

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 one-day rain barrel and compost bin sale. The sale shall be hosted in the parking lot of the Urbana Park District Anita Purves Nature Center or other location determined by the City of Urbana.

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 cash, check, or credit card. City staff will support the qualification of rain barrel rebates which are pre-ordered by noon the day before the event. The City and Successful Respondent will not provide point of sale rebates for walk-up or day-of sale purchases. These purchases are eligible for a mail in rebate depending on city residency. While the City will attempt to recruit public service workers to provide labor at the event, the City cannot guarantee any minimum number of public service workers, and therefore the Successful Respondent must be prepared to undertake all labor and services necessary. Based on past experience, it is recommended that the vendor provide at least three staff persons for the project.

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. Cash and credit payments shall be accepted. 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

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. At least 150 rain barrels shall be made available for sale. This total includes the number of rain barrels that may be pre-sold and made available for pickup on the sale date.
- 7. At least 30 compost bins shall be made available for sale. This total includes the number of compost bins that may be pre-sold and made available for pickup on the sale date.
- 8. 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 proposals must include the following service specifications:

- 1. Credit card and cash payment acceptance.
- 2. Provision of at least 75 print handbills or flyers delivered to the City of Urbana before the sale for distribution following selection of the Successful Respondent.
- 3. Description of set-up hours.
- 4. Description of sales hours.
- 5. Minimum of two (2) staff persons provided by the Successful Respondent. City of Urbana staff and volunteers will not handle cash, checks, or credit cards on behalf of the Successful Respondent.
- 6. Description of Successful Respondent experience operating sales events.
- 7. Description of pre-order options, if any.
- 8. The Successful Respondent shall provide a one day semi-truck sale of compost bins and rain barrels on Saturday, May 2, 2020 or other date by mutual consent of the City and the Successful Respondent.
- 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.