

Request for Proposals- Professional Services Maintenance & Upkeep of the Baileys Trail System Chauncey-Dover and Doanville York Trailheads 2024 Mountain Bike Season

Background

The Outdoor Recreation Council of Appalachia (ORCA), is a council of governments formed in 2019 to utilize the Appalachian Ohio region's outdoor recreation assets to deliver economic, health, social, and environmental benefits to communities and Ohioans. ORCA works with partners with area stakeholders to grow the region's outdoor recreation economy in a holistic manner. ORCA is the Wayne National Forest permitted managing authority of the Baileys Trail System in the Wayne National Forest of Athens County, Ohio.

ORCA is seeking cost proposals for:

- 1. Upkeep of the Baileys Trail System Chauncey-Dover Trailhead, located at 8433 West Bailey Road, Millfield, Ohio. AND*
- 2. Upkeep of the Baileys Trail System Doanville-York Trailhead, located at 5034 West Bailey Road, Nelsonville, Ohio.*

Professional Services Description

- 1. Contractor shall perform the following tasks at the Baileys Trail System Chauncey-Dover Park Trailhead located at 8433 West Bailey Road Millfield, Ohio:*
 - clean surfaces and floors in restrooms,
 - check restrooms regularly, up to bi-weekly, to ensure cleanliness,
 - add toilet paper, soap, and/or hand sanitizer as needed,
 - sweep sidewalks and pavilion as needed
 - clean picnic tables and pavilion as needed
 - remove and appropriately dispose of trailhead trash and recycling
- 2. Contractor shall perform the following tasks at the Baileys Trail System Doanville-York Trailhead located at 5034 West Bailey Road Nelsonville, Ohio:*
 - clean surfaces and floors in restrooms,
 - add toilet paper and hand sanitizer as needed,
 - weed eat as needed
 - maintain/mow grass as needed,
 - coordinate mowing assistance as needed with York Township, only on steep terrain and other areas not reachable with standard mowing equipment as needed
 - sweep sidewalks and pavilion as needed
 - clean picnic tables and pavilion as needed
 - remove and appropriately dispose of trailhead trash and recycling

Contractor will not be covered by ORCA Insurance and is not considered an ORCA employee. Contractors are encouraged to obtain and maintain project insurance coverage throughout term of this professional service agreement. Contractor is responsible for submitting invoices to ORCA for services rendered at the same agreed upon rate each month. The agreed upon rate will be prorated per week should the need for services be needed for additional time less than one month. Contractor will enter into contract with ORCA for professional services and is required to submit a W9 and all other appropriate documentation. Contractor will provide cleaning supplies, toilet paper, and hand sanitizer.

Project Timeline

Professional Services will begin May 1, 2024 and conclude when the Baileys Trail System closes for the 2023 season, estimated to be December 31st, 2024.

Evaluation of Proposals

Proposals will be evaluated by the following criteria:

- Cost - 50%
- Experience - 50%

Submission Instructions

Please submit page 3 of this document (contractor proposal) by 4pm Monday, April 29, 2024

Submit by email in PDF format to:

Jessie Powers, ORCA Executive Director (jessie@orcaohio.com) **and**
Elle Dickerman, ORCA Recreation Director (elle@orcaohio.com) Or by mail to:

P.O. Box 61 Athens, Ohio 45701

Or in person at: 23 Main Street Chauncey, Ohio 45701



Professional Services Maintenance and Upkeep of the Baileys Trail System Chauncey- Dover and Doanville- York Trailheads Proposal 2024 Mountain Bike Season

Proposal provided by:

(Name of Firm and/ or Individual performing service) Title

(Business Address) Email Phone number

Please specify who will perform the professional services as described in ORCA’s Baileys Trail System 1. Chauncey-Dover Trailhead and 2. Doanville- York Trailhead Professional Services RFP.

Please explain relevant professional experience:

Proposed monthly cost for professional services total for both trailheads:

1. Chauncey- Dover Trailhead Cost 2. Doanville- York Trailhead Cost

List 3 professional references with their contact information (phone and email addresses):

By signing below I signify that I understand the scope of services and submit this proposal perform professional services as described in ORCA’s Baileys Trail System Doanville- York Trailhead Professional Services Request for Proposals. I certify I am able to meet timeline, perform tasks as outlines, and provide all necessary paperwork.

Name Title, Company Date

Include additional relevant information for your business, such as website (if applicable):