

CITY OF FORT MITCHELL, KENTUCKY
REQUEST FOR PROPOSALS WITH BIDS

Title: Playground Canopy at General Ormsby Mitchel Park

Issue Date: January 2, 2026

Due Date: February 6, 2026 2:00 P.M



1. INTRODUCTION

The City of Fort Mitchell, Kentucky, is seeking sealed proposals with bids from qualified contractors to design, supply, and install a durable, aesthetically pleasing canopy near the playground at General Ormsby Mitchel Park, 261 Grandview Dr., Fort Mitchell, KY 41017. This canopy will provide shade for park visitors, while complementing the park's existing environment.

2. PROJECT OVERVIEW

The selected contractor will:

- Supply and install a high-quality canopy near the playground area.
- Ensure the structure meets all local building codes, safety standards, and ADA requirements.
- Provide options that are durable, low-maintenance, and weather-resistant.
- Coordinate with City staff to minimize disruption to park activities during installation.

3. SCOPE OF WORK

The contractor shall provide:

- Design recommendations, including dimensions, materials, and color options.
- Engineering and structural certification if required.
- Delivery and installation of the canopy, including all necessary hardware and anchoring.
- Warranty information for materials and workmanship.
- Maintenance instructions and suggested schedule.

4. PROPOSAL REQUIREMENTS

Proposals should include:

- Company profile and relevant experience.
- Detailed project plan and timeline.
- Itemized cost estimate, including design, materials, labor, and installation.
- References from similar completed projects.
- Proof of insurance and required licensing.

5. INDEMNITY AND INSURANCE REQUIREMENTS

A. Indemnity

Contractor shall keep, hold, and defend the Owner, including all officers, councilmembers, agents, and employees thereof, harmless from any and all costs, liabilities, damages, expenses (including costs of suit and reasonable legal fees), claims, demands, and causes of action whatsoever claimed by anyone by reason of injury or damage to persons or property sustained as a result of the acts or omissions of Contractor, its agents, servants, employees, subcontractors, suppliers, or invitees, or arising out of the operations of Contractor, excepting such liability resulting from the sole negligence of the Owner. Upon the filing of any claim with the Owner for damages arising out of incidents for which Contractor agrees to hold the Owner harmless, the Owner shall notify Contractor of such claim. Contractor shall have the right to settle, compromise, or defend the same, subject to the Owner's reasonable approval of any settlement or compromise. The Owner may defend its interests at its sole cost and expense. Any final judgment rendered against the Owner for which Contractor is liable shall be conclusive against Contractor as to liability and amount, after the time for appeal has expired. The provisions of this paragraph shall survive the expiration or termination of this Contract.

B. Commercial General Liability and Umbrella Liability Insurance

1. Contractor shall maintain commercial General Liability (CGL) and, if necessary, commercial umbrella insurance covering bodily injury, personal injury, and property damage liability with a limit of not less than \$1,000,000.00 per occurrence.

Insurance must cover:

- Premises and operations
- Explosion, collapse, and underground hazards (XCU)
- Broad form property damage liability

- Products/completed operations liability
- Contingent liability
- Contractual liability assumed by Contractor

If the CGL insurance contains a general aggregate limit, it shall apply separately to operations under this Contract. Products and completed operations coverage shall extend for two (2) years past acceptance, cancellation, or termination of the work.

2. CGL insurance shall be written on ISO occurrence form CG 00 01 (or equivalent) and include coverage for premises, operations, contractors, subcontractors, consultants, products, completed operations, property damage, personal injury, advertising injury, and liability assumed under an insured contract. The policy shall contain a severability of interests provision.

C. Worker's Compensation and Employer's Liability Insurance

Each Contractor and/or subcontractor shall procure their own Worker's Compensation and Employer's Liability Insurance as required under the rules and regulations of the Commonwealth of Kentucky. Minimum levels of Employer's Liability shall be Five Hundred Thousand Dollars (\$500,000). An affidavit regarding Worker's Compensation and Unemployment Insurance is provided at the end of this Section. The successful bidder must execute this affidavit and submit it to the Owner prior to commencement of work.

6. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
- Design quality and suitability for the park environment
- Quality of proposed materials
- Cost-effectiveness
- Timeline and ability to meet project deadlines
- Warranty and maintenance support

7. SUBMISSION INSTRUCTIONS

Submit proposals with bids in a sealed envelope labeled:

“Playground Canopy at General Ormsby Mitchel Park”

Deliver to:

City of Fort Mitchell

Attn: City Clerk
2355 Dixie Highway
Fort Mitchell, KY 41017

Deadline: February 6, 2026 at 2:00 P.M

Late submissions will not be considered.

8. QUESTIONS & CLARIFICATIONS

All inquiries must be submitted in writing to:

Nick Tewes
Public Works Director
Email: ntewes@fortmitchell.com
Phone: (859)331-1212

9. ADDITIONAL INFORMATION

The City of Fort Mitchell reserves the right to reject any or all proposals, waive any irregularities, and accept the proposal deemed most advantageous to the City. The City is not responsible for any costs incurred by respondents in preparing proposals. Contractors must verify all field measurements. Site visits with City staff available upon request.