

**Great Parks of Hamilton County
Purchase, Delivery and Stacking of Hay
Request for Proposal
January 10, 2024**

A. Introduction

Great Parks of Hamilton County is requesting proposals for the **Purchase, Delivery and Stacking of Hay** for the period of March 1, 2024, through February 28, 2025, at Parky's Farm, located at 10073 Daly Rd. Cincinnati, Ohio 45231. Hay is fed to all animals on property including instructional horses, ponies, and other farm livestock. Usage dependent on weather conditions of the season as well as the number of animals in residence. Estimated hay use could be up to 30 bales per day, approximately 10,500 square bales per yearly season. This document shall be made part of the Supplier's proposal and will serve as the contract for this service.

B. Specifications

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

1. Hay, regardless if square or round bales, needs to be a blend of alfalfa/grass mix hay.
2. Delivered hay must arrive in good condition. Great Parks of Hamilton County farm staff has the right to reject any or all bales of hay upon delivery that is deemed unhealthy or unsafe for Parky's Farm livestock and equine herd.
3. Hay will be refused based on unacceptable hay conditions, including but not limited to, mold content or excessive foxtail presence. Removal and prompt replacement of refused hay bales will be the Vendor's responsibility
4. Parky's Farm requires hay to be delivered by the load every 10-14 days.
5. Hay is to be delivered, unloaded, and stacked in authorized storage area neatly.
6. Deliveries are to be made during regular hours of operation of Parky's Farm from 8 a.m. – 4:30 p.m. If delivery needs to be made outside of the regular hours of operation of the facility, arrangements must be made five (5) days in advance by contacting Rachel Dearing, 513-521-5275, during regular business hours.
7. In any special emergency circumstance, Great Parks of Hamilton County require hay delivery to be available within 48 hours.

C. Bid Proposal Instructions and Submission Deadline

Persons interested in bidding to provide **Purchase, Delivery and Stacking of Hay** must complete all of the information requested by this Bid Proposal Packet and affix the

signatures and initials required on this Bid Proposal Packet. Failure to complete the required information and/or affix the required signatures/initials may result in the Bid Proposal being rejected in its entirety.

All Bid Proposals must be typed or written legibly on the forms in this Bid Proposal Packet. This entire signed and initialed Bid Proposal Packet, including any additional documents provided by the Supplier, shall be submitted to Great Parks at its offices located at 10245 Winton Road, Cincinnati, Ohio 45231 or emailed to rdearing@greatparks.org

All Bid Proposals MUST BE RECEIVED by 4:30 p.m. (local time) on Wednesday, January 24, 2024

Bid Proposals shall be publicly opened at Great Parks of Hamilton County, Winton Woods, Winton Centre Board Room, starting at 1 p.m. on Thursday, February 25, 2024.

D. General Notes

1. The Supplier shall provide the ability to purchase, delivery and stacking of hay to begin March 1, 2024.
2. The Supplier shall furnish all labor, material and appurtenances necessary for delivery and stacking of hay product 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.

E. Submission of Invoices

All invoices should be signed by a park representative on duty at the time of delivery. No invoice will be approved for payment unless it is signed. 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, total amount, shipping date, invoice number, invoice date, and GPHC's purchase order number.

F. 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 of the **Purchase, Delivery and Stacking of Hay Request for Proposal**. 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 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.
2. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
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 7).
7. Initial all pages in the area provided on the footer of each page (pages 1-7).

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 |

It is the Contractor's responsibility to provide Great Parks a current Certificate of Liability Insurance when policies are renewed.

H. 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.

I. 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.

J. 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: _____

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
Purchase, Delivery and Stacking of Hay
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 three references who have used your services within the past two years

1. Company: _____

Contact Person: _____ Phone: _____

2. Company: _____

Contact Person: _____ Phone: _____

3. Company: _____

Contact Person: _____ Phone: _____

Bid Information continued

Provide price for the purchase of one or more types of hay bales delivered and stacked below. Remember that since this is a legal bid, you are obligated to hold this price throughout the term of this agreement.

1 st Cutting Square Bales	Type of Hay	Approx. Bale Weight	Price per. Bale Delivered & Stacked	Number of bales available for purchase	Total Price
			\$		\$
			\$		\$
			\$		\$
2 nd Cutting Square Bales	Type of Hay	Approx. Bale Weight	Price per. Bale Delivered & Stacked	Number of bales available for purchase	Total Price
			\$		\$
			\$		\$
			\$		\$
Round Bales	Type of Hay	Bale Dimension	Price per. Bale Delivered & Stacked	Number of bales available for purchase	Total Price
			\$		\$
			\$		\$
			\$		\$

How many square bales can be delivered and stacked at one time?

How frequently can hay be delivered and stacked?

How much notice would be required for a hay delivery in an emergency?

Signed _____

(Bidder)