

**Great Parks of Hamilton County
Time & Materials Bid Request
December 5, 2019**

A. Introduction

Great Parks of Hamilton County (GPHC) is requesting Time and Materials Bids for the trades listed below:

Trade	Description
Arbor Care	Pruning, removal, crane removal, cabling/bracing, stump grinding, chipping, Emerald ash borer treatments, fertilizing
Asphalt	Asphalt pavement repairs
Carpentry – Finish	Installing trim and moldings for new or replacement of existing windows and interior doors
Carpentry – General	General contractor, dry wall, acoustical ceiling, finish carpentry, rough carpentry, metal fabrication, masonry, concrete Installing trim and moldings for new or replacement of existing. Deck and walking bridge building, installing walls, building trellises, repairs to or rebuilding existing structures such as park shelters
Carpet Cleaning	Carpet cleaning, tile & grout cleaning, resilient floor maintenance
Concrete	All concrete construction and repairs, including but not limited to head walls, piers, catch basins, sidewalks, roadways, footers and any specialty items
Detailed Interior Cleaning	Building interior cleaning and dusting including windows, window treatments, walls, hard surface floors, cabinets, shelving, counters, appliances and electronic equipment
Door Repair/Replacement	Entry door and entry door systems repair/replacement
Electrical	Electrical installation, repairs, maintenance, construction, consulting
General Construction - Buildings	Including but not limited to: concrete, remediated drainage issues, demolition, office construction, block wall installation, fence repair/building, all general park maintenance, bike rack installation, demolition and cleanup such as removing plaster/lathe, hauling away debris
General Construction - Site	Including but not limited to: excavation, pipe installation, concrete work, erosion control, seeding/strawing/sod, stream restoration work, clearing and grubbing plus any and all general park maintenance.
Landscaping	Mowing, mulching, edging, pruning, planting, general cleanups, debris removal, pesticide applications, fertilization, seasonal displays, brush cutting, skid steer / min skid services, grading, bush hog
Masonry – Brick	Build and/or repair engineered block and brick walls, repair existing brick pavers or install new, tuckpointing, waterproofing, brick cleaning
Masonry – Stone	Masonry repair, tuckpointing, waterproofing
Mechanical	HVAC, boilers installation, repair and maintenance, minor excavation, welding, piping, consulting
Painting	Interior and exterior painting
Pavers – Installation / Repair	Installation and repair of precast concrete and clay paver systems including pervious systems

Trade	Description
Plumbing	Plumbing, drain cleaning, backflow preventer testing/repair, consulting for plumbing
Post Construction Cleaning	Any and all post construction cleanup
Roofing	Repairs and minor replacements of all roof types, gutters, gutter guards, siding, fascia, soffit, skylights; cleaning and maintenance of gutters and roofing systems; consulting
Technology Related	Anything technology - voice/data cabling, fiber optic, wireless point to point, wireless networks, network infrastructure installation and support, audiovisual, security, access control, intrusion prevention
Underground Utility Locating	Underground utility locating, pipe inspections, ground penetrating radar, concrete scanning
Water and Sewer Pump Repairs	Repair, maintenance and replacement

This document shall be made part of the Contractor's proposal.

Great Parks of Hamilton County will use the Time & Materials Bids to contract for individual projects, minor repair work and emergency work. A typical project schedule is 30 days and has a budget up to \$25,000.

B. Time and Materials Bid Deadline

2020 Time and Materials Bids are due Friday, December 20, 2019 by 12 p.m. This entire signed and initialed 2020 Time and Materials Bid document, including any additional documents provided by the Contractor, shall be submitted to Donna Weber, Planning Administrator at dweber@greatparks.org

Any questions prior to the deadline should be directed to Donna Weber, Planning Administrator by email or by phone at 513-245-7449.

A separate 2020 Bid Sheet must be completed for each trade that applies.

C. General Notes

1. All permits and inspections are the responsibility of the Contractor, when applicable.
2. All Work shall conform to applicable codes and authorities having jurisdiction. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for their own work.
3. Contractor shall furnish all labor, material and appurtenances necessary for a complete project or operational system for each awarded project.
4. The Contractor shall visit the facility and site to become familiar with existing conditions prior to performing work.
5. The Contractor is responsible for the overall security and protection of the work during the contractual period.
6. Contractor shall comply with standards and code requirements for erecting structurally adequate barricades according to ODOT Sign Designs and Markers Manual (SDMM). Paint with appropriate colors, graphics and warning signs to inform personnel and public of possible hazard.

7. Contractor is responsible for maintenance of traffic and shall place the necessary traffic control devices according to the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) and use the procedures required by the OMUTCD.
8. The Contractor shall repair all damage to existing utilities and other facilities, existing pavement, lawn or other surfaces both within and beyond the established construction limits caused by Contractor's equipment at the Contractor's expense.
9. Workmanship shall represent the highest standard of the industry. Guarantee all material and workmanship for a period of one year minimum after substantial completion.
10. Perform all tests, adjustments, etc. as required by equipment manufacturer or authorities having jurisdiction. Submit one (1) hard copy and one (1) digital file copy in PDF format of all equipment documentation including test results, manuals, warranties and permits.
11. Provide updated project as-built documents including appropriate correct shop drawings and other field related data. GPHC will provide General Requirements for Digital Submittals document to the Contractor after award, if applicable.
12. Prevailing wage rates do not apply.
13. Great Parks of Hamilton County is tax exempt.
14. Great Parks of Hamilton County reserves the right to reject any and all Time & Materials Bid Requests.

