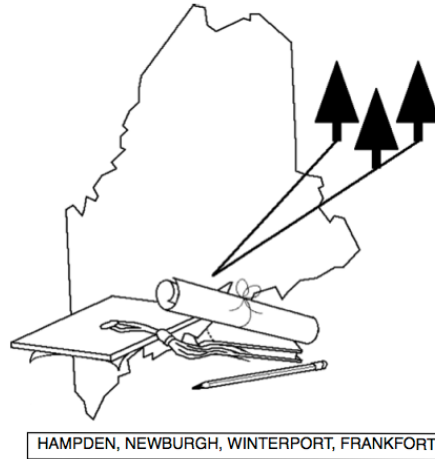


# RSU #22



## Request for Proposals (RFP)

### Athletic Field Maintenance & Campus Care

July 1, 2018 – June 30<sup>th</sup>, 2021

Richard A. Lyons, Superintendent of Schools

The RSU #22 school district is issuing a Request for Proposals (RFP) for vendors interested in bidding on *Athletic Field Maintenance and Campus Care (Part I) and Athletic Field Care Standards, Set Up and Clean Up (Part II)*.

**Revised Edition 11/30/2017**

From time to time, additional information may be issued to this solicitation. Any such addendum will be posted on the RSU 22 website RFP proposal link. <http://www.rsu22.us> You should periodically check the website to download any addendum which may have been issued.

Specifications are to follow.

Questions regarding the proposal should be directed by e-mail to

Regan Nickels – Assistant Superintendent, [rnickels@rsu22.us](mailto:rnickels@rsu22.us)

Marie McCaw – Administrative Assistant, [mmccaw@rsu22.us](mailto:mmccaw@rsu22.us)

All proposals must be received by RSU #22 on or before January 2nd, 2018 at 4:00 PM. No waivers shall be allowed for proposals that have not been submitted to the district by the deadline date. One (1) original and two (2) copies of the proposal package are to be submitted to:

**RSU #22 - Athletic Field and Campus Care – 24 Main Road North – Hampden, Maine  
04444**

**Submissions must be in a sealed envelope.** Be sure to include the name of the company submitting the proposal on the envelope.

RSU #22 reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive as informality any irregularities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the RSU #22 School Board approves the contract.

Recommendation to the RSU #22 School Board will be based upon a proposal(s) that represents the best interest of the District and award of the contract will be deemed by the board to be in the best interest of RSU #22.

Dated at Hampden, Maine this November 20, 2017.

RSU #22 RFP – Athletic Field Maintenance & Campus Care (Part I)

Athletic Field Care Standards, Set Up and Clean Up (Part II)

#### PROPOSAL FORM

BID DUE DATE/TIME: January 2, 2018 4:00 P.M.

BID OPENING DATE/TIME: January 5, 2018 9:30 A.M.

***Proposal Certification (submit with proposal)***

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of this Request For Proposals, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Invitation to Bid, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Maine Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of Proposer's Authorized Representative

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Date \_\_\_\_\_

Name of Proposer's Authorized Representative

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Title of Proposer's Authorized Representative

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## **Part I. Athletic Field Maintenance and Campus Care Services**

## **Part II. Athletic Field Care Standards, Set Up and Clean Up**

### **A. General Requirements**

- Bid Preparation: Walkthroughs to examine the district athletic fields are allowable by appointment. Vendors require escorts when students are on campus.
- Companies must be able to provide documentation to demonstrate that they have been successfully performing similar work for at least three years. **\*Provide this documentation in your proposal.**
- The contractor will obtain workers' compensation insurance coverage. In addition, the contractor agrees to save harmless and indemnify the Board from any and all liability and expenses that may arise as a consequence of any injury to an employee of the contractor.
- The contractor shall furnish certificates of insurance, including automobile, property damage liability, public liability, and worker's compensation insurance. Copies of insurance certificates shall be required at the beginning of each school year. The contractor shall carry insurance under which the RSU #22 Board of Directors shall be named as an additional insured for the duration of the contract.
- Communication – provide management level contact for school administrators to discuss concerns regarding services or performance. Vendor management is solely responsible for performance and discipline of its employees.
- When requested, the contractor shall cooperate with any ongoing investigation involving damage to the buildings or personal property.
- Fraternalization – The vendor's employees, subcontractors and its employees, and any other personnel, including material suppliers engaged in activities encompassed by this agreement are strictly forbidden from participating in any manner and form of interaction with the students of RSU #22. Violation of this provision may result in the removal of the people involved from the campus.

