

**Great Parks of Hamilton County**  
**Request for Proposal**  
**2026 Time & Materials Term Contracts**

November 20, 2025

**A. Introduction**

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for the **2026 Time & Materials Term Contracts** (23 Trades) for projects located at Great Parks facilities and parks across 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**

Great Parks will use the Time & Materials Term Contractors to contract for individual projects, minor repair work, and emergency work as needed on a case-by-case basis. A project is typically less than 30 days in duration, with a budget of up to \$80,000.

The Contractor is advised that Great Parks properties are open daily from dawn to dusk. The Contractor will be required to notify Great Parks five (5) days in advance of all construction activities that may interrupt utility services and access to facilities, such as buildings, harbors, parking lots, roads, and trails.

For each of the trades, the Contractor will provide the following:

1. Work shall represent the highest standard of the industry. Guarantee all Materials and work for a period of one year minimum after substantial completion.
2. Contractor shall furnish all labor, Materials, and appurtenances necessary for a complete project or operation system for each requested project.
3. The Contractor is responsible for the overall security and protection of the work during the contractual period.
4. Contractor shall comply with standards and code requirements for erecting structurally adequate barricades according to the ODOT Sign Designs and Markers Manual (SDMM). Use appropriate colors, graphics, and warning signs to inform personnel and the public of potential hazards.
5. 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.
6. 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.

7. Perform all tests, adjustments, etc., as required by the 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.
8. Provide updated project as-built documents, including appropriate, correct shop drawings and other field-related data. Great Parks will provide the General Requirements for Digital Submittals document to the Contractor after award, if applicable.
9. The following trade contracts (p. 2-4) must be **bid individually**.

| Nr. | Trade                                | Description (subject to change)                                                                                                                                                                                                                                                                                                                                                             |
|-----|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Arbor Care</b>                    | Pruning, removal, crane removal, cabling/bracing, stump grinding, chipping, Emerald ash borer treatments, and fertilizing.                                                                                                                                                                                                                                                                  |
| 2.  | <b>Asphalt</b>                       | Asphalt pavement repairs, patching, road base, crack sealing, milling, pothole repair, sealcoating.                                                                                                                                                                                                                                                                                         |
| 3.  | <b>Carpentry</b>                     | General contractor, drywall, acoustical ceiling, finish carpentry, rough carpentry, metal fabrication, masonry, and concrete. Deck and walking bridge building, installing walls, building trellises, repairs to - or rebuilding of - existing structures such as park shelters. Installing trim and moldings for new - or replacement of existing - carpentry finish on windows and doors. |
| 4.  | <b>Concrete</b>                      | All concrete construction and repairs, including - but not limited to - head walls, piers, catch basins, sidewalks, roadways, footers, and any specialty items.                                                                                                                                                                                                                             |
| 5.  | <b>Doors, Windows &amp; Controls</b> | Repair and replacement of entry doors, entry door systems, door and window hardware, overhead doors and systems, operators, and manual and automatic door and window controls.                                                                                                                                                                                                              |
| 6.  | <b>Electrical</b>                    | Electrical installation, repairs, maintenance, construction, consulting.                                                                                                                                                                                                                                                                                                                    |
| 7.  | <b>General</b>                       | Including, but not limited to: Remediating drainage                                                                                                                                                                                                                                                                                                                                         |

