

**Great Parks of Hamilton County**  
**Request for Proposal**  
**Purchase, Delivery and Stacking of Hay**  
**January 14, 2026**

**A. Introduction**

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for **Purchase, Delivery and Stacking of Hay** for one location in Hamilton County, Ohio. This Request for Proposal Bid Packet shall be made part of the Contractor's bid proposal and will serve as the contract for this service.

**B. Scope of Work**

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

1. Hay 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 Winton Woods 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. Winton Woods Farm requires hay to be delivered by the load every 10-14 days, an average of 14,300 bales of hay are ordered annually.
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 Winton Woods 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 Kat Voorhies, 513-728-3631, 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 [alanz@greatparks.org](mailto:alanz@greatparks.org).

**All Bid Proposals MUST BE RECEIVED by 4:00PM (local time) on Wednesday, January 28, 2026.**

Bid Proposals shall be publicly opened at Great Parks of Hamilton County, Winton Woods, Winton Centre Planning Conference Room, starting at 1:30 p.m. on Thursday, January 29, 2026.

Any questions prior to the proposal deadline shall be directed to Kat Voorhies by email at [kvoorhies@greatparks.org](mailto:kvoorhies@greatparks.org) or by phone at 513-728-3631.

### **D. 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 over service area. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for Work.
3. Work to start immediately upon awarded start date.
4. The Contractor 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 Contractor shall visit the facility and site to become familiar with existing conditions prior to work.
6. All excess materials shall be hauled off-site and legally disposed.
7. Prevailing wages do not apply.

8. Great Parks reserves the right to reject any and all bids.
9. Great Parks is tax exempt.

#### **E. Submission of Invoices**

The Contractor shall submit proper invoices via email directly to [ParkDistrictAP@avidbill.com](mailto: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 Great Parks' purchase order number.

#### **F. Acceptance of Proposal and Contract 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 Contractor in performing other Great Parks projects and/or similar publicly funded projects.
2. The record, experience, and ability of the Contractor to execute services of the like character, scope, and size.
3. Contractor has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
4. Contractor has suitable financial status to meet obligations incident to services.
5. Contractor has appropriate technical experience in projects of similar scope and conditions.

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

1. Certificate of 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 Great Parks Finance Department purposes).
4. List of emergency contacts and their contact information.
5. Signed and completed Indemnification section (p. 5).

6. Signed Bid Form (p. 7-8).
7. Initial *all* pages in the area provided on the footer of each page (p. 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 Aggregate	\$1,000,000 Each Occurrence;	\$2,000,000
b. Property Damage Aggregate	\$1,000,000 Each Occurrence;	\$1,000,000

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

a. Bodily Injury Aggregate	\$1,000,000 Each Occurrence;	\$1,000,000
b. Property Damage Aggregate	\$250,000 Each Occurrence;	\$250,000

#### **H. 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 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 mended 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 work 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 Contractor 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 Contractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is, except damage or loss attributable to acts or omissions of the Great Parks 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 Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations for Indemnification.
7. 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 Great Parks.

#### **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 Contractor 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 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: \_\_\_\_\_

## **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 ()

### Bid Tabulation

We the Contractor, propose to supply **Purchase, Delivery and Stacking of Hay** services listed herein for the period outlined in this document.

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

Signed \_\_\_\_\_  
(Bidder)