### **Subcontracting**

- The vendor is to be the primary service provider and shall perform the work described in this specification with their employees.
- In general the subcontracting of any part of this work is not allowed with the exception of spraying. If special situations warrant it, the District may allow exceptions if it is in the District's best interest. All situations where a subcontractor is used must be approved by the District prior to the subcontractor beginning work.

### **B. Staffing**

- Criminal History Record Checks (CHRC) must be current for all personnel working on campus.

- The contractor is required to train their staff in all landscaping, turf care, and athletic field lining procedures prior to them starting work on the school jobsite. Training shall include manual techniques, procedure, and apparatus training.
- This contractor is to provide their crew with all personal protection equipment (PPE) needed to do the work described in this specification. This includes PPE devices like gloves, masks, respirators, aprons, smocks, garments, safety glasses, ear muffs/plugs, and face shields.
- This contractor shall provide all labor, materials, and equipment required to perform the services described in this specification. Storage of mowing equipment will be provided by owner and will be restricted to present available area (1 garage bay as determined by owner). Equipment will be available for district inspection and determination of adequacy for the job. **\*Provide list of equipment to be utilized during contract period in your proposal.**

### C. **Contract Terms**

- Pricing shall be lump sum to cover the responsibility district-wide.
- Payments will be made in the following manner:
  - Week of July 1      25% of contract
  - October 15          25% of contract
  - February 15        25% of contract
  - April 15             25% of contract
- Mowing and turf care shall be performed to the satisfaction of the District, as determined by the Assistant Superintendent for Business. If the District is dissatisfied with the mowing and/or turf care program, the contractor shall return to complete the work to the satisfaction of the District within one hour of notification.
- RSU #22 may terminate the contract upon 30 days notice for any reason.
- The contractor shall comply with all state and local ordinances.
- Contractor will maintain a log of performed work to include mowings, fertilization and pest control. The log will be shared with RSU 22 upon request.
- Upon mutual agreement between RSU #22 and contractor, this contract may be extended one additional year.
- Employment History, Reference and Credit Checks
  - The RSU #22 Board is committed to conducting a thorough screening of contractor and its employees. The contractor shall understand the Board may check employment history, including without limitations, criminal arrest and conviction record checks, reference checks, credit checks, interviews, and release of investigatory information possessed by and local, state, or federal agency. In addition, successful contractor shall complete, at its expense, a thorough

background check including without limitation a fingerprint and criminal history check and all background checks required by state and federal law.

- In the event that RSU #22 determines that there is a special circumstance requiring modification of contractual terms, the contractor agrees to renegotiate terms as needed.
- If extenuating circumstances exist that require immediate attention to fields and/or grounds, contractor agrees to address issues within 24 hours.
- Contract does not include:
  1. Winter damage repair which will be completed on a time and material basis
  2. Trimming and pruning of trees and bushes
  3. Flower garden maintenance

**D. Pest/Weed Control**

- Insect control means grubs and crane fly.
- Contractor will provide all pertinent documents and/or materials for pest management and herbicide control including MSDS sheets. The contractor shall not apply chemicals while students and public are present.
- All pest management/herbicide control procedures will be in compliance with all state and federal guidelines and laws.
- Number of applications and product used will be communicated to RSU #22 prior to application.

**E. Sites and sports to be included in this contract:**

**Part I. Athletic Field Maintenance and Campus Care:**

Practice Football Field (where geo-thermal wells are)

Scope of Work: Soil sampling to evaluate field needs and recommended remediation plan, spring aeration, spring seeding, lime, four fertilizer applications throughout season, weed control, insect control, fall aeration, fall seeding, 25 mowings.

Cost: \_\_\_\_\_

Hampden Academy Baseball Field and Multi-Purpose Outfield

Scope of Work: Soil sampling to evaluate field, spring aeration, four fertilizer applications throughout season, weed control, insect control, lime, fall aeration, fall seeding, 25 mowings potentially bagged.

Cost: \_\_\_\_\_

Bordick Park

Scope of Work: Soil sampling to evaluate field needs and recommended remediation plan, dethatching, four fertilizer applications throughout season, weed control, insect control, lime, fall aeration, overseeding, 25 mowings (all mowings will be bagged).

