

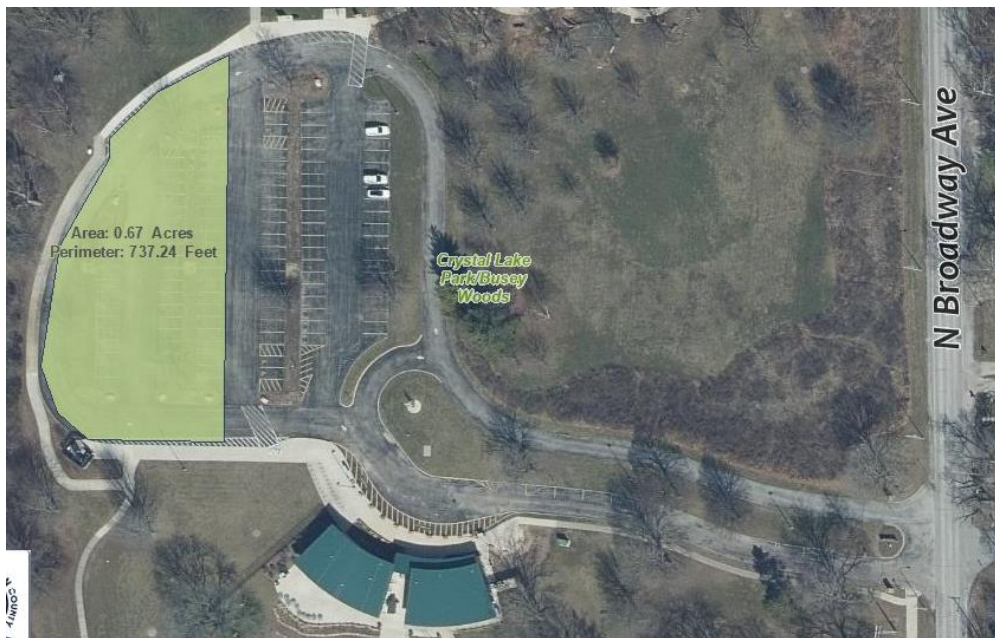
EXHIBIT A

SECTION 2 – SUMMARY AND SPECIFICATIONS

2.1. Summary:

The work under this solicitation shall include sales, supervision, materials, equipment, labor and all other items necessary to undertake a bulk sale of rain barrels and compost bins with single site distribution and/or delivery occurring May 7, 2022. The distribution shall be hosted in the parking lot of the Urbana Park District Anita Purves Nature Center at 1505 N Broadway Ave, Urbana, IL 61801 or other location determined by mutual consent of the City of Urbana and the Successful Respondent.

The green block on west side of parking lot represents space available to Successful Respondent:



The sale shall be open to the public with transactions made between the Successful Respondent and members of the public. The Successful Respondent shall be solely responsible for the quality and condition of any product sold. The Successful Respondent shall handle all sales transactions by, at a minimum, credit card or cash. City staff will support the qualification of rain barrel rebates which might be pre-ordered by noon the day before the event and communicated to the City. The City and Successful Respondent will not provide point of sale rebates for walk-up or day-of sale purchases, but will provide mail-in rebate forms. The Successful Respondent should be prepared to provide all staffing or labor for distribution of products.

The City will not pay the Successful Respondent for any goods or services related to this project. Products are to be offered for sale from the Successful Respondent to members of the public. All prices shall include taxes. The cities shall reimburse the Successful Respondent for the pre-order rebates following the sale and upon receipt of the Report as described in Section 2.2

The Successful Respondent shall promptly, and without charge to the City, repair or restore, at its own expense and to a condition equal to that existing before the occurrence and satisfactory to the City, any damage done by the Successful Respondent to any property, public or private, as a result of the work. If Successful Respondent fails to promptly repair or restore any such damage, then the City may, after 48 hours written notice to Successful Respondent, itself cause such repair or restoration to be made, with its own forces or with forces hired for that purpose, and charge all costs related thereto to Successful Respondent. If the City determines, in its sole discretion, that such damage has created a dangerous situation requiring immediate response, then the City may cause such repair or restoration to be made without notice to Successful Respondent and charge all costs related thereto to Successful Respondent.

Sales History

Years	Rain Barrels	Compost Bins
2011	500	500
2013	450	173
2014	447	138
2015	499	48
2016	157	55
2017	229	26
2018	218	43
2019	229	15
2020	188	32
2021	195	3

2.2. Specifications:

Acceptable bids must include the following product specifications:

1. Specifications of the rain barrels, compost bins, and any other items that will be made available for sale including:
 - a. Materials
 - b. Functioning
 - c. Weight
 - d. Capacity
 - e. Percent recycled or reused content.
2. Warranties for compost bins of at least 5 years. Warranties for rain barrels of at least 5 years.
3. Assembly directions for the rain barrels and compost bins.
4. Acceptable rain barrels shall include:
 - a. A screened lid to abate mosquitos.
 - b. An overflow orifice and accompanying hose.
 - c. A discharge spigot on the side of the unit near the bottom.
 - d. A minimum of 50% recycled or reused content.
 - e. No sharp edges.
 - f. A capacity between 45 and 65 gallons.
5. Acceptable compost bins shall include:

- a. A minimum of 50% recycled or reused content.
- b. No sharp edges
- c. A capacity between 6 and 20 cubic feet.
- d. A stationary compost bin shall include 5.a. through 5.b. and:
 - i. A top lid or hatch for loading organic materials for composting no less than 10 inches in diameter as measured from the inside of the lid opening if circular or 10 inches x 10 inches if square.
 - ii. A door on the side of the unit near the bottom that will effectively hold composting materials in while also allowing for easy removal of composted materials.
 1. This door must be no less than 10 inches in diameter as measured from the inside of the door opening if circular or 10 inches x 10 inches if square.
- e. A tumbling compost bin shall include 5.a. through 5.b. and:
 - i. An opening with a lid or hatch for loading organic materials for composting no less than 10 inches in diameter as measured from the inside of the lid opening if circular or 10 inches x 10 inches if square.
6. It is not required to offer both a stationary and tumbling compost bin for sale. For purposes of bid selection, the City shall use the price of the lower cost compost bins in the event that any bid offers two different compost bins.

Acceptable bids must include the following service specifications:

1. Internet-based pre-order credit card payment acceptance.
2. In-person credit card and cash payment acceptance.
3. Description of set-up hours.
4. Description of sales hours.
5. Description of staffing plan.
6. Description of Successful Respondent experience operating sales events.
7. Description of pre-order options.
8. Successful Respondent shall furnish one (1) compost bin to the Anita Purves Nature Center to be used as a promotional give away to draw attention to the sale and a composting class held at the Center the same day as the sale.
9. The Successful Respondent shall furnish a report of the number of sales of each product in Microsoft Excel or Google Sheets format within 30 days of the sales event which shall include: Number of sales of rain barrels and compost bins by City (Urbana, Champaign, Other). Totals should include both online and day of the event sales. Any postal addresses of rain barrel purchasers collected from sales.

2.3. Public Health:

The Successful Respondent shall conform to the following specifications to protect public health from COVID-19.

1. All face mask, social distancing, and other measure stipulated by the State or County departments of health shall be observed at all times while the vendor is on site.