| Nr. | Trade                                        | Description (subject to change)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <b>Construction – Buildings</b>              | issues, demolition, office construction, block wall installation, concrete work, fence building and repair, all general park maintenance, bike rack installation, demolition, and cleanup, such as removing plaster or lathe, and hauling away debris.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8.  | <b>General Construction Site</b>             | Including but not limited to: Excavation, pipe installation, concrete work, erosion control, seeding/strawing/sod, stream restoration work, clearing and grubbing, plus any general park maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.  | <b>Hazardous Waste Removal</b>               | Safely contain and remove hazardous waste in accordance with local and federal regulations, including, but not limited to, paint, solvents, fuel, herbicides, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | <b>Land, Vegetation, &amp; Site Clearing</b> | Clearing of trees, shrubs, and other vegetation. Safe removal of all vegetation to prevent damage to surrounding areas. Install and maintain protection measures for remaining trees, vegetation, structures, and infrastructure—removal of any existing structures, debris, and surface materials, such as rocks or stumps. Implement erosion control measures to prevent soil erosion and sedimentation during and after the clearing process. Properly dispose of all cleared materials, following environmentally responsible practices and waste management guidelines. Cleanup of tree debris and removal – submit separate cost, per ton/yard loaded and hauled away, with mileage component. |
| 11. | <b>Landscaping</b>                           | Mowing, mulching, edging, pruning, planting, general cleanups, debris removal, pesticide applications, fertilization, seasonal displays, brush cutting, grading, skid and mini skid steer, and bush hog services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | <b>Locks &amp; Access Controls</b>           | Key, re-key, repair, troubleshoot, and open or modify mechanical and electronic locks and access controls.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13. | <b>Masonry – Brick &amp;</b>                 | Build, repair brick and stone masonry, engineered block,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Nr. | Trade                               | Description (subject to change)                                                                                                                                                                             |
|-----|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <b>Stone</b>                        | brick/stone walls, repair and install new or existing brick/stone pavers, tuckpointing, waterproofing, and brick/stone cleaning.                                                                            |
| 14. | <b>Mechanical</b>                   | Heating, Ventilation, Air-Conditioning systems, boilers, geothermal systems, installation, repair, and maintenance, piping, welding, controls, VFDs, and consulting.                                        |
| 15. | <b>Painting</b>                     | Interior and exterior painting, preparation work, cleaning, sanding, patching, touch-up, and clean-up.                                                                                                      |
| 16. | <b>Pavers</b>                       | Installation and repair of precast concrete and clay paver systems, including pervious systems.                                                                                                             |
| 17. | <b>Plumbing</b>                     | Plumbing, drain cleaning, domestic water, gas, and sewage piping, sumps, backflow preventer testing and repair, water heaters, and consulting for plumbing.                                                 |
| 18. | <b>Post-Construction Cleaning</b>   | Any and all post-construction cleanup, pressure washing, etc.                                                                                                                                               |
| 19. | <b>Roofing</b>                      | Repairs and minor replacements of all roof types, gutters, gutter guards, siding, fascia, soffit, skylights; cleaning and maintenance of gutters and roofing systems; consulting.                           |
| 20. | <b>Traffic Controls</b>             | Managing traffic flow during construction or large events, flagging, cones, signs, and other traffic supplies.                                                                                              |
| 21. | <b>Underground Utility Locating</b> | Underground utility locating, pipe inspections, ground penetrating radar, and concrete scanning.<br>Utility locating projects to start within 48 hours of acceptance.                                       |
| 22. | <b>Water &amp; Sewer Pumps</b>      | Repair, maintenance, and replacement.                                                                                                                                                                       |
| 23. | <b>Disaster Recovery</b>            | Water mitigation and Restoration. Cleanup, restoration services after storm, fire, and smoke damage. Boarding up and tarping. Extraction, cleaning, dehumidification, deodorizing, relocating, and storing. |

### **C. Bid Proposal Instructions and Submission Deadline**

Persons interested in bidding to provide **2026 Time & Materials Term Contracts** must complete all the information requested and affix the signatures and initials required in 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 Contractor, shall be submitted to Great Parks by email to [gchristner@greatparks.org](mailto:gchristner@greatparks.org).

**All Bid Proposals MUST BE RECEIVED by 4:00 PM (EST) on December 8, 2025.**

**A separate Bid Tabulation (p. 11) must be completed for each trade that applies.**

Any questions prior to the proposal deadline shall be directed to Gerd Christner by email [gchristner@greatparks.org](mailto:gchristner@greatparks.org).