Cost: \_\_\_\_\_

Hampden Academy Track Field

Scope of Work: Soil sampling to evaluate field needs and recommended remediation plan, spring aeration, soil sample, lime, four fertilizer applications throughout the season, weed control, insect control, fall aeration, fall seeding, 25 mowings, partial dethatching as needed. All work includes the interior field of the eight-lane track.

Cost: \_\_\_\_\_

Reeds Brook Combo Soccer/Softball Field

Scope of Work: Soil sampling to evaluate field needs and recommended remediation plan, four fertilizer applications throughout season, spring and fall aeration, weed control, insect control, spring and fall overseeding, 25 mowings, lime, weed control includes infield surface.

Cost: \_\_\_\_\_

Samuel L. Wagner Middle School Field

Scope of Work: Aerate in spring and fall, weed and insect control, four fertilizer applications throughout season, fall and spring seeding, soil sample, lime as needed.

Cost: \_\_\_\_\_

School Grounds:

New Hampden Academy school areas, all overflow ponds, Weatherbee grounds, Reeds Brook grounds, McGraw grounds, and Superintendent’s Office grounds.

Scope of Work: 28 mowings, weed control, insect control, lime, three fertilizer applications in high visibility and use areas as determined by administration. (Provide separate recommendations for fertilization regimen; include product information)

Cost: \_\_\_\_\_

**Total Part I. Athletic Field Maintenance and Campus Care** Contract for work outlined above:

2018/2019	\$_____
2019/2020	\$_____
2020/2021	\$_____

## Part II. Athletic Field Care Standards, Set Up and Clean Up

Preparation (meaning “set up” and “clean up”) for the following RSU #22 athletic events:

Varsity Football – 5 games  
Soccer – 16 games  
Field Hockey – 8 games  
Softball – 16 games (JV and Varsity)  
Baseball – 16 games (JV and Varsity)  
New HA Upper Baseball – 9 games (Middle School)  
Softball – 9 games (Reeds Brook)  
Field Hockey – 5 on the track field  
Soccer – 9 games on Reeds Brook field  
Championship and State games – 7 games (Turf)  
Scrimmages/Preseason Play (various sports above) - 10

Total games: 110

“Set up” and “clean up” include functions such as lining, dragging, raking, regular garbage pick up before and after events, and sweeping out dug-outs.

- The contractor will maintain line painting for practices and games on practice football field (football), Samuel Wagner Middle School (soccer/field hockey combination field), Reeds Brook field (soccer/softball), Hampden Academy within the track field (field hockey), and the Hampden Academy upper baseball field (soccer/middle school football/baseball) in the spring and fall of each year. The intent is to line each grass field fifteen times. Paint equipment and paint will be supplied by RSU #22.

Cost: \_\_\_\_\_

- Dependent on HA multi-purpose turf replacement timeline, lining of the turf field for field hockey once a year and lining of the turf football with hash marks during late July.

Cost: \_\_\_\_\_

- Fall infield surfaces preparation: spread surface (district supplies surface).

Cost: \_\_\_\_\_

- The contractor will spray (weed control) infield services for Bordick Park, new Hampden Academy baseball field and Reeds Brook Softball field three times per year.

Cost: \_\_\_\_\_

Definition of Labor Rate:

Please define the cost for work outside of contract by rate per hour. Work outside of contract by rate per hour requires administrative pre-approval.

Cost: \_\_\_\_\_



**Total Part II. Athletic Field Standards, Set Up and Clean Up** Contract for work outlined above:

2018/19: \$ \_\_\_\_\_

2019/20: \$ \_\_\_\_\_

2020/21: \$ \_\_\_\_\_

**Provide the following for complete bid proposal:**

- Completed District Cost Sheets (above) for **Parts I** and **II** and **\*Terms** in bid package.
- Brief company background indicating capability to do this sized project.
- Athletic field company expertise. Provide documentation showing that your company regularly performs athletic field maintenance, field striping, infield preparation, and turf care.
- Proposed staffing including who holds licenses for application of pesticides and herbicides (or statement of subcontractor for pesticide/herbicide care). Copies of licenses should be attached.
- Customer references for where similar athletic field care is provided. Provide no more than 3.

**H. Awarding**

Proposals will be evaluated using the following considerations:

- Price 50%
- Company background 10%
- Athletic field care expertise 20%
- Proposed staffing 10%
- Customer references 10%