D. Submission of Invoices

The Contractor will submit invoices to accountspayable@greatparks.org. A proper invoice will include park, location, quantity delivered, per unit price, total amount, service date, invoice number, invoice date, and GPHC's purchase order number.

E. Acceptance of Proposal (Award)

It is the intent of GPHC to award a contract provided the bid has been submitted in accordance with the requirements of the Time & Materials Bid Request. GPHC shall have the right to waive informalities and irregularities in a bid received and to accept the bid, which in GPHC's judgment, is in GPHC's own best interests.

In determining the lowest and best Time & Materials Bids, the following items may be considered in addition to the bid amount:

1. The record of the Contractor in performing other GPHC projects and/or other similar publicly funded projects.
2. The record, experience and ability of the Contractor to execute services of like character, scope and size.
3. Submission of a written proposal based on a written or verbal scope of work provided by GPHC.
4. Contractor has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
5. Contractor has suitable financial status to meet obligations incident to the services.
6. Contractor has appropriate technical experience in projects of similar scope and conditions.
7. Contractors under consideration for an award of contract shall submit, upon request, within five working days, a Contractor's Qualification Statement AIA A305 or similar statement which includes all information required in the following sections: 1. Organization; 2. Licensing; 3. Experience; 4. Reference; 5. Financing.
8. GPHC reserves the right to award the second lowest and best Time & Materials bid based on schedule of availability of the lowest and best Time & Materials bid.

9. GPHC reserves the right to award only one trade per contractor/bidder.
10. GPHC reserves the right to rescind an award for any project that has not commenced work within 30 days of award.

At time of bid submittal, the Contractor shall submit the following required documents:

1. Signed and completed Indemnification section (page 5).
2. Signed 2020 Time & Materials Bid Sheet (page 6). **A separate bid sheet must be completed for each trade that applies.**
3. Initial all pages in the area provided on the footer of each page (pages 1-6).

At time of the 2020 Time & Materials Bid award, the Contractor shall submit the following required documents within five (5) business days:

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.

F. 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):

- Bodily Injury \$1,000,000 Each Occurrence; \$2,000,000 Aggregate
- Property Damage \$1,000,000 Each Occurrence; \$1,000,000 Aggregate

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

- Bodily Injury \$1,000,000 Each Occurrence; \$1,000,000 Aggregate
- 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.

G. Safety of Persons and Property

The Contractor 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 Contractor shall:

1. Comply with the safety standards, provisions of applicable laws, building and construction codes, the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, 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 all persons (including employees) and property.
3. Maintain at its office or other well-known place at the job site 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 job site.

In no case shall employees be permitted to work at a job site before the Contractor has made standing arrangement for removal of injured persons to a hospital or doctor's care.

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. Erect and maintain, as required by existing conditions and performance of the Contract, all necessary safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.
6. When use or storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
7. 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 Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable, except for damage or loss attributable to acts or omissions of the park district or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations for Indemnification.
8. Designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the park district.
9. Not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

H. Site Coordination

The Contractor is advised that GPHC parks are open daily from dawn to dusk. The Contractor will be required to notify GPHC two (2) days in advance of all construction activities that may interrupt utility services and access to facilities such as buildings, parking lots, roads and trails.

I. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, GPHC, 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 Contractor, 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 Contractor, 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 Contractor 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: _____

**Great Parks of Hamilton County
Time and Materials Bid Request
2020 Bid Sheet**

Please complete this 2020 Bid Sheet and return it by 12 p.m. Friday, December 20, 2019. A separate 2020 Bid Sheet must be completed for each trade that applies.

We, the undersigned, having familiarized ourselves with the Time & Materials Bid Request prepared by Great Parks of Hamilton County do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision to complete any and all work awarded.

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____

Contact Email: _____

Contact Phone: _____

Signed: _____

Date: _____

Check the trade that applies:

- | | | |
|---|---|---|
| <input type="checkbox"/> Arbor Care | <input type="checkbox"/> General Construction - Buildings | <input type="checkbox"/> Pavers – Installation / Repair |
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> General Construction - Site | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Carpentry - Finish | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Post Construction Cleaning |
| <input type="checkbox"/> Carpentry - General | <input type="checkbox"/> Masonry – Brick | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Mason – Stone | <input type="checkbox"/> Technology Related |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Utility Locating |
| <input type="checkbox"/> Detailed Interior Cleaning | <input type="checkbox"/> Painting | <input type="checkbox"/> Water and Sewer Pump Repairs |
| <input type="checkbox"/> Door Repair / Replacement | | |
| <input type="checkbox"/> Electrical | | |

Labor Rates per hour per individual worker, including minimum number of hours and/or workers.	
Materials Cost plus _____ % markup.	
Short description of all the types of work that your company can perform for this trade.	
Minimum service charges.	
Equipment rates (i.e. dump truck, dumpster, backhoe).	