

Great Parks of Hamilton County
Request for Proposal
Portable Restroom Services
February 12, 2026

A. Introduction

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for **Portable Restroom Services** across Great Parks locations in Hamilton County, Ohio. This Request for Proposal Bid Packet shall be made part of the Supplier's bid proposal and will serve as the contract for this service.

B. Scope of Work

The Supplier shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services, and supervision required to provide and deliver the following:

1. SERVICES WILL INCLUDE:

- a. Provide standard and ADA accessible portable toilets for delivery and routine servicing for park district locations including, but not limited to those indicated on pages 9-11.
- b. Each portable toilet shall display a record of service clearly identifying personnel performing service and date of service.
- c. Pick-up of cancelled units will be made within one week of termination date.
- d. Minor repairs of units will be made on site when possible. Any unit which cannot be repaired on site must be exchanged within 48 hours.
- e. Units which have been overturned shall be picked up and replaced by the Supplier at no charge to the park district.
- f. For emergencies the Supplier shall respond within 2- 4 hours from time of request including moving units in preparation for flooding.
- g. Portable toilet units are to be clean, sanitized, and equipped with proper chemicals and paper products upon delivery and fully operational.
- h. All waste will be pumped out on schedule and hauled away by a qualified and licensed hauler

- i. All units will be cleaned and sanitized, paper products and proper chemicals replaced as needed at each schedule service interval or upon request.
- j. All waste is to be disposed of according to all federal and state regulations.
- k. Documentation of proper disposal will be required upon request.
- l. Scheduled Routine service to units is required to occur BEFORE NOON at all sites.
- m. ON-CALL/EXTRA service shall occur next day after request prior to NOON.
- n. Vendor shall be responsible for cleaning up any spillage that may occur while servicing units.

2. EQUIPMENT

- a. Each unit shall be equipped with a working lock system, an occupied/vacant indicator, a tissue paper holder that is firmly attached to the unit per manufacturer's specifications. The seat cover shall be hinged and in working order. All other equipment shall be in working order.
- b. All units shall have translucent tops and proper venting.
- c. All units shall be consistent in color, appearance and age.
- d. Each unit shall be equipped with original equipment or the manufacturer's replacement parts. Units with altered or rigged equipment will not be accepted, i.e. eyelets and hooks as replacement locking mechanism.
- e. Vendor shall be responsible for any repair/replacement of unit(s) in the event of damage or loss due to vandalism, flood, or other circumstance.

C. Bid Proposal Instructions and Submission Deadline

Persons interested in bidding to provide **Portable Restroom Services** 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 hbird@greatparks.org.

All Bid Proposals MUST BE RECEIVED by 4:00PM (local time) on March 2, 2026.

Bid Proposals shall be publicly opened at Great Parks of Hamilton County, Winton Woods, Winton Centre Board Room, starting at 12:00PM on March 3, 2026.

Any questions prior to the proposal deadline shall be directed to Hannah Bird by email at hbird@greatparks.org or by phone at 513-841-3577 x. 2011.

D. General Notes

1. All permits and inspections are the responsibility of the Supplier, when applicable.
2. All Work shall conform to applicable codes and authorities having jurisdiction over service area. Each Supplier 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 Supplier 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 Supplier 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 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 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 **Portable Restroom Services** 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 similar publicly funded projects.
2. The record, experience, and ability of the Supplier to execute services of the 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 services.
5. Supplier has appropriate technical experience in projects of similar scope and conditions.

Prior to acceptance of the proposal and prior to performing work, the Supplier 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. 7).
6. Signed Bid Form (p. 8).
7. Initial *all* pages in the area provided on the footer of each page (p. 1-13).

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 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 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 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 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 Supplier. The foregoing obligations of the Supplier are in addition to the Supplier's obligations for Indemnification.
7. Designate a responsible member of the Supplier's organization at the site whose duty shall be the prevention of accidents. This person shall be the Supplier's superintendent unless otherwise designated by the Supplier in writing to Great Parks.