### **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 the service area. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for their work.
3. The contract term starts on January 1, 2026, and ends on December 31, 2026.
4. The Contractor shall furnish all labor, materials, and appurtenances necessary for a complete project or operational system as outlined in this Request for Proposal.
5. The Contractor shall visit the facility and site to become familiar with existing conditions before performing work.
6. All excess materials shall be hauled off-site and legally disposed of.
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 the invoices via email after completion of the work directly to [ParkDistrictAP@avidbill.com](mailto:ParkDistrictAP@avidbill.com). A proper invoice will include the account number, 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**

Great Parks intends to award a contract, provided the proposal has been submitted in accordance with the requirements of the Time & Materials Terms Contract 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 a suitable financial status to meet obligations incident to services.
5. Contractor has appropriate technical experience in projects of similar scope and conditions.

Before acceptance of the proposal and before performing work, the Contractor shall furnish proof of the following 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. 9).
6. Signed Bid Form (p. 10).
7. Completed Bid Tabulation, filled out for each trade separately.
8. Initial *all* pages in the area provided on the footer of each page (p. 1-11).

## **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          |                              |             |

## **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 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 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 the safety of persons or property or their protection from damage, injury, or loss.
5. When the use of storage of explosives or other hazardous materials or equipment or unusual methods is necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under the 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 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  
2026 Time & Materials Term contract  
Request for Proposal**

COMPANY: \_\_\_\_\_

BY (Name, Title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

WORK PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

State whether a: Corporation ( \_\_\_ ); Partnership ( \_\_\_ ); Sole Proprietorship ( \_\_\_ )

## Bid Tabulation

We, the Contractor, propose to supply 2026 Time & Materials Term Contract services, listed herein, for the period outlined in this document, for the price of:

**Check the trade that applies (choose only 1 per sheet):**

- |                                                           |                                                              |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> 1. Arbor Care                    | <input type="checkbox"/> 2. Asphalt                          |
| <input type="checkbox"/> 3. Carpentry                     | <input type="checkbox"/> 4. Concrete                         |
| <input type="checkbox"/> 5. Doors, Windows & Controls     | <input type="checkbox"/> 6. Electrical                       |
| <input type="checkbox"/> 7. Gen. Construction Buildings   | <input type="checkbox"/> 8. Gen. Construction Site           |
| <input type="checkbox"/> 9. Hazardous Waste Removal       | <input type="checkbox"/> 10. Land, Vegetation, Site Clearing |
| <input type="checkbox"/> 11. Landscaping                  | <input type="checkbox"/> 12. Locks & Access Controls         |
| <input type="checkbox"/> 13. Masonry                      | <input type="checkbox"/> 14. Mechanical                      |
| <input type="checkbox"/> 15. Painting                     | <input type="checkbox"/> 16. Pavers                          |
| <input type="checkbox"/> 17. Plumbing                     | <input type="checkbox"/> 18. Post-Construction Cleaning      |
| <input type="checkbox"/> 19. Roofing                      | <input type="checkbox"/> 20. Traffic Controls                |
| <input type="checkbox"/> 21. Underground Utility Locating | <input type="checkbox"/> 22. Water & Sewer Pumps             |
| <input type="checkbox"/> 23. Disaster Recovery            |                                                              |

Short description of all the types of work your company can perform for this trade:

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Labor rate per hour, per individual worker: \$ \_\_\_\_\_

Materials Cost Markup, if applicable: % \_\_\_\_\_

Minimum Service Charge, if applicable: \$ \_\_\_\_\_

Minimum number of hours and/or workers, if applicable: \_\_\_\_\_

Trip/Transportation Charges, if applicable: \$ \_\_\_\_\_

Equipment rates (i.e., dump truck, dumpster, backhoe, etc.): \$ \_\_\_\_\_