Phone: ___________________________
Bid Information continued

Provide price for the purchase, rental and installation of one or more types of lights. Per the terms of the legal bid, Supplier is obligated to hold pricing throughout the term of this agreement.

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<td>Tree Base Wraps</td>
<td>50-75’ LED warm white lights</td>
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<td>Fence Garland</td>
<td>Prelit pine garland, 9’ sections</td>
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<td>300</td>
<td>C-9 Roofline Lights</td>
<td>7 watt 3000 K continuous run LED Strand</td>
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<td>400</td>
<td>Bistro Edison Bulbs</td>
<td>4-watt LED dimmable bulbs w/ 24’ spacing. Must be continuous run per fire marshal safety laws</td>
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<td>11</td>
<td>Transformers</td>
<td>300 watts low voltage</td>
<td>$ -</td>
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<td>1995</td>
<td>C-9 Roofline Lights</td>
<td>Continuous run LED Strand</td>
<td>$ -</td>
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<td>600</td>
<td>Bistro Edison Bulbs</td>
<td>4-watt LED dimmable bulbs w/ 24’ spacing. Must be continuous run per fire marshal safety laws</td>
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<td>13</td>
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<td>16’ 4x4 pretreated wood pole</td>
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<td>650</td>
<td>Ministrands Light Strands</td>
<td>75’ LED strands, 50 strands/outlet</td>
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<tr>
<td>Total</td>
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<td></td>
<td>$ -</td>
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It is understood and agreed that the Proposal submitted is based on furnishing “Standards” as specified and entitles the Owner to require that such named materials and methods be incorporated in the work, except as Substitutions, if they are accepted, based on the quotations entered above, are subsequently made a part of the written contract.

Signed __________________________
(Bidder)

Lights for Holidays on the Farm
Page 7 of 7
Initial __________