I. Renewal Option

The initial contract period shall commence on April 1, 2026 and end on March 31, 2027. This proposal may be renewable annually up to two (2) renewal periods (April 1, 2027 to March 31, 2028 and April 1, 2028 to March 31, 2029) if in the judgement of Great Parks the renewal rate is determined to be reasonable. During the annual renewal period of, the Supplier will submit pricing change proposal, if any. This renewal period will be from December 1 – December 31 of each year. For any reason, Great Parks may determine not to renew the contract and decide to re-bid the services. All terms of the existing proposal will remain intact unless Great Parks notifies the Supplier of a service change. The pricing will then be in effect from April 1 of the new period of service until the following March 31.

J. 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.

K. 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 Portable Restroom Services 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

Prices quoted must include delivery, set-up, and pick-up charges. No separate charges will be allowed for these items. No surcharges or fees of any kind will be permitted. All rentals must be on-site by date listed under Dates of Service, and are not to remain on-site through date listed under Dates of Service.

We the Supplier, propose to supply **Portable Restroom Services** listed herein for the period outlined in this document for the price of:

Location	Standard (S) or Accessible (A)	# of Units	Dates of Service	Services per Week	Cost per Month
Campbell Lakes Preserve 10431 Campbell Rd, Harrison, OH 45030	A	1	Year-round	1	
Embshoff Woods - Horseshoe Haven 4505 Paul Rd, Cincinnati, OH 45238	A	1	Nov 1 – Apr 15	1	
Embshoff Woods - River Mount Pavillion 4505 Paul Rd, Cincinnati, OH 45238	1 A, 1 S	2	Nov 1 – Apr 15	1	
Embshoff Woods - Maintenance Building (Summer) 4505 Paul Rd, Cincinnati, OH 45238	1 A, 1 S	2	Apr 15 – Nov 1	1	
Embshoff Woods - Maintenance Building (Winter) 4505 Paul Rd, Cincinnati, OH 45238	A	1	Nov 1 – Apr 15	1	
Fernbank Park – Lee Shelter 50 Thornton Ave, Cincinnati, OH 45233	A	1	Year-round	1	

Fernbank Park – Playground Restrooms 50 Thornton Ave, Cincinnati, OH 45233	1 A, 2 S	3	Nov 1 – Apr 15	1	
Glenwood Gardens – Trail 377 Sheffield Rd, Cincinnati, OH 45240	A	1	Year-round	1	
Lake Isabella – Campground (Summer) 10174 Loveland Madeira Rd, Loveland, OH 45140	1 A, 1 S	2	Apr 15– Nov 1	1	
Lake Isabella – Campground (Winter) 10174 Loveland Madeira Rd, Loveland, OH 45140	A	1	Nov 1 – Apr 15	1	
Lake Isabella – Shady Elm 10174 Loveland Madeira Rd, Loveland, OH 45140	A	1	Nov 1 – Apr 15	Once per month	
Little Miami – Avoca Trailhead 8060 Wooster Pike, Cincinnati, OH 45227	A	1	Nov 1 – Apr 15	1	
Little Miami – Regulation Golf Course 3811 Newtown Rd, Cincinnati, OH 45244	1 A, 1 S	2	Year-round	1	
Little Miami – Lawn Bowling 3811 Newtown Rd, Cincinnati, OH 45244	A	1	March 15 – Nov 30	1	
Little Miami – Par 3 3811 Newtown Rd, Cincinnati, OH 45244	A	1	Year-round	1	
Miami Whitewater Forest – Campground (Summer) 9000 Mt. Hope Rd, Harrison, OH 45030	A	1	April 15 – Nov 1	1	
Miami Whitewater Forest – Campground (Winter) 9000 Mt. Hope Rd, Harrison, OH 45030	2 A	2	Nov 1 – Apr 15	1	

