



**INFORMAL
REQUEST FOR PROPOSAL (IRFP)
for 2021 Parking Services**

MetroParks of Butler County (MetroParks) is seeking an exclusive service provider for parking services at Voice of America MetroPark, West Chester Township, Butler County, Ohio with the following terms or similar terms:

- Provide parking services during tournaments and special events at Voice of America MetroPark as scheduled by MetroParks during the 2021 calendar year.
- Provide staffing based on the agreed schedule with the ability to request additional staffing as needed to accommodate the tournament and/or special event.
- Provide parking service's staff with vests or other highly visible apparel, uniforms, or other suitable attire that is visible to our guests. Provide all training and instruction to parking service's staff to be neat, competent, courteous, and mannerly to MetroParks' guests.
- Prior to an event, will obtain pre-numbered parking passes from MetroParks Financial Services staff. After the event, deposit receipts and provide a check for all said receipts to MetroParks Financial Services staff no later than the first Tuesday after the event(s) and provide documentation of the enumerated passes sold.
- Provide commercial general liability insurance coverage with a minimum of \$2,000,000.00 per occurrence, naming MetroParks of Butler County as additional insured.
- Provide proof of continuous comprehensive automobile liability insurance coverage for parking service vehicles.
- Provide proof of continuous Ohio Worker's Compensation coverage providing protection to each employee while working on MetroParks' property.
- Parking service employees must be covered under a Honesty Bond in order to protect MetroParks against loss.
- Parking service company must be able to accept payment from guests by use of cash and common debit and credit cards.
- MetroParks reserves the right to terminate contract without penalty should the owner or principal employee(s) be charged with a felony or crime of moral turpitude.

Submission of Proposals: All proposals will be accepted until Friday February 12, 2021 until 2:00 PM, local time. Electronic submissions will be accepted. Service Providers interested in providing the services described above shall submit proposals or questions related to the proposal by email csmith@yourmetroparks.net or by mail at the address listed below.

MetroParks of Butler County
Attn: D. Chadwick Smith, Deputy Director
2051 Timberman Road
Hamilton, OH 45013