Miami Whitewater Forest – Golf Couse 8801 Mt. Hope Rd, Harrison, OH 45030	1 A, 1 S	2	Nov 1 – Apr 15	1	
Miami Whitewater Forest – Shaker Trace Horse Trail (Summer) 9001 Mt. Hope Rd, Harrison, OH 45030	2 A	2	March 15 – Nov 30	1	
Miami Whitewater Forest – Shaker Trace Horse Trail (Winter) 9001 Mt. Hope Rd, Harrison, OH 45030	A	1	Nov 30 – March 15	1	
Miami Whitewater Forest – Horse Trailer Parking Lot 9001 Mt. Hope Rd, Harrison, OH 45030	2 A	2	Year-round	1	
Miami Whitewater Forest – Simmonds Family Dog Park 8715 Hamilton Cleves Rd, Cleves, OH 45002	A	1	Year-round	1	
Miami Whitewater Forest – Soccer Fields #1 8715 Hamilton Cleves Rd, Cleves, OH 45002	2 A, 2 S	4	March 31 – Nov 30	1	
Miami Whitewater Forest – Soccer Fields #2 (Summer) 8715 Hamilton Cleves Rd, Cleves, OH 45002	1 A, 2 S	3	March 31 – Nov 30	1	
Miami Whitewater Forest – Soccer Fields #2 (Winter) 8715 Hamilton Cleves Rd, Cleves, OH 45002	1 A	1	Nov 30 – March 31	1	

Miami Whitewater Forest – Timberlakes 9001 Mt. Hope Rd, Harrison, OH 45030	A	1	Nov 1 – Apr 15	1	
Mitchell Memorial Forest – Pine Meadow 5401 Zion Rd, Cleves, OH 45002	A	1	Year-round	1	
Mitchell Memorial Forest – Wood Duck 5401 Zion Rd, Cleves, OH 45002	A	1	Nov 1 – Apr 15	1	
Nature Center at The Summit 1580 Summit Rd, Cincinnati, OH 45237	A	1	March 15 – Nov 30	1	
Otto Armleder – Dog Park 5057 Wooster Pike, Cincinnati, OH 45226	1 A, 1 S	2	Year-round	1	
Sharon Woods – Golf Course 11355 Swing Rd, Cincinnati, OH 45241	1 A, 1 S	2	Nov 1 – Apr 15	1	
Triple Creek Park – Field 4 2700 Buell Rd, Cincinnati, OH 45251	A	1	Year-round	1	
Werk Road 2918 Werk Rd, Cincinnati, OH 45211	A	1	Year-round	1	
Winton Woods – Campground (Summer) 651 Lakeview Dr, Cincinnati, OH 45231	2 A, 4 S	6	March 31 – Nov 1	2	
Winton Woods – Campground (Winter) 651 Lakeview Dr, Cincinnati, OH 45231	A	1	Nov 1 – March 31	1	
Winton Woods – Disc Golf Course 10248 McKelvey Rd, Cincinnati, OH 45231	A	1	Nov 1 – March 31	1	
Winton Woods – Elm Ridge 10245 Winton Rd, Cincinnati, OH 45231	A	1	March 15 – Nov 30	1	

Winton Woods – Mill Golf Course 1515 W. Sharon Rd, Cincinnati, OH 45231	A	1	Nov 1 – Apr 15	1	
Winton Woods – Meadowlinks 10999 Mill Rd, Cincinnati, OH 45231	A	1	Nov 1 – Apr 15	1	
Withrow Nature Preserve 7075 Five Mile Rd, Cincinnati, OH 45230	A	1	Year-round	1	
Woodland Mound – Steamboat Bend 8401 Steamboat Dr., Cincinnati, OH 45255	A	1	Year-round	1	
Woodland Mound – Vineyard Golf Course 600 Nordyke Rd, Cincinnati, OH 45255	1 A, 1 S	2	Nov 1 – Apr 15	1	

Additional Costs as Requested by Great Parks			
Standard Unit	Weekday delivery/pickup	\$	per unit
Standard Unit	Weekend delivery/pickup	\$	per unit
Standard Unit Service		\$	per unit
Accessible Unit	Weekday delivery/pickup	\$	per unit
Accessible Unit	Weekend delivery/pickup	\$	per unit
Accessible Unit Service		\$	per unit
Additional Service	Weekday	\$	per unit
Additional Service	Weekend	\$	per unit
Handwashing Station		\$	per unit